

For Generic Use  
Court/Service Copy

## Court Attendance Notice

### Details of Court Listing

The Court Attendance Notice has been listed before the Local/Children's Court on  
Date:  
Place:  
Time:

### Details of Defendant

Defendant:  
Address:  
Sex:  
Date of Birth:

### Details of Prosecutor

Prosecutor:  
Department/Organisation:  
Address:  
Telephone:  
Date of Issue of Court Attendance Notice:

### Details of Offence

Description of Offence:  
Time & Date of Offence:  
Place of Offence:  
Short Particulars:  
Statutory Provision Describing Offence:  
Law Part Code:

Signature of Prosecutor:  
(Signature not required if prosecutor is a police officer or public officer)

Signature of Registrar:  
(Signature not required if prosecutor is a police officer or public officer)

**Statement of Service:**

I (name):

Of (occupation):

Did serve a copy of this Court Attendance Notice on the defendant on (date)  
in the following manner: (tick below)

- By handing it to the accused person
- By handing it to a person at the accused person usual place of residence or place of business who is apparently of or above the age of 16 years.
- By forwarding it to the officer in charge of the correctional centre at  
by hand/post/fax or other (specify):
- By post/fax or electronic transmission to the person's residential address  
(Summary offences only). Please specify:
- I have not served a copy of this Court Attendance Notice on the defendant

Signature:

Name:

Witness Signature:

Name:

Court Registry Use Only

Date Court Attendance Notice Filed:

Place of Filing:

(if different from place of first listing)

Court Reference Number:

Fees: (circle) Paid/Waived/Remitted/Exempt

Payment Stamp

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### Information for the Defendant

1. You should obtain legal advice immediately about your rights regarding this Court Attendance Notice. You may wish to contact a legal practitioner, LawAccess NSW (1300 888 529), or the Legal Aid Commission if you require assistance. On your first date of appearance at Court, you should be in a position to advise the court, if required, whether you wish to plead guilty or not guilty to the alleged offence/s.
2. If you have a physical impairment, or require an interpreter to assist you at Court, please advise the Local Court at which you are to appear as soon as possible.

3. If you have been charged by the Police, then the Police Officer responsible for investigating the alleged offence/s will, on request, make arrangement for a language interpreter to assist you at Court.
4. Failure to appear may result in your arrest or in the matter being dealt with in your absence.