



Application for summons

File Number

Applicant

Name of party requesting the summons

Request

Set out the grounds why you believe a particular person can give relevant evidence or produce relevant documents and why he or she would not do so without being summoned.

Please also set out what evidence you expect that person can give, or produce.

Full names of witnesses

Full name	Address	Summons to attend	Summons to produce
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If insufficient space attach additional pages

For all Summons

I have read DVA Factsheet VRB06 Summoning Witnesses or Documents and understand that I am responsible to arrange service of the witness summons.

The summons must be served personally on the witness. That means, you have to hand deliver the summons to the person for whom it is intended, with the person being shown the summons when it is handed over.

Details of service of the summons should be noted and retained in case a dispute arises as to the effective service of the summons.

For a Summons to attend

I have read DVA Factsheet VRB06 Summoning Witnesses or Documents and understand that I am responsible for providing the person summoned with reasonable expenses to travel to attend the VRB. In addition, if I summons an expert witness, I am responsible for paying the expert fees for the witness.

The travelling expenses and any witness fees are determined by the presiding member of the VRB panel, at the time the summons is issued.

Please lodge the completed Form at the VRB Registry where your application for review will be heard. Preferably the Form should be lodged at the same time as your Certificate of Readiness. At the latest, it should be lodged not less than 14 days before the hearing date.

Signature of applicant or representative



/ /

Printed name:

Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information.](#)

Office Use Only

Result of application

Granted

Refused

VRB Member Name

Date

Reasons for refusal

