

### ✔ Example: A court document

This is an example of what a court document could look like. The court document you receive will relate to the circumstances of your case.

The court form below is commonly used in criminal and fines cases. To see instructions for filling out, and samples of, court forms used in:

- AVO cases, see the Forms page in the '[Apprehended Violence Orders \(AVOs\)](#)' topic of this website
- fines cases, see the Forms page in the '[Fines](#)' section in the 'My car or driving offences' topic of this website
- fences cases, see the Forms page in the '[Fences](#)' section in the 'My neighbour' topic of this website.

#### A court document

This part describes who the copy of the document should go to.

For example:

For Generic Use  
Defendant Copy

This part describes what the form is.

For example:

**Court Attendance Notice**

This part tells the defendant when and where to attend court, has the defendant's details, and has the details of the person who will be prosecuting the case.

For example:

### **Details of Court Listing**

The Court Attendance Notice has been listed before the Local Court/Children's Court on

Date: **15 March 20XX**

Time: **9.30am**

Place: **Parramatta Local Court**

Defendant: **Charlie Bostock**

Address: **3999 Example Street, Ashfield, NSW 2131**

Sex: **Male**

Date of Birth: **10/12/1977**

Prosecutor: **Sergeant Peter Williams Parramatta LAC**

Department/Organisation: **NSW Police**

Address: **1 Church Street, PARRAMATTA 2150**

Telephone: **9633 0700**

Date of Issue of Court Attendance Notice: **1 March 20XX**

This part should describe the details of the offence the prosecutor says the defendant committed. It includes the details of the specific law that the prosecutor says has been broken, and a Law Part Code (LPC number) that identifies the offence.

### **Details of Offence**

Description of Offence: **The defendant did negligently drive a motor vehicle, to wit, (motor vehicle registered ABC 123) upon a (road/road related area), to wit, (Great Western Highway, Parramatta).**

Time & Date of Offence: **1.20pm, 14 January 20XX**

Place of Offence: **Great Western Highway, Parramatta NSW 2150**

Short Particulars: **Negligent driving (not occasioning death/gbh)**

Statutory Provision Describing Offence:

**Section 42(1)(c), Road Transport (Safety and Traffic Management) Act 19**

Law Part Code: **34983**

Signature of Prosecutor: ***P. Williams***

(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)

This part contains important information for the defendant and should be read by all defendants.

**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.