



# court copying order form

<b>SYDNEY</b>	<b>Address:</b> Level 34, 60 Margaret Street, Sydney NSW 2000	<b>Ph:</b> 1300 30 30 80	<b>E:</b> support@elaw.com.au
<b>MELBOURNE</b>	<b>Address:</b> Level 19, 567 Collins Street, Melbourne VIC 3000	<b>Ph:</b> 1300 30 30 80	<b>E:</b> support@elaw.com.au
<b>BRISBANE</b>	<b>Address:</b> Level 17, Blue Tower, 12 Creek Street, Brisbane, QLD 4000	<b>Ph:</b> 1300 30 30 80	<b>E:</b> support@elaw.com.au
<b>PERTH</b>	<b>Address:</b> Level 28, AMP Tower, 140 St Georges Terrace, Perth, WA 6000	<b>Ph:</b> 1300 30 30 80	<b>E:</b> support@elaw.com.au
<b>ADELAIDE</b>	<b>Address:</b> Level 30, 91 King William Street, Adelaide, SA 5000	<b>Ph:</b> 1300 30 30 80	<b>E:</b> support@elaw.com.au

## contact details

Company	<input type="text"/>	Address	<input type="text"/>		
Requested by	<input type="text"/>		<input type="text"/>		
Matter number	<input type="text"/>	Phone (Work)	<input type="text"/>	(Mobile)	<input type="text"/>
Matter name	<input type="text"/>	Today's date	<input type="text"/>	Date required	<input type="text"/>
				Time required	<input type="text"/>

## delivery confirmation

Recipient's name	<input type="text"/>	Recipient's signature	<input type="text"/>		
Originals	<input type="text"/>	Copysets	<input type="text"/>	Date	<input type="text"/>
				Time	<input type="text"/>
Recipient's name	<input type="text"/>	Recipient's signature	<input type="text"/>		
Originals	<input type="text"/>	Copysets	<input type="text"/>	Date	<input type="text"/>
				Time	<input type="text"/>

## court copying

Registry  District  Federal  DDT  AAT  District

Supreme (please attach a signed copy of Practice Note SC Gen 3 form)  Compensation (please attach a copy of access orders)

Party you represent  Applicant  Respondent  Plaintiff  Defendant

Court subpoenaed documents produced by	<input type="text"/>	Access date	<input type="text"/>
Court subpoenaed documents produced by	<input type="text"/>	Access date	<input type="text"/>
Court subpoenaed documents produced by	<input type="text"/>	Access date	<input type="text"/>

Special court copying instructions:

**OFFICE USE ONLY**

Operator	<input type="text"/>	Originals	<input type="text"/>	Copy sets	<input type="text"/>	Dividers	<input type="text"/>
Job bag	<input type="text"/>	Binders	<input type="text"/>	Colour	<input type="text"/>	QA	<input type="text"/>
Job track number	<input type="text"/>	Plans	<input type="text"/>	Binding	<input type="text"/>	Doc prep /re-prep	<input type="text"/>