

Litigants in Person

Form completion guide

Form 46A Summons

(page 1 of 1) Items in [blue] must be completed

SUPREME
COURT OF
VICTORIA



Form 46A

Rule 46.04(1)

IN THE SUPREME COURT OF VICTORIA AT MELBOURNE

No. [X] of [X]

Choose either

[COMMON LAW DIVISION OR COMMERCIAL & EQUITY]

DIVISION

BETWEEN

[FULL NAME(S) OF PLAINTIFF(S) – IF MORE THAN 2, INSERT NAME OF 1ST PLAINTIFF “AND OTHERS ACCORDING TO THE SCHEDULE” (same as on Writ)

Plaintiff/s

– and –

[FULL NAME(S) OF DEFENDANT(S) – IF MORE THAN 2, INSERT NAME OF 1ST DEFENDANT “AND OTHERS ACCORDING TO THE SCHEDULE” (same as on Writ)

Defendant/s

SUMMONS

Date of document: [COMPLETE]

Filed on behalf of: The Plaintiff

Prepared by: [COMPLETE [Name]]

Tel: [COMPLETE]

Fax: [COMPLETE]

Address: [COMPLETE]

TO: COMPLETE [identify each party or other person to whom summons is addressed and state address of each person not a party.]

You are summoned to attend before the Court on the hearing of an application by the COMPLETE [Plaintiff or Defendant] for COMPLETE [describe the order required by setting out in numbered paragraphs what is being sought and what orders the court is being asked to make.]

The application will be heard before the Judge in theCourt, Supreme Court, at, [or the Master in Court No. #, Supreme Court, Ground Floor, 436 Lonsdale Street], Melbourne on of 20# at # am/pm or so soon afterwards as the business of the Court allows. (This information will be supplied by the Registry when this document is filed.)

FILED theday of.....20#. (This will be completed at the time of filing.)

Prothonotary

This summons was filed by COMPLETE [NAME] - [Plaintiff/Defendant].

['No.' & 'of'] information will be supplied when you file this document if there is no current proceeding. If there is already a proceeding, complete No & of with same current proceeding number