

IN THE DISTRICT COURT OF WESTERN AUSTRALIA  
HELD AT PERTH

B E T W E E N

No<sup>1</sup> of

Plaintiff

-and-

Defendant

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**WRIT OF SUMMONS**

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Date of document: \_\_\_\_\_

Date of filing: \_\_\_\_\_

Filed on behalf of: Plaintiff

Prepared by:

Party: Plaintiff

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Reference: \_\_\_\_\_

\_\_\_\_\_

**TO:** The Defendant

**OF:**<sup>2</sup> \_\_\_\_\_

\_\_\_\_\_

in the State of Western Australia<sup>3</sup>

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<sup>1</sup> The Court will insert an action number on filing of the writ.

<sup>2</sup> Insert the defendant's address for service.

<sup>3</sup> If the defendant is not resident in Western Australia special rules apply.

You are commanded that, within ten (10) days<sup>4</sup> after the service of this writ on you, exclusive of the day of such service, you cause an appearance to be entered for you in the District Court in an action at the suit of the abovenamed plaintiff; and take notice that in default of your so doing the plaintiff may proceed therein and judgment may be given in your absence.

Witness: HER HONOUR JUDGE JULIE ANNE WAGER, Chief Judge of the District Court of Western Australia the<sup>5</sup> \_\_\_\_\_ of \_\_\_\_\_ 20\_\_ .

\_\_\_\_\_

Note: This writ may not be served later than 12 calendar months beginning with the above date unless renewed by order of the Court.

A defendant may appear to this writ by entering an appearance either personally or by solicitor at the Registry of the District Court, 500 Hay Street Perth.

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<sup>4</sup> Depending on how far away the defendant is from the Registry of the Court longer time periods may apply.

<sup>5</sup> The Court will insert the date of filing.

**INDORSMENT OF CLAIM<sup>6</sup>**

The plaintiff's claim is for

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<sup>6</sup> This is concise statement of the nature of the claim made, and of the relief or remedy required in the action.

Place of trial: Perth

If<sup>7</sup>, within the time allowed for entering an appearance, the defendant pays to the plaintiff or to his solicitor or into Court the amount claimed, together with the sum of \$<sup>8</sup> being the costs incurred by the plaintiff up to and including the service of this writ, further proceedings will be stayed: Provided that the defendant may notwithstanding the payment of such costs have the same taxed by the taxing officer of the Court and if more than one sixth be disallowed the plaintiff shall pay the costs of taxation.

This writ was issued by or on behalf of the plaintiff.

The plaintiff's geographical address is: \_\_\_\_\_  
\_\_\_\_\_

The plaintiff's service details are:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_ Reference: \_\_\_\_\_

**Indorsement as to service**

This writ was served by me at  
on \_\_\_\_\_ [the defendant *or* one of  
the defendants] on the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Indorsed the \_\_\_\_\_ day of \_\_\_\_\_ 20 .  
(Signed)

\_\_\_\_\_  
<sup>7</sup> This is only to be inserted where the plaintiff's claim is for a debt or liquidated demand.  
<sup>8</sup> This amount will be inserted by Registry staff.