**TASMANIA**

**MAGISTRATES COURT (CIVIL DIVISION)**

**FORM 31**

**LIST OF DOCUMENTS**

**MAGISTRATES COURT** ACTION No.

Address:

Phone No:       Fax No:

**CLAIMANT**:

**DEFENDANT**:

\* delete not applicable

The following is a list of the documents relating to the matters in question in this action which are or have been in the possession, custody, or power of the \*claimant /defendant and which is served in compliance with rule 64.

1. The \*claimant /defendant has in his possession, custody, or power the documents relating to the matters in question in this action listed in the first schedule.
2. The \*claimant /defendant objects to produce the documents listed in Part II of the first schedule on the grounds that ……………………………………………………………… [*state the grounds of objection*]
3. The \*claimant /defendant has had, but has not now, in his possession, custody, or power the documents relating to the matters in question in this action listed in the second schedule.
4. Of the documents in the second schedule. those numbered       in that schedule were last in the \*claimant’s /defendant’s possession, custody, or power on the dates set out in that schedule …...………………………………………………………………………………... [*Here state what has become of the documents and in whose possession they now are.*]
5. Neither the \*claimant /defendant nor his solicitor nor any other person on his behalf, has now, or ever had, in his possession, custody, or power any document of any description whatever relating to any matter in question in this action, other than the documents listed in the first and second schedules.

***The First Schedule***

PART I

[Here list in a convenient order the documents (or bundles of documents if of the same nature, such as invoices) in the possession, custody, or power of the party in question that he does not object to produce, with a short description of each document or bundle sufficient to identify it.]

PART II

*[Here list the documents in the possession, custody, or power of the party in question that he objects to produce.]*

***The Second Schedule***

[Here list the documents that have been, but at the date of service of the list are not, in the possession, custody, or power of the party in question.]

Dated the day of 20 .

Signed: ....................................................................................................................................

**Notice to Inspect**

Take notice that the documents in the above list, other than those listed in Part II of the first schedule, may be inspected at [the office of the solicitor of the \*claimant /defendant

………………………………………………………………………………………………..…

*[insert address*) *or, as the case may be*]

on the       day of       20     , between the hours of       and      .

Served the       day of       20      , by      of      , solicitor for \*claimant /defendant .

To the \*claimant /defendant and his solicitor.

Filed by or on behalf of ..................…………...............................................whose address for the service of documents is: ..........................................................................   
Phone: Fax: DX:   
Contact: