



WESTERN AUSTRALIA POLICE FORCE
LEGAL SERVICES
POLICE HEADQUARTERS
2 ADELAIDE TERRACE, EAST PERTH
WESTERN AUSTRALIA 6004

Your Ref:
Our Ref:
Inquiries:

Dear Colleague,

SERVICE OF SUMMONS AND SUBPOENAS FOR DOCUMENTS AT POLICE HEADQUARTERS

Present circumstances have led to us accelerating the review of our processes for the service of summons and subpoena addressed to the Commissioner of Police requiring the production of documents to courts and tribunals.

We are unable to accept service of summons in person at Police Headquarters in the same way as before.

However, service will now be accepted via email to SummonsAndSubpoena@police.wa.gov.au on the following conditions;

- a PDF scan of the summons is provided;
- the attached credit card authority is completed and returned with the summons;
- alternatively, an undertaking is given to pay the appropriate conduct money by alternate means to be arranged with the Coordinator.

Whenever possible we will seek to produce scanned copies of documents via email to the relevant court or tribunal.

We ask that you take into consideration that the Commissioner receives a large number of summons and subpoenas from around the country and not all documents are readily accessible in electronic form. Accordingly, if you are seeking documents other than items such as criminal histories, IMS running sheets and the like we would appreciate if you allowed at least 4 weeks for production.

Please do not hesitate to contact me if you have further queries.

Yours sincerely,

MATTHEW HOLGATE
A/PRINCIPAL LEGAL COUNSEL
WESTERN AUSTRALIA POLICE FORCE

30 March 2020