* **Cross boxes where applicable. Type or print clearly providing all details required**
* **Attach an extra page if you need more space for any of the details requested**
* **NOTE: The court may only permit subpoenaed material to be removed from the Registry, if this Uplift Form has been signed by the lawyer for a party - r 24.20(10) of the *Federal Court Rules* *2011***

|  |
| --- |
| Details of the proceeding |
|  |
| Title of proceeding: |       |
|  |  |
| Proceeding number: |       |
|  |  |
| Subpoena Addressee: |       |
|  |  |
| Date Subpoena Issued: |       |

|  |
| --- |
| Details and Undertaking of the Lawyer making the request for uplift (r 24.20) |
|  |
| Name of Lawyer: |       |
|  |  |
| Organisation/Firm: |       |
|  |  |
| On behalf of: | [eg. Applicant] |
|  |  |
| Lawyer’s contact details: | Work: |       | Mobile : |       |
|  |  |  |  |
| Email: |       |
|  |  |
| Address: |       |
|  |
| I, the Lawyer listed in Section 2 (a) above, undertake to keep the subpoenaed material in safe custody and to return it in the same order, condition and packaging as at the time of uplift: |
| [ ]  | to the registry, by no later than 4.00 pm on:  | [insert date] |
| **OR** |  |
| [ ]  | as otherwise ordered: *(please specify)*  | [details of obligation to return as ordered] |
|  |
| Signature: |  | Date: |       |

|  |
| --- |
| Has leave been obtained? |
|  |
| Leave is required to inspect a Court document: (r 24.20(3) of the *Federal Court Rules* *2011* (Cth)) | [Set out the details of the relevant uplift order, including the date and who made the order] |

|  |  |
| --- | --- |
| If only part of the subpoenaed material is being uplifted, describe those part(s):  | [If only part, give a brief general description of what those parts being uplifted are] |
|  |  |
| Collection & Receipt of subpoenaed material being uplifted *(Note: If subpoenaed material is being collected by someone other than the Lawyer making the request, that person must present Photo ID to the Registry at the time of collection)* |
|  |  |
| I, the Lawyer named in section 2.1 of this form: |
|  |  |
| [ ]  | acknowledge receipt of the relevant subpoenaed material described in Section 3 above;  |
| **OR** |  |
| [ ]  | authorise the person named below, to collect the relevant subpoenaed material described above from the registry on my behalf:  |
|  | Name of person authorised to collect subpoeaned material (“**Authorised Collector**”): |       |
|  |  |
|  | Organisation/Firm/Agency: |       |
|  |  |
|  | Telephone : | Work: |       | Mobile: |       |
|  |
|  | Signature of Authorised Collector: |  | Date: |       |
|  |

|  |  |
| --- | --- |
| ***For Registry Use Only*** |  |
|  | **UPLIFT** |  |  | **RETURN** |  |
| Uplift date/time: |  |  | Return date/time: |  |  |
| Details of photo ID of Authorised Collector: | *[ie. Drivers licence no.]* |  | Registry officer: |  |  |
| Registry officer: |  |  | Officer’s signature: |  |  |
| Signature: |  |  |  |  |  |
|  |  |  |  |  |  |