



Direction for Production –

This is the approved form for directing a person to produce documents to the Personal Injury Commission.

Claimant:

Matter number:

Insurer:

Filed by (firm or organisation):

Phone Number:

Email Address:

This direction is filed by:

Claimant

Insurer

Claimant's legal representative

Insurer's legal representative

Section 1: Notice to producer

Issued to:

Name:

Address:

Production of documents

Unless the President otherwise orders, you are directed to produce to the Personal Injury Commission the documents described below which are in your possession or control:

1. This direction for production

2.

Productions of copies

You must produce clear sharp copies of original documents unless otherwise requested.

Return date

The documents must reach the Commission by:

Date (DD/MM/YY)

Section 2: Proposed access to documents

First access to the for days (no more than 7 day) after the return date.

Other parties may access the documents for the same length of time as the first time access party, once the first access period has expired.

Address for production

Electronic production is the preferred method to comply with this direction. Documents lodged electronically should be sent to help@pi.nsw.gov.au with the Matter No and "produced under direction" in the subject line. Emails should include a copy of this direction and clear copies of the documents.

The producer must contact the registry at help@pi.nsw.gov.au or by phone on 1800 PIC NSW (1800 742 679) if you are sending video files or large files, to make other arrangements, or for any other inquiries regarding this form and compliance.

Compliance

You must comply with a direction if:

- a. This direction is served not less than 7 days (if served in New South Wales) or 14 days (if served out of New South Wales) before the return date, or by the time stated in Part 3 below, and
- b. Sufficient money is paid or tendered to you to meet the reasonable expenses of complying with this direction.

Direct any inquiries about compliance with this direction to the party that filed this direction. If after discussion with that party a dispute exists concerning the production of documents, the payment of reasonable expenses or the terms of access to the documents produced, the producer may apply to the Commission for a decision. Any application must be made in writing prior to the return date.

Document disposal

Produced documents that are not originals will be retained by the Commission until the conclusion of proceedings, after which time they will be destroyed. Original documents will be returned to the producer, provided the producer clearly identifies the documents as originals.

(Office use only) -Section 3: Authorisation to Reduce Time for Service

This direction can be served no later than am/pm on DD/MM/YY

(Office use only) - Section 4: Approval to issue

Issued under the delegation of the President

Signature:

Date (DD/MM/YY)