

Serving Subpoenas and Notices to Produce on Wentworth Healthcare

From time-to-time Wentworth Healthcare Limited is served with subpoenas to produce documents in our custody. The Proper Officer (Chief Executive Officer) is the only staff member authorised to receive subpoenas for the production of documents or information maintained by us.

To serve a subpoena in person, it should be addressed to the Proper Officer and served at our offices located at:

Level 1, Suite 1,
Werrington Park Corporate Centre
14 Great Western Highway,
Kingswood NSW 2747

Attention: Chief Executive Officer

Where personal service is not possible:

To serve a subpoena by post, it should be sent to:

The Proper Officer
Wentworth Healthcare Limited
Bldg BR Level 1 Suite 1
Locked Bag 1797
Penrith NSW 2751

Attention: Chief Executive Officer

To serve a subpoena by email, it should be sent to:

reception@nbmaphn.com.au

Subject - Attention: Chief Executive Officer

Please note that where a subpoena is required to be served to give evidence, it should be served directly on the person required for that purpose and not on the Proper Officer.

Once the subpoena has been served, the prescribed amount of conduct money must be paid. Where the court has not stated a prescribed amount, a minimum amount of \$75.00 must be paid when the subpoena is served to cover the cost of handling the subpoena.

The minimum amount of \$75.00 covers up to two hours of employees' time searching records, copying and scanning up to 100 pages and delivering the documents to the court. If the time involved goes beyond two hours, we may contact you to discuss payment of additional costs as follows:

- professional staff time at \$275 per hour
- administrative staff time at \$75 per hour
- photocopying documents at \$0.20 per page