

Fact sheet: Obtaining documents from the Director-General of the Department of Justice for use in court proceedings

If you require records held by Department of Justice (DOJ) for use in evidence in Court proceedings, you may request the relevant court to issue a subpoena or a summons to the Director-General to produce the documents. The subpoena or summons requires us to produce requested documents directly to the court. Alternatively, your proceeding might necessitate issuing the Director-General with a notice of non-party disclosure, or similar notice.

Service

A subpoena, summons or notice for records held by (DOJ) **must** be addressed to:

- The Director-General, Department of Justice.

The subpoena, summons or notice **must** be clear in describing the records that are to be provided to the court. To clearly identify relevant records, please provide the full name and date of birth of the person to whom the records relate, and any other relevant information such as applicable time periods for the records and subject matter to which the records relate. If possible, you should identify the business area of the department which is likely to hold those records.

Ensure that you serve the subpoena, summons or notice as soon as possible to allow sufficient time for our department to comply with the request. At a minimum we require 14 days to respond.

Please note that records are not stored centrally, and it could take some time for the records to be located and transferred.

Email Service (*Preferred*)

The Director-General (DOJ) will accept service by email to legal.services@justice.qld.gov.au.

This method of service is preferred by our department.

Personal Service

The Director-General (DOJ) will accept service in person by pre-arranged hand delivery to an authorised departmental officer at:

Legal Advice and Advocacy
Department of Justice | State Law Building
50 Ann Street
BRISBANE QLD 4000

Please identify yourself to the Security Desk and advise that you are present to serve a subpoena, summons or notice to Legal Advice and Advocacy.

To serve an authorised departmental officer in person, please email legal.services@justice.qld.gov.au in advance to arrange an appropriate time. If you have not pre-arranged a time, you may not be able to effect service and will have to return at a later time.

Fees and Payments

Conduct money

A subpoena in a civil proceedings **must** be accompanied by the appropriate amount of conduct money in the form of a cheque or money order made payable to 'Department of Justice'. The current amount of conduct money payable is \$92.55.

Payment **must** be made when the subpoena is served, or within a reasonable time before the due date for production of any responsive documents. Payment can be made in the following ways:

- *cheque or money order* – this can be hand delivered to our address for personal service, or posted to Legal Advice & Advocacy, GPO Box 149, Brisbane QLD 4001.
- *EFT* - please contact Legal Advice and Advocacy for bank details by phone 07 3738 9521. EFT payment confirmation receipt can be sent to legal.services@justice.qld.gov.au.

Other costs

If the records for the subpoena, summons or notice are large, or the processing is time-consuming or complex, or there is a cost to transfer the records (for example from Queensland State Archives), additional costs may apply. We will notify you if these costs will be incurred in production of the records.

Documents not held by the Department

The following records are **not** held by the Director-General (DOJ), and requests for those records should be sent directly to the relevant entity:

- **Office of the Director of Public Prosecutions**
 - contact DPP.Mailbox@justice.qld.gov.au or phone (07) 3035 1122 or see <https://www.justice.qld.gov.au/about-us/services/public-prosecutions>
- **Queensland Courts records/files** (Magistrates Courts, District Court, Supreme Court, Land Court)
 - contact information for each courthouse is available at <https://www.courts.qld.gov.au/contacts/courthouses>
- **Queensland Courts transcripts**
 - order transcripts at <https://www.courts.qld.gov.au/services/transcripts-and-recordings>
- **Queensland Civil and Administrative Tribunal**
 - contact information is available at <https://www.qcat.qld.gov.au/about-qcat/contact-us>
- **Queensland Corrective Services**
 - contact subpoenas@corrections.qld.gov.au or see <https://corrections.qld.gov.au/contact-us/>



- **Director of Child Protection Litigation**

- contact enquiries@dcpl.qld.gov.au or see <https://www.dcpl.qld.gov.au/contact-us>

Contact

If you have enquiries regarding the service of a subpoena, summons or notice on the Director-General (DOJ), please contact the Legal Advice and Advocacy team by email to legal.services@justice.qld.gov.au, or phone 07 3738 9521.

Version Control

| Version | Changes made | Date of change |
|---------|--|------------------|
| 1 | Original version | 5 February 2024 |
| 2 | Updated Version due to change of department name | 19 November 2024 |

