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| Notice to Addressees:Electronic submission of subpoenaed material |

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| Document type | Notice to external user |
| Author | Business Analyst – Digital Transformation |
| Authorised by | Subpoena Manager |
| Notes | This process was developed in response to coronavirus (COVID-19). |

**Release history**

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| Version | Date | Author | Summary of changes |
| 1 | 23/04/20 | Business Analyst – Digital Transformation | Document created |

**Related documents**

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| --- | --- |
| Document title | Version |
| Instruction manual: Parties and Practitioners | 1 |
| Instruction manual: Addressees  | 1 |
| Notice to Parties and Practitioners | 1 |

# Context

In response to COVID-19 the County Court (the Court) is undertaking to minimise physical contact in relation to the subpoena management process. The Court has developed a process for the electronic submission of subpoenaed material by Addressees, which will minimise the need to attend the Court or submit material via post. The Court asks that, where possible, you follow the below process for the submission of subpoenaed material.

# Submission of material

If you have been served with a subpoena, you must comply by providing the subpoena or a copy of it and the documents or things specified in the schedule on the second page of the subpoena, to the Court. If these documents or things are not in your possession, please email CCVsubpoenas@courts.vic.gov.au, advising that you have no records to produce. Please ensure you include the Case number (at the top right of the subpoena) and the name of the Addressee in that email.

Once you have gathered all relevant documents and things in relation to the subpoena, you may submit this to the Court electronically following these steps:

1. Create or sign into your Microsoft OneDrive account (<https://onedrive.live.com/about/en-au/signin/>) and upload the material to your OneDrive.
2. Upload a copy of the subpoena, including the completed ‘Declaration by Addressee’ (last page of the subpoena) to your OneDrive.
3. Upload a separate document with any objection, including the grounds for that objection.
4. Create a link to the material, the subpoena and any objection.
5. In the ‘Add a message’ field, ensure you include the case number, the name of the Addressee and whether an objection is being lodged.
6. Share the link with CCVsubpoenas@courts.vic.gov.au.

Note: The Court asks that all material is **combined into one document** (preferably PDF) where possible. If combining the material is not possible, the Court asks that material is added to a folder, separate from the subpoena and any objection.

The Subpoena team will respond to your email with the link, confirming that the material has been processed. Once you have received this confirmation email, the Court encourages you to remove the material from your OneDrive account in order to free up space and minimise any risk of data leakage.

# Redacted and unredacted material

If you wish to file both redacted and unredacted material in response to a subpoena, please ensure this is uploaded in two documents (or alternatively two folders), clearly named and marked REDACTED and UNREDACTED.

# Objections

Any objection by the Addressee to the **inspection** of subpoenaed material produced by the Addressee, should be lodged at the time of producing the material. Any such objection must be uploaded to OneDrive in a document separate from the subpoena or subpoenaed material and should clearly identify the objection and the grounds for that objection. The Addressee should also ensure that any objection is mentioned in the message accompanying the link to the material sent to the Subpoena team.

If you wish to object to **complying** with the subpoena, please email CCVsubpoenas@courts.vic.gov.au, advising of your objection and the grounds for your objection. You do **not** need to use OneDrive for this.

# Security and storage limitations

Depending on the type of Microsoft account, different security options may be available to you. For example, you may be able to set an expiration date for shared links or password-protect these links. If you choose to utilise any of these advanced security options, please ensure you advise the Subpoena team of this in the message accompanying the link.

You may also be subject to a storage limitation. For example, the basic and free OneDrive account has a storage limitation of 5GB. If the size of the material exceeds your storage capacity, you may upload your material in batches. If you do so, please ensure you advise the Subpoena Team in the message accompanying the link. Please also ensure you have received confirmation that the material has been processed, before replacing this with the next batch. If material is removed from your OneDrive before the Subpoena team has processed this, the Subpoena team will not be able to access and process the material.

# Questions regarding the process

Please note OneDrive is currently the only approved sharing platform by the Court. The Court will not accept material submitted through other sharing platforms.

If you are experiencing any issues and require assistance or further information on the electronic submission of subpoenaed material, please contact the Subpoena team on 03 8636 6525 or email CCVsubpoenas@courts.vic.gov.au.