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| Notice to Parties and Solicitors: Electronic inspection of subpoenaed material |

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| Document type | Notice to external user |
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| 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 |
| 2 | 01/05/20 | Business Analyst – Digital Transformation | Amendment to title of document  Addition to paragraph 2, step 3.  Addition and amendment to paragraph 2, step 4. |

**Related documents**

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| Document title | Version |
| Instruction manual: Parties and Practitioners | 2 |
| Instruction manual: Addressees | 1 |
| Notice to Addressees | 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 inspection of subpoenaed material by parties and solicitors that will apply to most matters and will minimise the need to attend the Court. Material will be available to parties and solicitors in accordance with the *County Court Civil Procedure Rules 2018*. The Court asks that, where possible, you follow the below process for the inspection of subpoenaed material.

# Inspection of subpoenaed material

Once an Addressee has produced material in response to a subpoena on a case, parties or their solicitors of that case may request to inspect this material. If you are seeking to inspect subpoenaed material, please follow these steps:

1. Contact the Subpoena team on 03 8636 6525 or at [CCVsubpoenas@courts.vic.gov.au](mailto:CCVsubpoenas@courts.vic.gov.au). Please ensure you are able to provide the case number, the details of the subpoena to be accessed and a valid credit card for payment (if required).
2. If you are required to make payment of the electronic search fee ($14.80) in accordance with the County Court (Fees) Regulations 2018, the Subpoena team can take your payment over the phone, or you can complete a credit card authorisation form.
3. The Subpoena team will check if material is available in electronic format and appropriate for electronic inspection. If this is the case, please provide an email address to receive a link to the subpoenaed material. Please note that if this email address does not match the email address currently available on the file, the Subpoena team may request further evidence that this email address belongs to the authorised case party or their solicitor. The Subpoena team will also use this email address to provide a receipt for any payment made in relation to this inspection.
4. Once the Subpoena team has confirmed your right to access the material and has gathered all the required documents, a link to the subpoenaed material using Microsoft OneDrive will be sent to you. As the Subpoena team receives many requests for inspection, please be aware that you may not receive this link immediately after phoning the subpoena team. The Subpoena team will send this in order of priority and as soon as practicable. You do not require a Microsoft OneDrive account to access and download this material to a local source.
5. Download the material to a local source within 24 hours of receiving the link. After 24 hours, the material will be deleted from the Court’s OneDrive account and this will no longer be accessible.

Please note: If subpoenaed material has been produced in hard copy, this will require an in-person inspection at the Court. Appointments can be made at the time of calling the Subpoena team. Appointments will be scheduled at 09:30am and 11am. Appointments to inspect hard copy material should only be requested for urgent matters.

# Objections

Objections to inspection may be lodged via email at [CCVsubpoenas@courts.vic.gov.au](mailto:CCVsubpoenas@courts.vic.gov.au). Please ensure you clearly identify the material you are objecting to and provide the reasons for your objection.

# Questions regarding the process

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