



SUBPOENA AND REQUEST FOR DOCUMENTS PROCESSING FEES

South Coast Medical Service Aboriginal Corporation maintains a cost recovery and user charges framework to recover the costs incurred in supplying certain non-core services. These rates are reviewed annually and may be amended in accordance with pricing against the NSW Treasury guidelines.

PROCESSING FEES:

- Standard processing fee will be **\$68.00** (Inclusive of GST).
- If the subpoena is received within fourteen (14) days or less prior to the return date, then this processing fee will be **\$83.00** (Inclusive of GST).

PAYMENTS:

- Our preferred payment method is via EFT. You will receive an invoice with our bank account details on receipt of your request. All cheques/money orders to be made payable to **SOUTH COAST MEDICAL SERVICE ABORIGINAL CORPORATION**.
- All fees are payable at the time of service – otherwise access to the requested documents may be affected.

SERVICE OF SUBPOENA:

Subpoenas will be accepted as follows:

By Email: admin@southcoastams.org.au

By Mail: South Coast Medical Service Aboriginal Corporation PO Box 548 Nowra NSW 2541

By Hand: 73 North Street, Nowra NSW 2541

By Facsimile: (02) 4448-0271 (only urgent, short service & court orders accepted by fax)

Thank you for your compliance and if you have any queries regarding Subpoenas please contact South Coast Medical Service Aboriginal Corporation on (02) 4448-0200.

This document was published 20th May 2018, please refer to www.southcoastams.org.au for current fees and process for subpoenas and requests for documents.