



NOTES FOR PARTIES

- Complete this form with the Interlocutory Application when requesting an order to produce documents. In Section B of this form, state the order(s) sought as described in the Interlocutory Application.
- You must give the signed order to the person required to comply with the order and the other parties to the proceeding not less than 7 days before the day specified in the order as the day on which the documents or material must be produced.
- WorkCover WA provides an electronic document system (EDS) for the lodgement of applications and documents related to disputes called **WorkCover WA Online**. Unless a party is exempt from using the EDS, all documents must be lodged via WorkCover WA Online. Exempt parties can also use the EDS if they wish. Registration as a user of WorkCover WA Online is easy and can be done via our website
- Further information is available in the **Guide to the Workers Compensation Arbitration Service** and can be found on our website or by contacting WorkCover WA's Advice and Assistance line on 1300 794 744.
- Exempt applicants can lodge this form by:

Email

arbitration@workcover.wa.gov.au

In Person

WorkCover WA

2 Bedbrook Place
Shenton Park WA 6008
(Monday to Friday 8am to 4:30pm)

By Post

Workers Compensation Arbitration Service

WorkCover WA
2 Bedbrook Place
Shenton Park WA, 6008

NOTES FOR PERSON ORDERED TO PRODUCE

- This order is issued pursuant to section 341 of the *Workers Compensation and Injury Management Act 2023*.
- If you fail to comply with this order, you may commit an offence and may be liable to a fine of \$15,000.
- You are not required to comply with this order unless you have been given the sealed order by the person making the request not less than 7 days (or any extended or abridged time by order of an Arbitrator or the Registrar) before the day specified in the order as the day on which the documents or material must be produced.

SECTION A - CASE DETAILS

1. Case number
2. Applicant
3. Respondent
4. Name of the person making the request

SECTION B – ORDER FOR PRODUCTION

SECTION C – REGISTRAR / ARBITRATOR

The order is made in the terms outlined above

Date

Signature