

# Attachment 1–F51–Example of completed draft order to attend



## ORDER

*Fair Work Act 2009*

s.590(2)(a) - Order requiring a person to attend before the Fair Work Commission

**Applicant(s): Robert Example**

[Insert the name of the Applicant from the main matter.]

v

**Respondent(s): Everyday Business Pty Ltd**

[Insert the name of the Respondent from the main matter.]

Commission Matter No: **U2013/12345**

[Insert the Commission matter number.]

COMMISSION MEMBER

DATE

**TO:** Ms Susan Everyday

27 Business Road  
Sydney NSW 2000

The address field must be completed. It can be the personal or business address of person to whom the order will apply.

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to attend the Commission at the following time, date and place:

Time: 10:00am

Date: 30 March 2013

Place: Fair Work Commission

Level 8, Terrace Tower

80 William Street

East Sydney

This information is provided on the Notice of Listing sent to the parties by the Commission.  
  
The person to whom the order applies must attend on the first day of the proceeding if listed for multiple days.

You must continue to attend from day to day unless you are excused by the Commission from further attendance or until the matter is concluded. You are ordered to attend **to give evidence in relation to the employment of Mr Robert Example** [describe purpose of attendance, e.g. give evidence, participate in a conference].

[Signature of member and seal of the Commission will be inserted, if the order is granted]

Member

- Note:**
- This order has been made at the request of Mr Robert Example.
  - You can request to have this order set aside or varied.
  - If you have any queries in relation to this order please contact the associate to *[member]* at *[chamber's email]*.