

(Tribunal Use Only)

# APPLICATION TO START PROCEEDINGS

Registry:

File No: /

Please print clearly, preferably using a black pen. If insufficient space, use separate numbered sheets. Sheets attached ( ).

## Applicant(s)

**Name**

(If a company or firm,  
include correct trading  
name and ACN)

**Address**

Postcode

Is this your address for service? **YES / NO**

**Name of lawyer  
and firm, or agent**

(If applicable)

**Business address**

(If applicable)

Postcode

Is this your address for service? **YES / NO**

**Address for service**

(If not one of the  
above)

Postcode

**Telephone:**

**Facsimile:**

**Email:**

**DX:**

## Respondent(s)

**Name**

(If a company or firm,  
include correct trading  
name and ACN)

**Address**

Postcode

**Telephone:**

**Facsimile:**

**Email:**

**DX:**

**Nature of claim**

(Briefly describe the nature of your claim. If known, also state the Act and section number relied upon.)

**Facts relied upon in support of claim**

(Briefly describe the facts relied upon)

**Orders sought**

(Briefly describe the orders you want)

**Signature of applicant / lawyer / agent**

Filed by (Name of firm) \_\_\_\_\_

Signature \_\_\_\_\_ Date        /        /

Applicant's time estimate \_\_\_\_\_ hours \_\_\_\_\_ minutes

The applicant requests a directions hearing by teleconference **YES / NO**

**Hearing & filing details**

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A directions hearing  This application  will be heard by the Tribunal on:

Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

Filed in the \_\_\_\_\_ Registry on        /        /

Registrar's signature \_\_\_\_\_ Seal

**Important notices to respondent**

This application has been set down for the time and place stated above. If you wish to appear in the proceeding you must file your response within 14 days after service of the application on you. Unless the tribunal otherwise directs, you must also serve a copy of your response on each other party to the proceeding within 14 days after filing your response. If a response is not filed with the tribunal, the proceeding may be dealt with in your absence.

If you wish to oppose this application or to argue that any different order should be made, you must appear or attend by teleconference (as specified above) before the tribunal in person or by lawyer or agent and you will be heard. You should do this even if the date set for any hearing is before the time for filing your response. If you do not appear at the hearing, the orders sought, or other orders, may be made without further notice to you.