

Your application checklist: Minor civil dispute – minor debt

You can use this checklist to help ensure your application to QCAT regarding a [minor debt](#) is correct and processed without delay. Application forms can be downloaded from <http://www.qcat.qld.gov.au/forms.htm>

Before lodging your application

Have you checked the amount in dispute is \$25,000 or under?	<input type="checkbox"/>
Did the debt occur/originate in Queensland?	<input type="checkbox"/>
Does the debt relate to an amount that was previously agreed on? <i>If there was no agreement about the debt in question, you are unable to lodge a minor debt dispute application. You may need to seek legal advice or contact your local Magistrates Court for more information.</i>	<input type="checkbox"/>
Are you using the correct QCAT application form : <ul style="list-style-type: none"> form 3 - Application for minor civil dispute – minor debt 	<input type="checkbox"/>
If the debt dispute relates to a business or company, have you provided the business or company name and not just the name of an individual?	<input type="checkbox"/>
Have you answered all the relevant questions on the application form?	<input type="checkbox"/>
Are all party contact details and dispute details included on the application form? <i>Note: full names must be provided, not initials. Street addresses must be provided, not PO boxes.</i>	<input type="checkbox"/>
Have you attached all relevant documents as listed on the application form?	<input type="checkbox"/>
Have you provided all pages of the application form?	<input type="checkbox"/>
Have you attached any affidavits, receipts and invoices etc that are relevant to your application?	<input type="checkbox"/>
Have you gathered all supporting evidence/ materials you may need for a hearing?	<input type="checkbox"/>
Have you provided the correct number of copies of your application and supporting material? <i>(The original for QCAT, plus a copy for each respondent, and a copy for yourself – all need to be registered and stamped with a QCAT stamp)</i>	<input type="checkbox"/>
Have you signed and dated your application?	<input type="checkbox"/>
Have you paid the correct application fee , based on the amount of money in dispute?	<input type="checkbox"/>

After lodging your application

Have you provided (served) a copy of the registered application (stamped by QCAT) to the respondent (the business or person you are making the application about)?

You must give a copy of the application personally, and in a way that complies with QCAT's [practice direction on service](#), to all parties to the proceeding as soon as practicable, and no later than 28 days after the application is filed. You can apply for an extension of time if required.

If the respondent is located interstate, you are able to post the documents, and you must include a [SEPA Form 4 – Notice to Respondent – minor civil dispute \(minor debt\)](#).

Legal advice

As part of an independent tribunal, QCAT registry staff are unable to provide legal advice on applications. For information on free legal advice, contact Legal Aid Queensland via www.legalaid.qld.gov.au/ or 1300 65 11 88.

For referral to a suitable private solicitor, contact the Queensland Law Society via www.qls.com.au or 07 3842 5842.

Contact information

QCAT - Brisbane

Address: Level 9, Bank of Queensland Centre, 259 Queen Street, Brisbane, 4000
Post: GPO Box 1639, Brisbane Qld 4001
Phone: 1300 753 228
Email: enquiries@qcat.qld.gov.au
Website: www.qcat.qld.gov.au

Magistrates Court

Contact details for your local Magistrates Courts are available from <http://www.courts.qld.gov.au/539.htm> or under Justice in the White Pages.

Dispute Resolution Centres

Phone: 07 3239 6269 or 1800 017 288 (toll free outside of Brisbane)
Website: <http://www.justice.qld.gov.au/justice-services/dispute-resolution>