

## Notice of Directions Hearing

**Case number:** <case number>  
**Applicant:** <Applicant's name>  
**Respondent:** <Respondent's name>

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The parties to this application are notified that a hearing for directions for the future conduct of this matter will be conducted by the tribunal at:

**Date:** <date of directions hearing>  
**Time:** <time directions hearing commences>  
**Venue:** <venue address where directions hearing will be held>

**Method: *in person or by telephone***

Please complete and return the attached attendance advice form. You can participate in the directions hearing by telephone by completing the relevant details in the attendance advice form and returning it to QCAT (see note 2 below).

**Please note: the tribunal has listed several applications for directions hearings at the above time. This means your case may not proceed precisely at the time indicated. If you are participating by telephone you will need to be available to be contacted at the telephone number you have specified for approximately one hour following the time indicated above.**

If you have any enquiries please contact the case manager mentioned below on <number provided>.

**Delegate for Principal Registrar  
Queensland Civil and Administrative Tribunal**

Date: <date>

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**Notes:**

1. This is a hearing to make directions about the conduct of your matter, including:
  - deciding the procedures and timeframes for preparing and lodging evidence (e.g. statements and documents) ready for a hearing, and
  - dealing with any preliminary or interim issues raised by the parties.
2. Unless you are advised otherwise, you must take part in this hearing. If you wish to attend this hearing by telephone, please complete the attached attendance advice form. This form must be lodged with the tribunal as soon as possible or at least five working days before the directions hearing.
3. If you do not participate in the directions hearing, the tribunal may proceed and make directions and/or orders in your absence.
4. If you wish to be represented at the directions hearing by an agent or other representative rather than represent yourself, you should complete the "Application for leave to be represented" form available at [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au). This form must be lodged with the tribunal as soon as possible or at least five working days before the directions hearing and a copy must also be given to any other party.
5. Witnesses are not required to attend the directions hearing.

**For more information on QCAT**

Call 1300 753 228 or visit [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)  
GPO Box 1639, Brisbane Qld 4001 Fax: 07 3221 9156  
Email: [enquiries@qcat.qld.gov.au](mailto:enquiries@qcat.qld.gov.au) ABN: 13 846 673 994

