

## QCAT Practice Direction No 2 of 2011

### Electronic filing of applications and other documents in minor debt proceedings

***Updated: 4 April 2016***

1. This practice direction replaces Practice Direction 1 of 2011.
2. This practice direction applies to minor civil disputes that are minor debt claims. Rule 26 of the *Queensland Civil and Administrative Tribunal Rules* 2009 allows an application or other document in a proceeding for a minor debt claim to be filed electronically if the document:
  - (a) is a document that may be electronically filed;
  - (b) is prepared by an approved entity<sup>1</sup> which has an agreement with a service provider; and
  - (c) is filed at a prescribed registry office.
3. For the purposes of Rule 26:
  - (a) the following documents may be electronically filed:
    - (i) Electronic application for minor civil dispute – minor debt (Form 4);
    - (ii) Electronic request for decision by default (Form 5);
    - (iii) Affidavit of service
  - (b) CITEC CONFIRM is approved as a service provider; and
  - (c) the following are registry offices at which documents may be electronically filed:
    - (i) **QCAT registry office, level 9, 259 Queen Street, Brisbane.**
    - (ii) **QCAT registry offices co-located with the Magistrates Courthouses at:**

---

<sup>1</sup> An entity that is either a solicitor or firm of solicitors or an entity approved by the Principal Registrar pursuant to Rule 100A of the QCAT Rules 2009. A list of approved entities is published on the QCAT website: [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

Atherton  
Ayr  
Barcaldine  
Beaudesert  
Beenleigh  
Biloela  
Blackwater  
Bowen  
Bundaberg  
Caboolture  
Cairns  
Caloundra  
Charleville  
Charters Towers  
Childers  
Chinchilla  
Clermont  
Cleveland  
Cloncurry

Cooktown  
Coolangatta  
Cunnamulla  
Dalby  
Emerald  
Gatton  
Gayndah  
Gladstone  
Goondiwindi  
Gympie  
Hervey Bay  
Holland Park  
Ingham  
Innisfail  
Ipswich  
Julia Creek  
Kingaroy  
Landsborough  
Longreach

Mackay  
Mareeba  
Maroochydore  
Maryborough  
Mitchell  
Moranbah  
Mossman  
Mount Isa  
Murgon  
Nambour  
Nanango  
Noosa  
Normanton  
Oakey  
Pine Rivers  
Pittsworth  
Pomona  
Proserpine  
Redcliffe

Richlands  
Richmond  
Rockhampton  
Roma  
Sandgate  
Sarina  
Southport  
St George  
Stanthorpe  
Taroom  
Thursday Island  
Toogoolawah  
Toowoomba  
Townsville  
Tully  
Warwick  
Weipa  
Wynnum  
Yeppoon



*Justice David Thomas  
President*

*4 April 2016*