

QCAT Practice Direction No. 3 of 2024

Format of documents created by a party for filing in the tribunal

1. This practice direction applies to all Queensland Civil and Administrative Tribunal (QCAT) proceedings.
2. The purpose of this practice direction is to prescribe the formatting requirements for documents submitted to QCAT.
3. Where documents are submitted in typed format, they must be:
 - a. Printed double-sided on A4 size paper;
 - b. No smaller than 12 point in Times New Roman font, or 11 point in Arial font; and
 - c. No less than 1.5 line spacing.
4. A statement of evidence together with its attached documents submitted to QCAT must be sequentially page numbered with each page showing a unique page number.
5. Where documents are submitted in handwritten format, the documentation must be legible in clear, hand-printed letters in ink.
6. Where a party does not comply with this practice direction, they may be directed by the Tribunal to re-submit the material in compliance with the prescribed requirements.



Hon Justice Kerri Mellifont
President
28 November 2024