

Form 3 – Your application checklist:

Application for 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. You do not need to submit this checklist as part of your application.

QCAT only has jurisdiction for debts of \$25,000 and under (including interest) – is the amount owing \$25,000 or under?

Did the debt occur/originate in Queensland?

Was there an agreement between the parties about payment of the amount?

If there was no agreement about the debt in question, you are unable to lodge a minor debt dispute application. You may need to get legal advice or contact your local Magistrates Court for more information.

Have you identified the correct respondent and the correct name for the respondent?
Note: If you are unsure please refer to the factsheet “How to identify and name the parties in QCAT”, available online at www.qcat.qld.gov.au.

Have you answered all the questions on the application form?

Are all party and dispute details included on the application form?
Note: full names must be provided, not initials. Street addresses must be provided, not PO boxes.

Have you attached all relevant documents (e.g. contracts, affidavits, receipts and invoices) that are relevant to your application and which you intend to rely on at a hearing? (Remember, the tribunal will not accept electronic evidence)

Have you provided all pages of the application form?

Have you provided the correct number of copies of your application and any attachments?
(The original for QCAT, plus a copy for each respondent, and a copy for yourself – all will be stamped with a QCAT stamp when lodged) Note: If you have a number of attachments you may want to consider paginating your documents, to assist the tribunal consider your matter.

Do you have the correct application fee ready, based on the amount of money in dispute?

Have you signed and dated your application?