

Form 1
(Section 16)

Service and Execution of Process Act 1992

Notice to Respondent

Please read this notice and the attached document very carefully.

If you have any trouble understanding them you should get legal advice as soon as possible.

Attached to this notice is an application/referral ("the attached process") issued out of the Queensland Civil and Administrative Tribunal at Queensland.

Service of the attached process outside Queensland is authorised by the *Service and Execution of Process Act 1992*.

Your rights

If a court of a State or Territory other than Queensland is the appropriate court to determine the claim against you set out in the attached process, you may be able to have the proceeding stayed by applying to Queensland Civil and Administrative Tribunal (Tribunal).

If you think the proceeding should be stayed or transferred you should get legal advice as soon as possible.

Contesting this claim

If you want to contest this claim, you must take any action set out in the attached process as being necessary to contest the claim.

If you are required to file a response you have only 21 days after receiving the attached process to do so.

Please note that the period after service which the person must file a response is the longer of 21 days or the applicable period set out in the *Queensland Civil and Administrative Tribunal Rules 2009* or other enabling Act. If you intend to file a response and are not sure of the applicable timeframe you should get legal advice as soon as possible.

If you do contest this claim must provide an address in Australia where documents can be left for you or sent to you.