

Instructions for completing

Application for attendance at hearing, compulsory conference or mediation by remote conferencing

General instructions

Copies of the application and providing copies to other parties

No extra copies of the application form and attachments are required for cases related to:

- *Adoption of Children Act 1964*
- *Child Care Act 2002*
- *Child Protection Act 1999*
- *Commission for Children and Young People and Child Guardian Act 2000*
- *Disability Services Act 2006*, section 123ZK(8) or 123ZN(5)
- *Guardianship and Administration Act 2000*.

You also do not need to give a copy of the application to another party in those cases.

For a minor civil dispute, the application form and all attachments must be accompanied by two copies. Where there is more than one respondent, an extra copy of the application form and attachments is required for each additional respondent.

For all other cases, the application form and all attachments must be accompanied by three copies. Where there is more than one respondent, an extra copy of the application form and attachments is required for each additional respondent.

Generally, you must give a copy of the application to all parties to the proceeding as soon as practicable, and no later than seven days after the application is filed.

Applications may be lodged

If the matter is a minor civil dispute the application for attendance by remote conferencing must be lodged in the registry where the application that started the proceedings was lodged.

Otherwise, your application may be lodged:

In person: Queensland Civil and Administrative Tribunal, Level 11, Bank of Queensland Building, 259 Queen Street, Brisbane QLD 4000, or at any Magistrates Court outside of the Brisbane CBD.

By mail: QCAT, GPO Box 1639, Brisbane 4001

Some applications may be lodged by fax or email. For more information call 1300 753 228 or visit www.qcat.qld.gov.au

Instructions for completing *(continued)*

PART B DETAILS OF APPLICATION

- Include case number if known
- Attach separate sheet with further details if required
- Insert preference for remote conferencing, that is, teleconferencing, video conferencing or another form of communication that allows persons taking part in the proceeding to hear and take part in discussions as they happen.
- You must provide reasons for the application including:
 - why it is not possible or practicable to attend in person, and
 - whether the application has been made with the consent of all parties
- You may have to file an affidavit containing your reasons
- You must make this application as soon as practicable but at least five (5) days after you become aware you are required to attend the proceeding.

Application for attendance at hearing, compulsory conference or mediation by remote conferencing

Refer to attached instructions at the front of this application prior to filling out this form.

For office use only	
Case number:	
Date:	
Registry:	
Sent to:	

PART A APPLICANT'S AND RESPONDENT'S DETAILS			
Applicant			
<input type="text"/>			
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Home</i>	<i>Business</i>	<i>Mobile</i>
Respondent			
<input type="text"/>			
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Home</i>	<i>Business</i>	<i>Mobile</i>

PART B DETAILS OF APPLICATION

Case number *(if known):*

I / We

apply to attend by remote conferencing at

- a hearing
- part of a hearing to be held by remote conferencing
- a compulsory conference, or
- a mediation

to be held on _____ day of _____ 20__ at _____

The reasons for the application are:

The application has has not been made with the consent of all parties.

PART C CHECKLIST AND SIGNATURE

- I have completed all questions on the application form according to the instructions
- I have provided the correct number of copies of the application form and attachments (for the number of copies required – see instructions)
- I am ready to proceed with this application

Interpreter

Is an interpreter required?

Yes

No

If YES, please specify language

Warning

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.

Maximum penalty for such an offence – \$10,000.

SIGN AND DATE HERE

The information in this application is true to the best of my knowledge.

Signature

Date

If more than one person is named all must sign the application.