

For office use only	
Case number	
Date filed	
Registry	

This form can be completed and lodged online at qcat.qld.gov.au/resources/forms/our-online-services/apply-to-attend-a-proceeding-by-telephone

Application to attend a proceeding by telephone or video

Part A	APPLICATION DETAILS
Applicant <i>(the party who made the original application)</i>	
Contact details <i>(MUST be provided)</i>	
<i>Mobile</i>	<i>Alternative number</i> <i>Email MUST be provided</i>
Respondent <i>(the party against whom the original application was made)</i>	
Contact details <i>(MUST be provided)</i>	
<i>Mobile</i>	<i>Alternative number</i> <i>Email</i>
QCAT case number	
Location of Registry <i>(the QCAT registry or Magistrates Court where the original application was made)</i>	

Part B DETAILS OF THE APPLICATION

I/We

apply to attend remotely at:

a hearing

all future proceedings in this matter

a compulsory conference

a mediation

to be held on: / / at am/pm
 Day Month Year

My preference is to attend by: Telephone Video

List the reasons for this application:

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

NOTE: If your application has been made with the consent of the parties, you **MUST** attach the evidence that the other party to the proceeding has provided such consent.

Part C ASSISTANCE AT THE TRIBUNAL HEARING

Will you require an interpreter at the hearing?

Yes - please specify language or Auslan:

No

Do you have any of the following needs?

wheelchair/mobility access

for speech impairment

for hearing impairment/loss

for vision impairment/loss

other

If you have ticked any of these boxes, please provide details below.

CHECKLIST

I have completed all of the questions on this application.
I have provided the correct number of copies of the application form and attachments (*that is, a copy for each party, plus one for the Tribunal*).
I am ready to proceed with this application.

WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* (Qld) makes it an offence for a person to knowingly give the registry documents containing false or misleading information.
Maximum penalty for such an offence – 100 penalty units.

Sign and date here *(if more than one applicant is named, then all must sign)*

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

Applicant/s sign here

Date

Print your name/s here

Lodgement Details

Deliver to:	Mail to:
Queensland Civil and Administrative Tribunal Floor 11, 259 Queen Street Brisbane Qld 4000 OR your local Magistrates Court. To find your local courthouse visit: courts.qld.gov.au/contacts/courthouses	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001 OR your local Magistrates Court. To find your local courthouse visit: courts.qld.gov.au/contacts/courthouses

INSTRUCTIONS FOR COMPLETING

Application to attend a proceeding by telephone or video

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 (2) 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 (3) 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 (7) days after the application is filed.

Protecting your privacy

We collect your contact details to ensure QCAT proceedings comply with the *Queensland Civil and Administrative Tribunal Act 2009* (Qld). We may contact you to help evaluate QCAT operations. You do not have to participate in feedback or surveys. If you do participate, no identifying information will be published. We will not disclose your contact details or any other personal information to a third party unless required by law.

Contact us

For information about the application process or going to the Tribunal visit the [QCAT website](#).