

Filed by (name of person, corporation, organisation or other body filing the document):

Contact name (name of person conducting the matter):

Address:

Telephone

Fax:

DX:

(and if solicitors or agents are acting, add) by their agents

Name:

Address:

Telephone:

Fax:

DX:

To the Respondent(s) (name each party affected by the above order sought):

Important Notice:

1. You are required to file a notice of appearance at the Industrial Registry (address and telephone number) within 7 days of service of this notice on you. See Part 12 of the Industrial Relations Commission Rules.
2. If you do not enter an appearance, or if there is no attendance by you or your counsel, solicitor or agent at the time and place specified in this notice or as notified to you subsequently, the proceedings may be heard in your absence and an order may be made against you.
3. Unless the time, place and date of hearing are endorsed on this application, the parties will be subsequently advised of the date time and place when the Commission will hear this motion. Any enquiries should be made to the Industrial Relations Commission List Clerk, telephone (number).

(Where the time for service has been abridged, add —

The time before which this motion is to be served has been abridged by the Court to 5.00 pm on (date).

(Add, where necessary, form of Appointment for Hearing)