

Application for the Recovery of Money

Before the Chief Industrial Magistrate

Court Details

Case Number:

Applicant:

Respondent:

Applicant

Name:

Address:

Solicitor or agent:

Claims an order that (name of respondent):

Is liable to pay the applicant the sum of \$

The particulars of the claim are (attach details is insufficient room):

Note - you must state:

- Act and section under which you are claiming:
- the award, agreement or other industrial instrument under which it is claimed the amount became due
- employment classification
- dates between which underpayment occurred
- details of how the amount is calculated

The applicant (circle one) elects / does not elect to have this application dealt with as a small claims application under section 379/720.

Contact name:

Filed by:

Address:

DX:

Telephone:

Fax:

Signature:

(Capacity in which signed, e.g. applicant-see section 369).

To the Respondent

Important Notice:

1. The respondent is required, under the Rules of the Industrial Relations Commission (applied to the Chief Industrial Magistrate's Court by Clause 36 of the Industrial Relations (General) Regulation 1996), to file a notice of appearance at the Chief Industrial Magistrate's Court, within 7 days of service of this notice (or as the case may be) on you.
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 Chief Industrial Magistrate's Court will hear this application. Any enquiries should be made to the Registry, telephone

(Where the time for service has been abridged, add
The time before which this notice (or as the case may be) is to be served has
been abridged by the Court to 5.00 pm on (date):

Notice of Listing

To: The Respondent

The Chief Industrial Magistrate appoints:

, (date) , at for **Mention** of this application.

At: Chief Industrial Magistrate's Court,

If you do not attend on that date, or on other dates this case is adjourned to, an order may be made in your absence.

Note - under the small claims procedure (that is where the claim is less than \$20 000.00) you are not entitled to be represented by a lawyer unless the parties and the Court approve.