

SUPPLEMENTARY GAZETTE



**THE SOUTH AUSTRALIAN
GOVERNMENT GAZETTE**

www.governmentgazette.sa.gov.au

PUBLISHED BY AUTHORITY

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ADELAIDE, FRIDAY, 26 APRIL 2013

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RULES OF COURT
Magistrates Court of South Australia
Amendment 44 to the Magistrates Court (Civil)
Rules 1992

PURSUANT to Section 49 of the *Magistrates Court Act 1991* and all other enabling powers, we, the undersigned, do hereby make the following amendments to the **MAGISTRATES COURT (CIVIL) RULES 1992** as amended.

1. On the date of commencement of Part 8 of the *Statutes Amendment (Courts Efficiency Reform) Act 2012* the *Magistrates Court (Civil) Rules 2013* will come into effect and apply to all actions commenced in the court from that date onwards. Here follows the *Magistrate's Court (Civil) Rules 2013*.

Signed on 22 April 2013.

ELIZABETH MARY BOLTON, Chief Magistrate
ANDREW JAMES CANNON, Deputy Chief Magistrate
KYM ANDREW MILLARD, Stipendiary Magistrate
SIMON HUGH MILAZZO, Stipendiary Magistrate

MAGISTRATES COURT (CIVIL) RULES 2013

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PRELIMINARY

1. (1) These Rules may be cited as the "*Magistrates Court (Civil) Rules 2013*".
- (2) These Rules commence when the relevant provisions of the *Statutes Amendment (Courts Efficiency Reforms) Act 2012* commences.

DEFINITIONS

2. (1) In these Rules, unless the contrary intention appears –

"*the Act*" means the *Magistrates Court Act 1991*.

"*action*" or "*claim*" means an action or claim or request (at law or in equity), defence, counterclaim, set-off, interpleader, third and subsequent party action or claim, any other originating application or appellate action or claim and mediation, conciliation, arbitration and expert opinion arranged by the Court in relation to an intended claim, respectively within the jurisdiction of the Civil Division of the Court.

"*ADR*" is an umbrella term for dispute resolution processes (other than judicial determination) in which an impartial person assists the parties to resolve the issues between them and to conduct their litigation in a cost efficient manner.

"*application*" means an application to the Court of an interlocutory nature.

"*arbitration*" is a process in which parties present arguments and evidence to an arbitrator who makes a binding determination.

"*authorised user*" means a person authorised by the Courts Administration Authority to file documents by electronic filing. An authorised user will be given a user identifier and must nominate a password. A corporate authorised user will be required to nominate a natural person(s) as its agent with the authority to act on behalf of the body corporate, and each of those natural persons will be given a user identifier. The Principal Registrar can withdraw an authorisation by notice to the authorised user and without giving any reason.

"*conciliation*" is a process in which the participants, with the assistance of a conciliator, identify the issues in dispute, develop options, consider alternatives and endeavour to reach an agreement. A conciliator will advise on the matters in dispute/or options for resolution, but will not make a determination. The conciliator is responsible for managing the conciliation process.

"*costs*" means party and party costs including disbursements, witness fees, experts' charges and other expenses of and incidental to the conduct of an action.

"*date of filing*" means the date when a document was apparently sealed with the seal of the Court.

"*defendant*" includes a defendant to a counterclaim or third or subsequent party claim.

"*document*" includes any evidentiary material that contains or is information including but not limited to:

- (a) an audio-tape;
- (b) a computer program or software, and any data or information recorded in or processed by a computer;
- (c) a film or digital image
- (d) a microfiche record; and
- (e) any material thing or substance which is relevant evidence

or any reproduction of such a document.

"*DX*" means the Australian Document Exchange at the following locations - Adelaide, Berri, Christies Beach, Elizabeth, Kadina, Modbury, Mount Barker, Mount Gambier, Murray Bridge, Naracoorte, Port Adelaide, Port Augusta, Port Lincoln, Port Pirie, Tanunda and Whyalla (or any other location fixed by Practice Direction).

"*DX number*" means the identifying number, at a DX, of a box at which a person is entitled to collect documents.

"*electronic filing*" means filing by electronic means by a method approved by the Chief Magistrate.

"*e-mail*" means a transfer of documents from one computer to another correctly addressed to the name, user identification or string which the computer of the addressee recognizes.

"*Enforceable Payment Agreement*" or "*EPA*" means an agreement under Rule 21B.

"*fax*" means a facsimile of a document transmitted through a Telecom system.

"*fax number*" means the identifying Telecom number of a subscriber for the receipt of a fax.

"*film*" includes a photograph, videotape, digital images or cinematographic film.

"*judgment*" means a judgment, declaration, decree, decision or order of the Court disposing of an action, and includes an interlocutory judgment or order.

"*judgment debt*" includes costs and interest.

"*final judgment*" means any judgment –

- (a) made with the consent of the parties;
- (b) given at the conclusion of a contested hearing;
- (c) made in the terms of the acceptance of either an offer to consent to judgment or a payment of a sum of money to the Registrar; or
- (d) a summary judgment.

"*judicial intimation*" means an intimation made under Rule 77 where a Magistrate reviews the provable facts against the pleadings, assists the parties narrow the issues in dispute and predicts the outcome of the case at trial with such reasons as s/he sees fit to give.

"*mediation*" is a process where parties with the assistance of a mediator identify disputed issues, develop options, consider alternatives and endeavour to reach an agreement. The mediator has no advisory or determinative role in relation to the content of the dispute or its resolution but may advise on or determine the process of the mediation.

"*order*" includes the giving of a direction.

"*personal service*" includes service in accordance with Rule 47 Sub-rule (k)(i) and Sub-rule (1).

"*person under disability*" includes an infant and any person (whether under statutory protection or not) who by reason of physical or intellectual impairment is unable to give sufficient instructions to conduct or compromise an action.

"*plaintiff*" includes a plaintiff by counterclaim or third or subsequent party claim.

"*pleadings*" includes a statement in writing of the action or claim of a party and any particulars of such statement.

"*proceeding*" means a step or process in the course of an action or the enforcement of a judgment.

"*property*" means real or personal property.

"*qualified mediator, conciliator or arbitrator*" means a person accredited in accordance with the National Mediation Accreditation Standards by a Recognised Mediation Accreditation Body and the Court shall have the discretion to appoint a mediator who is not accredited where cultural, regional or other considerations make it necessary.

"*the Registrar*" means any Registrar of the Court other than the Principal Registrar.

"*Sheriff*" includes a Deputy Sheriff, a Sheriff's Officer and any person appointed by the Court to serve or execute any action, proceeding or process, or carry out the duties of the Sheriff in relation to any matter.

"*solicitor*" includes counsel.

"*Trial Court*" means –

- (a) the Adelaide Civil Registry; or
- (b) such other Registry as the Court may nominate.

"*Trial Plans*" are intended to assist parties to an action by identifying issues in dispute and their proof.

- (2) A reference to a Commonwealth Act includes a reference to that Act as amended from time to time and to an Act passed in substitution for that Act.
- (3) For the purposes of the Act, the *Enforcement of Judgments Act 1991* and these Rules, the Court must be constituted under the First Schedule.

DUTY OF COURT

- 3. (1) (a) In interpreting, applying and enforcing observance of these Rules, the Court and Registrar must in all things promote the expeditious, economical and just conduct and resolution of an action or proceeding by negotiated agreement or judicial determination.
- (b) These Rules are not intended to defeat the proper action brought in good faith of any party and are to be interpreted accordingly.
- (2) A person may not commence more than one action in respect of the same or a substantially similar cause of action and the Court must attempt to resolve multiple actions involving a party and determine all matters in dispute in an action so as to avoid multiplicity of actions.

ORDERS

- 4. (1) Unless the contrary intention appears, where under these Rules the Court has the power to make an order, grant leave or do any other act or thing it may do so –
 - (a) subject to specified conditions, including conditions as to the payment of costs;
 - (b) at any time.
- (2) An order which requires an act to be done will be taken to require it to be done within 7 days of the date of the order, unless these Rules require, or the Court orders, otherwise.
- (3) The Court may make an incidental or ancillary order.
- (4) The Court may require a party to file draft Minutes of an order sought.

- (5) The terms of any order or leave made or granted on application need not be drawn up unless the Court orders otherwise, and any order or leave endorsed on the application has effect as a formal order or leave.

FORMS

5. (1) The Forms set out in the Second Schedule must be used for the purposes specified in the Schedule or these Rules.
- (2) Where a party is required to use a Form prescribed by these Rules, the particulars required by the Form must be provided and included in the Form before it is filed and served on any other person or party.
- (3) It is sufficient compliance with these Rules, as to the form of any document, if the document is substantially in accordance with the Form.
- (4) The provision of a user identifier and current password in relation to the electronic filing of a document is deemed to have the same effect as if the document was signed by the agent with authority on behalf of a corporate authorised user, or by an authorised user who is a natural person.

PRACTICE DIRECTIONS

6. (1) The Chief Magistrate may issue, vary or revoke a Practice Direction and the practice and procedure of the Court, subject to these Rules, must be in conformity with any Practice Direction.
- (2) The Principal Registrar must maintain a register of all Practice Directions.

GENERAL POWERS OF COURT

7. (1) In addition to exercising powers referred to in these Rules, the Court may –
 - (a) make an order for inspection of a document notwithstanding that a solicitor claims a lien over the document;
 - (b) make an order authorising the observation or recording of, or the taking of a sample of or from, any property;
 - (c) make an order that any person, or in the case of a body corporate a specified officer of that body corporate, make discovery (on oath or otherwise) of all documents and property which are or have been in the possession, custody or power of that person relating to the matters in issue in an action and the order may be general, or limited to such classes of documents or property as the Court thinks fit;
 - (d) make an order that any person, or in the case of a body corporate a specified officer of that body corporate, answer on oath interrogatories relating to the matters in issue in an action.

- (2) An order under this Rule may be made against a person who is not a party to an action.
- 8.** (1) Where a party wishes to obtain –
- (a) summary judgment in, or the disposal of the whole or part of, an action; or
 - (b) immediate relief,
- he or she may do so on application accompanied by an affidavit specifying –
- (c) that there is no reasonable basis for the action or defence.
- (2) The Court may –
- (a) enter judgment accordingly;
 - (b) grant the whole or part of the relief sought, and order that the action continue in relation to the part not disposed of;
 - (c) make an order for an early trial; or
 - (d) make any other order.
- (3) The Court may enter a summary judgment based on an Enforceable Payment Agreement verified by an affidavit.
- 9.** The Court must order re-service of an action or proceeding where the Court is satisfied that it has not come to the attention of a person to whom it is directed and that the person has not attempted to avoid or prevent service.
- 10.** In an action or proceeding the Court may –
- (a) amend any defect or error;
 - (b) remedy or rectify any omission;
 - (c) enlarge or abridge the time fixed by these Rules, or by any order, for taking a proceeding or doing any act or thing;
 - (d) dispense with compliance with any of these Rules, before or after the occasion for compliance arises; or
 - (e) take or regard an act or thing to be done at or from a date fixed by the Court.
- 11.** (1) Where in an action or proceeding a person or party has been prejudiced or suffered damage or loss as a result of a wrongful act or the default, neglect, delay or non-compliance with the Act or these Rules by any other person or party, the Court may order that other person or party to pay compensation for the prejudice, damage or loss.
- (2) The order for compensation may be made in respect of any injury, embarrassment, inconvenience or expense suffered or incurred.

- 12.** (1) Where the manner or form of commencing an action, taking a proceeding or doing any other act or thing is not prescribed by or under any Act or these Rules, the Court may give directions as to the steps to be taken and may adopt (with necessary modification) the appropriate practice and procedure of the Supreme Court.
- (2) Where at any time the Court considers it necessary or expedient for the speedy administration of justice or the saving of costs, it may –
- (a) on its own initiative, or on application of a party; or
 - (b) with the consent of the parties,
- by order, modify or dispense with the practice and procedure of the Court prescribed by these Rules, or give directions as to the practice and procedure to be adopted, in respect of any action or proceeding.
- (3) The Court may make an order or do any other act or thing (even if such order, act or thing is not specifically referred to in these Rules) if the Court thinks that it is necessary or expedient to give proper effect to the Act, any other Act, or these Rules and the justice of the case so requires.

LEGAL REPRESENTATION

- 13** (1) A solicitor is taken to be acting for a party in an action when he or she files and serves notice in writing of that fact on all other parties and must continue to act until the solicitor or his or her client has filed a notice in writing that the solicitor is no longer acting and confirming that the party is aware of the procedural obligations in the action and a current address for service on the party.
- (2) A firm or company of solicitors must nominate a person within the firm or company as the contact person and that person is a person acting for the party for the purpose of these Rules unless the firm or company advises the Court in writing that a different person is the contact person, or the firm or company ceases to act in accordance with these Rules.
- (3) Subject to any Act a party may do any act or thing under these Rules by his/her solicitor.
- (4) In deciding whether a party would be unfairly disadvantaged in a minor civil action, if not represented by a legal practitioner, the Court must have regard to whether –
- (a) the party has a judgment in his/her favour in the action,
 - (b) the party will suffer undue expense or inconvenience in attending,
 - (c) the party is unable to attend due to ill health,
 - (d) any other proper cause exists.
- (5) A company may be represented by a director with authority to bind the company.

PERSONS UNDER DISABILITY

14. (1) A person under disability must have a litigation guardian to conduct an action on his or her behalf.
 - (2) Where a person under disability is a party to an action anything which he or she, if not under disability, would be required or authorised to do, is required or authorised to be done by the litigation guardian.
 - (3) Failure to appoint a litigation guardian does not invalidate an action.
15. An action filed by a litigation guardian must state –
 - (a) the identity and address of the litigation guardian; and
 - (b) the identity of the person under disability and the nature of the disability (and, where it is infancy, the date of birth of the infant).
16. Subject to any Act, the Court, on its own initiative or on application by a person under disability, may appoint a litigation guardian.
17. A litigation guardian of a defendant, unless the Court orders otherwise, is not liable for the costs of any other party.
18. (1) No compromise or settlement of an action binds a person under disability unless it is approved by order of the Court.
 - (a) The approval of the Court may be sought at any time.
 - (b) Before making an order of approval, the Court must consider an opinion of counsel filed by the parties on the adequacy or desirability of the proposed compromise or settlement.
 - (c) If the Court makes an order of approval, it may make an order as to the investment of any settlement money and payments of the capital and income to its full extent for the maintenance, education, benefit or advancement for and on behalf of the person under disability and as to the payment of the costs of the litigation guardian or any party.
 - (d) Unless the Court orders otherwise, a compromise or settlement must be made on the basis that the solicitor acting for the person under disability limits his or her costs to the party/party costs.
- (2) Before making an order of approval under Section 80 of the *Correctional Services Act 1982* the Court may order an opinion of counsel be obtained and filed by the Crown as to the adequacy or desirability of the settlement.

EVIDENCE IN PRETRIAL PROCEEDINGS

19. (1) In pretrial proceedings, subject to any order of the Court, documents may be received in accordance with the *Evidence Act 1929*, or may be verified by affidavit. Evidence from a natural person may be received by the tender of an affidavit or by the tender of a continuous unedited video commencing with an oath or affirmation administered in accordance with the *Evidence Act 1929*.

- (2) An affidavit must be in accordance with Form 35 and the information arranged in numbered paragraphs.
- (3) Save in an application for final relief the evidence may contain statements based on information received and believed by the person making the affidavit to be true with the sources and the grounds for the belief.
- (4) Where it appears to the witness before whom an affidavit is sworn that the person is illiterate or blind, that witness must certify in or below the witnessing clause that at the time the affidavit was sworn –
 - (a) the affidavit was read to the person making the affidavit; and
 - (b) the person making the affidavit seemed to understand the affidavit:
and if the person is not capable of signing the affidavit
 - (c) the witness may certify that and verify that the person making the affidavit accepted the accuracy of the facts in the affidavit.
- (5) Where an affidavit is made by a person who does not have an adequate command of the English language –
 - (a) the affidavit and the oath to be taken must be translated to the person making the affidavit by an interpreter into a language which the person making the affidavit understands; and
 - (b) the interpreter in writing state his/her full name and must certify in or below the witnessing clause that paragraph (a) has been complied with.
- (6) Subject to Sub-rule 19(4), each page of and any alterations to an affidavit must be signed by the person making the affidavit and the witness before whom it is sworn.
- (7) An annexure or exhibit to an affidavit must bear an endorsement, signed by the witness before whom the affidavit is sworn, that identifies the annexure as the particular annexure referred to in the affidavit.
- (8) An affidavit, unless the Court otherwise orders, may be received in evidence notwithstanding any irregularity in form.

PRE CLAIM PROCEDURES

- 20.** (1) A person intending to bring an action may, by notice in writing to another person, request the other person to make discovery, and disclose the present whereabouts, of any document or property that is relevant to the proposed action.
- (2) If such a request is not complied with within 7 days of the service of the notice, the Court may order the other person to make discovery and disclosure by letter or affidavit.

21. (1) On an application by a person intending to bring an action, the Court may issue a summons in Form 1 to compel the attendance of another person to give evidence or produce evidentiary material relevant to the bringing of the proposed action.
 - (2) The summons must be served at least 4 clear days before the date fixed for the attendance.
 - (3) The Court may order the person applying for the summons to pay, at the time of service of the summons, to the person summonsed, the reasonable expenses of attendance (including transport and accommodation) fixed by the Registrar.
 - (4) If a person served with a summons fails to attend or produce the evidentiary material at the date, time and place fixed in the summons, the Court may issue a warrant for the arrest of the person and make an order under Section 37(4) of the Act.
 - (5) A summons issued under this Rule must bear the Court seal.
- 21A. (1) Subject to this Rule and to any order of the Court the plaintiff is not entitled to the costs for filing of a claim other than a counterclaim, a third party claim, a claim for non compliance with an EPA, or a claim under the *Worker's Liens Act 1893*, unless notice in writing of the intended claim was given to the intended defendant not less than 21 days before the filing of the claim, or where Sub-rule(2) applies in accordance with that Sub-rule, by any means authorised in these Rules for service of a claim.
- (2) In an action for damages for personal injuries notice of the claim must be given at least 90 days before the filing of the claim and must be given to the defendant's insurer if the identity of the insurer is known to the intended plaintiff. Such notice must include notice of any intended claim for past and future economic loss and be supported by documents including medical reports setting out the nature and extent of the plaintiff's injuries and residual disabilities as known to the plaintiff at the time of the giving of the notice.
 - (3) Notice of an intended claim may be given in accordance with Form 1A which must be filed with the Court and must bear the Court's seal. A plaintiff who is successful in a claim is entitled to recover from the defendant any filing fee for this notice.
 - (4) A debtor may give notice in accordance with Form 1C to a creditor of willingness to consent to judgment for a sum of money and the creditor may file a claim with the notice attached and sign judgment for that sum plus the filing fee, without service of the claim. Notwithstanding these Rules but subject to any order of the Court the creditor will not be entitled to legal fees for filing a claim for that sum or less.
 - (5) Notice of an intended claim or willingness to consent to judgment may be served on a current place of business of the corporation and notice of an intended claim by the Commissioner or Deputy Commissioner of Taxation may be served in accordance with any Act or Regulation which provides for service of notices by the Commissioner or Deputy Commissioner on the taxpayer.

- (6) The Registrar must give an action number to any action in which the Court arranges a mediation or expert opinion before a claim is filed by a party.
- 21B.** (1) An agreement of the extent of a monetary obligation and terms of repayment may be made in terms of Form 1B (an Enforceable Payment Agreement).
- (2) Where an EPA is in place and is being complied with the creditor must not make any adverse report about the non payment of the monetary obligation to any credit referencing agency.
- (3) Where a party to an EPA does not do what was agreed the other party may seek a judgment in accordance with the EPA, provided that where the EPA is for payment by instalments two instalment payments must be in arrears before a creditor can obtain a judgment for a monetary sum.
- (4) The Court may accept an EPA verified by an affidavit of one party to it as proof of the matters contained in it.
- (5) If payments have been made a creditor seeking to enforce an EPA must disclose them when seeking judgment and any judgment must allow credit for them.
- (6) An EPA may be made before or after a claim has been filed.

INTERIM INJUNCTIONS AND RESTRAINING ORDERS

- 22.** (1) An application for an injunction or order under Sections 25 or 26 of the Act must not be made in the absence of a party unless the Court is satisfied by evidence that proper cause exists and the applicant gives an undertaking as to damages.
- (2) If an order is made in the absence of a party it must be listed for further directions within three working days.
- (3) The Court must give directions as to the conduct and service of the application, and may –
- (a) order the inspection, photographing, detention, custody or preservation of property that is the subject-matter of an action;
 - (b) require such bond, security or undertaking as may be appropriate;
 - (c) order the filing and service of any document; or
 - (d) make any other order.

PARTIES

- 23.** (1) The misjoinder or non-joinder of parties will not defeat an action, but the Court must ensure that all necessary parties are joined to enable the Court to determine all questions involved in the action.

- (2) The Court may direct that a person who has an interest in proceedings be joined as a party if it is satisfied that it will avoid multiplicity of proceedings and will not cause the existing parties unreasonable expense or delay.
- (3) (a) Where 2 or more persons carry on business as partners in the State they may sue and be sued in the name of their firm in respect of any cause of action accruing at the time the persons were partners, but if the partners are named they are the parties to the action;
- (b) The Court may order a partner to provide a statement on oath of the particulars of persons who were partners of a firm at any relevant time.
- (c) A judgment against a firm may be enforced against all partners of the firm at the relevant time
- (4) (a) A trustee, executor or administrator may sue and be sued on behalf or as a representative of the relevant trust property or estate.
- (b) The Court may order joinder of any person beneficially interested in the property or estate.
- (5) (a) This Sub-rule applies where 3 or more persons have a cause of action or defence (whether identical or not) arising out of, or in respect of, the same, or substantially the same, set of facts or circumstances.
- (b) (i) The Court may, by consent, make an order (a "*representation order*") that in the one action, 1 or more of the persons be appointed to sue or defend on behalf, or for the benefit, of all persons who so consent;
- (ii) Unless the Court orders otherwise, a representation order is to be taken to confer on any appointed person or persons complete authority and power in respect of the conduct, compromise, settlement or other disposition of the whole, or any part, of the action;
- (c) A representation order may be made even if the remedies or relief sought by the persons (whether at law or in equity) are not identical;
- (d) (i) Within 7 days of a representation order being made, the Registrar must give to the parties at least 21 days notice in writing of, and fix a date, time and place for, a directions hearing.
- (ii) At a directions hearing, the Court may –
- (A) direct that the existence of the action be published, in such manner and form as it thinks fit, to ascertain if any other person wants to consent to being represented in the action;
- (B) direct the manner of legal representation of the parties at trial;

- (C) give any other directions.
- (e) A person who is represented may be entitled to, or liable for, costs in such sum or proportion as the Court may fix.
- (f) A person may withdraw his or her consent with leave of the Court not less than 21 days before the date fixed for trial, but thereafter such consent is irrevocable.
- (g) A consent must be in writing, signed and filed.

PLEADINGS

24. (1) (a) In a minor civil action, subject to any order of the Court, a short form of pleading disclosing the date(s), place(s), circumstances and the cause of action upon which the action is based is sufficient.
- (b) In a general jurisdiction claim pleadings must comply with the *Supreme Court Civil Rules 2006*.
- (c) Pleadings in a general claim may be amended on the initiative of a party without leave on one occasion to be filed and served not later than 28 days before the first pretrial directions hearing but not to plead an action that is statute barred, nor to join a new party. Any other party to the action then has 21 days to file and serve any consequential amendments.
- (2) (a) Where a natural person denies personal liability on the ground that the liability was incurred or assumed by, or on behalf of, another person or body corporate instead, the natural person must plead all material facts or circumstances –
- (i) from which the liability of the other person or body corporate can be implied or inferred; or
 - (ii) identifying when, where and how the other person or body corporate incurred or assumed the liability.
- (b) Where a party alleges that the parties are bound by a quotation, the party must plead all material facts or circumstances –
- (i) from which the quotation can be implied or inferred; and
 - (ii) identifying by whom, when, where and how the quotation was given or made.
- (3) A claim under the *Worker's Liens Act 1893* must include the particulars required to enforce a lien or charge under that Act.
- (4) A Council constituted under the *Local Government Act 1999* making a claim for an instalment of rates may plead the instalments, interest, fines and costs owing at that time. The Council may obtain judgment for that sum and later may apply to amend any judgment that is not a final judgment to reflect further accrued liability for rate instalments, interest and fines for that same property and owner, supported by a statement of the amount due at that time, which amendment must be served.

- (5) The Commissioner of State Taxation making a claim on behalf of RevenueSA for State land tax may plead the amounts and costs owing at that time. The Commissioner may obtain judgment for that sum and later may apply to amend any judgment that is not a final judgment to reflect further accrued liability for State land tax for that same property and owner, supported by filing a statement of the amount due at that time, which amendment must be served.
- (6) No pleading beyond a reply is allowed except with leave of the Court.

CLAIM

25. Except where otherwise provided, an action in the general jurisdiction must be commenced in Form 2 in the minor civil jurisdiction must be commenced in Form 3.

26. (1) An action founded on a neighbourhood dispute or a minor statutory proceeding pursuant to the legislation listed below must be commenced in the respective forms set out below -

Building Work Contractors Act 1995 Form 3F

Fences Act 1975 Form 3A

(Note: An application under this Act which involves a monetary claim for more than \$25,000 is not a minor statutory proceeding and must be commenced on Form 2.)

Neighbourhood Dispute Form 3B

Retail and Commercial Leases Act 1995

Sections 12, 15 or 49(2)(b), 68, 76(8) or 77(2) Form 3C

Section 20(6) Form 3D

(Note: An application under this Act which involves a monetary claim for more than \$25,000 is not a minor statutory proceeding and must be commenced on Form 2.)

Second-hand Vehicle Dealers Act 1995
(other than Schedule 3) Form 3E

(Note: An application under Schedule 3 of this Act is not a minor statutory proceeding and must be commenced on Form 10.)

- (2) On the filing of an action under this Rule the Registrar must fix a date, time and place for a directions hearing and give at least 7 days notice in writing in Form 23C to the parties and serve a copy of the form commencing the action, together with any documents attached to it, on the other parties.
- (3) A party served with an application may file and serve a response.

- (4) A party electing to exclude the dispute from the minor civil jurisdiction may do so at the directions hearing or by application.
- 27.** (1) A legal practitioner acting for a party must give its client a copy of Rules 55-58 inclusive, Rule 106 and the cost scale applicable to the action.
- (2) A party must take genuine steps to resolve an action before it is commenced including considering the use of ADR.
- 28.** (1) An action must be served within 1 year of the date of filing.
- (2) The time for service of an action may be extended, on application to the Court filed within 1 year of the date of filing of the action.
- (3) (a) If at the expiry of 21 days after the time for service of an action or any extension thereof –
- (i) judgment has not been signed; or
- (ii) a defence has not been filed, the action will stand dismissed for want of prosecution.
- (b) If it appears that an action is not being conducted with due expedition, the Court –
- (i) on its own initiative, and upon due notice to the parties; or
- (ii) on application of a party or the Registrar,
- may make an order –
- (iii) that is necessary or expedient to ensure that the action proceeds to trial as soon as possible (including the fixing of both time limits in respect of any subsequent proceedings and the trial date); or
- (iv) dismissing the action for want of prosecution.
- (c) Where an action is dismissed under this Sub-rule that dismissal has effect as a judgment but not as a final judgment.
- (d) In determining whether an action is not being conducted with due expedition under paragraph (b) of this Sub-rule, the Court may have regard to the principles of case flow management expressed in, or time limits fixed by –
- (i) the *Supreme Court Civil Rules 2006* in respect of the taking of any proceeding or the conduct of the action, as if such principles or time limits applied to a proceeding or action in the Court; or
- (ii) Practice Direction.
- 29.** (1) Subject to these rules a party may file a pleading in any Registry of the Court but where possible in respect of a contested matter should file applications and documents in the Registry of the Trial Court and in respect of an Investigation or Examination hearing, the Registry where the hearing is to be conducted. (see Rule 125(2))

- (2) Subject to these Rules or to an order of the Court, the parties must conduct the whole of an action up to and including judgment in the Trial Court.
- (3) On application by any person (which may be filed at any Registry of the Court) the Trial Court may nominate another Registry of the Court to be the Trial Court.
- (4) An application to set aside or vary –
 - (a) a judgment, may be filed in any Registry of the Court but must be listed in the Trial Court;
 - (b) an enforcement process, may be filed in any Registry of the Court but must listed in the Registry of the Court in which the process was filed.

DEFENCE

30. (1) To defend an action (other than an action under Rules 26, 37 and 38) a person must file a defence in Form 4 at any Registry of the Court.
- (2) A party intending to object to the jurisdiction of the Court may only do so on an application filed at the same time as the defence.

COUNTERCLAIM AND SET-OFF

31. A counterclaim or set-off must be filed at the same time as the defence and in Form 5.
32. (1) A party intending to file a counterclaim or raise a set-off which is not within the jurisdiction of the Court must forthwith apply to the Court to have the matter remitted to the District Court.
- (2) The Court may remit the claim to the District Court or order that the counterclaim or set-off be heard separately from the claim.
- (3) If the party fails forthwith to apply to the Court, the claim will be heard separately from the counterclaim or set-off.
33. (1) Where there is more than one defendant to a claim, each defendant will be taken to claim contribution from any other defendant.
- (2) A defendant may require any other defendant to provide particulars of a claim to contribution.
- (3) This Rule does not apply to an action to which the *Law Reform (Contributory Negligence and Apportionment of Liability) Act 2001* or Section 72 of the *Development Act 1993* applies.

DEFENCE TO COUNTERCLAIM AND SET-OFF

- 34.** (1) A plaintiff will be taken to have filed a defence forthwith to a counterclaim or set-off, and pleaded to the general issue.
- (2) A defendant may require a plaintiff to provide particulars of a defence to a counterclaim or set-off.

THIRD PARTY CLAIM

- 35.** (1) A defendant claiming indemnity, contribution or relief related to the claim against him or her must file a Third Party Claim within 21 days of the filing of the defence, in Form 6, and serve it together with a copy of the claim.
- (2) The defendant must serve the Third Party Claim on all other parties.
- (3) Form 6 may be adapted for use in any subsequent party claim.
- (4) A third or subsequent party may plead to the plaintiff's claim.
- (5) A defendant, third party and subsequent party may with leave, join actions between themselves which are related to the plaintiff's claim.
- (6) A party may apply for directions in respect of a Third (or subsequent) Party Claim.

INTERPLEADER BY STAKEHOLDER

- 36.** (1) Where a person (the "*applicant*") is or is about to be sued, or could be sued, in respect of personal property in his or her possession or under his or her control or in respect of the proceeds from a disposition of the property and –
- (a) is uncertain as to whom the property or proceeds belongs; or
- (b) receives a claim in respect of the property or proceeds by 2 or more persons making adverse claims,
- the applicant may apply to the Court for directions as to the parties to be served and as to the procedure to be followed.
- (2) This Rule applies only where the applicant expressly disclaims any personal interest in, or claim to, any part of the property or proceeds in dispute.

STATUTORY ACTIONS

37. (1) Actions (other than criminal proceedings) under the following legislation must be commenced in the respective forms set out below:

Any Act not otherwise specified	Form 7
<i>Australian Consumer Law (SA)</i>	Form 9
<i>Community Titles Act 1996</i>	Form 15
<i>Criminal Assets Confiscation Act 2005</i>	Form 9A
<i>Employment Agents Registration Act 1993</i>	
Section 15	Form 15A
<i>Fair Trading Act 1987</i>	
Section 86B	Form 11
<i>Family Relationships Act 1975</i>	
Sections 9 and 11B	Form 16
<i>Fire and Emergency Services Act 2005</i>	
Section 38	Form 15B
<i>Marriage Act 1961 (Cth)</i>	Form in regulations
<i>National Credit Code (Cth)</i>	Form 51
<i>Second-hand Vehicle Dealers Act 1995</i>	
Schedule 3	Form 10
<i>Strata Titles Act 1988</i>	Form 15
<i>Unclaimed Goods Act 1987</i>	Form 8
<i>Warehouse Liens Act 1990</i>	
Sections 12 and 14	Form 8

- (2) An application made under the *Criminal Assets Confiscation Act 2005* must be accompanied by an affidavit in support of it.
- (3) A warrant under Section 172 of the *Criminal Assets Confiscation Act 2005* must be in Form 36 and a duplicate warrant must be in Form 37.
- (4) A freezing order under Section 17 of the *Criminal Assets Confiscation Act 2005* must be in Form 37A.

- (5) An application pursuant to Sections 9 or 11B of the *Family Relationships Act 1975* must be accompanied by an affidavit that discloses, to the best of applicant's knowledge, information or belief the full names and addresses of all persons whose interests may be affected by the declaration.
- (6) An application pursuant to Sections 9 or 11B of the *Family Relationships Act 1975* must be served on all persons whose interests may be affected by the declaration.
- 38.** (1) Subject to any Act and these Rules, on the filing of an application under Rule 37, the Registrar must fix a date, time and place for a directions hearing and give at least 21 days notice in writing of the hearing in Form 23B to, and serve a copy of the application on, the person(s) nominated by the applicant to be the person(s) to be served.
- (2) On the filing of an application to commence an action under the *Criminal Assets Confiscation Act 2005* or Section 38 of the *Fire and Emergency Services Act 2005*, the Registrar must list it for a directions hearing at the earliest possible time.
- (3) The Court may give directions –
- (a) that persons who are not nominated, but who may be affected by the relief sought, are to be joined to the application;
- (b) as to service; and
- (c) as to any other matter.
- 39** (1) Actions (other than criminal proceedings) under the following legislation must be commenced in the respective forms set out below:

Births, Deaths and Marriages Registration Act 1996

Sections 22 and 25	Form 7A
Section 19	Form 7B
Section 34	Form 7C
Section 50	Form 7D

Motor Vehicles Act 1959

Section 81B	Form 12
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Problem Gambling Family Protection Orders Act 2004

Section 16	Form 49
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Sexual Reassignment Act 1988

Form in regulations

- (2) An application pursuant to Sections 22 and 25 of the *Births, Deaths and Marriages Registration Act 1996* must be accompanied by an affidavit identifying the grounds upon which the application is sought and attaching a copy of the child's birth certificate.
- (3) If the applicant is seeking the order without the knowledge of the child's other parent, the affidavit must state the reasons why the other parent should not be notified.
- (4) An order made by the Court on review of a decision of the Independent Gambling Authority under Section 16 of the *Problem Gambling Family Protection Orders Act 2004* must comply with Form 50.
- (5) Subject to any Act, and any order of the Court, on the filing of an action under this Rule the Registrar must fix a date, time and place for the hearing and give at least 21 days notice in writing of the hearing in Form 23I or Form 23J to, and serve a copy of the application on, the person(s) nominated by the applicant to be the person(s) to be served or from whose decision or determination the appeal or review is brought.
- 40.** (1) Under the *Serious and Organised Crime (Control) Act 2008*, the following forms must be used:
- | | |
|---|---------|
| A Notice of Objection under Section 26 | Form 40 |
| An Authorisation Order under Section 25 | Form 41 |
- (2) For applications under Sections 66D and 66E of the *Summary Offences Act 1953*, Form 7 must be used.
- (3) When filing an application for an Authorisation Order, the applicant must also file with the Court an affidavit verifying the grounds for the application and if leave to have application heard without notice to any person is sought, reasons for that.
- (3) Under the *Serious and Organised Crime (Unexplained Wealth) Act 2009*, the following forms must be used:
- | | |
|---|---------|
| Application under Sections 14, 15, 16, 20 and 25 | Form 43 |
| A warrant issued under Section 16 | Form 44 |
| A Notice of Objection under Section 24 | Form 45 |
| (note this must be filed in the action in which the restraining order was made) | |
| A Monitoring Order under Section 14 | Form 46 |
| An Examination and/or Production Order under Section 15 | Form 47 |
| A Restraining Order issued under Section 20 | Form 48 |
- (4) On the filing of an application to commence an action under the *Serious and Organised Crime (Control) Act 2008*, the Registrar must list it for a directions hearing at the earliest possible time.

- (5) To request an application by telephone the applicant must:
 - (a) (if the Registry is open) contact the Registry to arrange an urgent hearing by telephone with a Magistrate;
 - (b) (if the Registry is closed) telephone the Court's rostered on-call Magistrate on the after-hours telephone number of the Court.
 - (6) Where an order is made by telephone a copy of the order, and any affidavit in support of the application must be filed in the Registry of the Adelaide Magistrates Court or such other registry as the Magistrate may designate on the next working day.
 - (7) The Court may give directions as to service and as to any other matter.
- 41.** Subject to any Act, the Court may conduct the hearing of an appeal or application under Rules 37, 39 and 40 in such manner as it thinks fit.

FILING AND SERVICE OF CLAIMS AND PROCESS

- 42.** (1) (a) Subject to this Sub-rule the documents described in Sub-rule (2) must be prepared with sufficient copies and filed at a Registry of the Court.
- (b) It is sufficient for an authorised user to file Form 2, 3 and any other form permitted by a Practice Direction, by electronic filing.
 - (c) A form filed by electronic filing will be deemed to be filed on the day when it is accepted for filing by the Courts Administration Authority website.
- (2) Subject to any Act, these Rules and any order of the Court, the following documents must be served on any other party to an action –
- (a) an originating process of an action (other than an action described in Rules 26, 37 or 39);
 - (b) a defence and reply;
 - (c) an injunction;
 - (d) a restraining order;
 - (e) an application and any affidavit or other document in support of it;
 - (f) an originating process of an action not otherwise described in this Sub-rule.
- (3) Copies of documents to be filed and served must bear the Court seal.
 - (4) The Court seal may be placed on a document by electronic means.
- 43.** (1) Service on Good Friday or Christmas Day is not effective service.
- (2) A summons must be served personally on the person to whom it is directed.

- 44.** A person serving a natural person (who is not a solicitor) with -
- (a) a document in Form 1, 2, 3, 3A, 3B, 3C, 3D, 3E, 3F, 6, 8, 9, 15, 15A, 15B, 20(a), 25, 25A and 26; or
 - (b) an injunction or restraining order,
- must at the same time serve a document in Form 17 (which need not be filed).
- 45.** A copy of a claim for damages for personal injuries caused by, or arising out of, the use of a motor vehicle must be served by the Registrar on Allianz Australia SA-CTP.

MANNER OF SERVICE

- 46.** (1) Subject to any other Act, these Rules and any order of the Court, the Registrar may serve a document on a person by any means provided by these Rules.
- (2) (a) Where service is, or appears to be, ineffectual the Registrar must note that fact on the Court file and -
- (i) if it was service of a claim, set aside any judgment signed in default of the filing of a defence and in any other case seek directions of the Court;
 - (ii) ensure that the party seeking service is aware that service was or appears to have been ineffectual; and
 - (iii) not again attempt service at that address unless the party seeking service has made further reasonable enquiries and has ensured that the address for service is the address of the party to be served.
- (b) The Registrar may require a party to verify on oath the nature and extent of such further enquiries.
- (3) The Registrar must cause a stamp showing the date of any postal or other service by the Registrar to be affixed to the Court copy of the document.
- 47.** (1) Subject to any other Act, these Rules and any order of the Court, a document may be served on a person:
- (a) by sending it by pre-paid post addressed to the address of the person (but note the cost risk in Rule 106(6));
 - (b) by personal service on the person;
 - (c) by service by any of the means set out in this Rule on the solicitor acting for the person;
 - (d) by leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years;

- (e) by depositing it for the person at the DX addressed to the DX number of the person;
 - (f) in the case of a body corporate (other than a Strata Corporation or a Community Corporation), by leaving it at or sending it by pre-paid post addressed to the registered office of the body corporate;
 - (g) in the case of a strata corporation, by sending it by pre-paid post addressed to the corporation at its site or its post office box;
 - (h) by fax directed to the fax number of the person;
 - (i) in the case of a firm, by service under these Rules on one partner, or at the principal place of business of the firm, but if the person serving the document knows that the partnership has been dissolved before the action is filed, by service on every person sought to be made liable;
 - (j) in the case of a person in custody in a government institution, by sending it by pre-paid post addressed to the person at that institution;
 - (k) (i) who appears to keep his or her place of dwelling or business closed in order to avoid or prevent service; or
(ii) in respect of an action for the recovery of real property, (in a case of vacant possession),
by affixing it on a door of the place or otherwise conspicuously on the property;
 - (l) in the case of threats or violence by or on behalf of that person, by leaving it near the person;
 - (m) in the case of a person who has given an e-mail address for service by e-mail;
 - (n) in the case of a Community Corporation by pre-paid post addressed to the Community Corporation or to the Presiding Officer, Treasurer or Secretary at the postal address of the Community Corporation or by placing it in the Community Corporation's letterbox.
- (2) A person must not rely on apparently ineffective service. If any action has been requested in reliance of service that subsequently appears to have been ineffective he or she immediately must advise the Registrar in writing of that fact and must not again attempt service at that address unless the party seeking service has made further reasonable enquiries and has ensured that the address for service is the address of the party to be served.
- 48.** In the case of service outside the State but within the Commonwealth of Australia service must be effected in accordance with the provisions of the *Service of Execution of Process Act 1992* (Cth).
- 49.** (1) A claim may be served outside of the Commonwealth of Australia and its Territories where it is founded on a cause of action –
- (a) arising from a tort committed wholly or partly in South Australia;

- (b) arising from a contract or quasi contract which was made or breached in South Australia or the terms of which are governed by the law of South Australia;
 - (c) to obtain or recover title to, or possession of, real or personal property situated in South Australia;
 - (d) which the Court determines has sufficient nexus to South Australia.
- (2) (a) Service of a claim outside the Commonwealth of Australia and its Territories is only valid if prior leave for service is granted and service is in accordance with any conditions imposed by the Court, or the person served consents to the jurisdiction by filing a defence.
- (b) Leave must only be granted if the Court is satisfied that the party applying has a prima facie case for the relief that he or she seeks.
- 50.** In the case of service to a person in New Zealand service is to be effected in accordance with the *Trans-Tasman Proceedings Act 2010* (Cth) when it comes into operation.
- 51.** Where it is intended that a person is to be served in accordance with the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, service must be effected in accordance with Division 3 of the *Supreme Court Civil Rules 2006*.
- 52.** (1) Subject to any Act, a person will be taken to be served -
- (a) at the time he or she is personally served;
 - (b) where service is by fax during normal business hours on a business day, when the fax is transmitted;
 - (c) where service is by e-mail on the next business day after an acknowledgement of receipt of a transfer by e-mail is received from the computer to which it was addressed; and
 - (d) in any other case, 2 business days after the document is served in accordance with these Rules.
- (2) A statement on a fax of the date, time and place of transmission or receipt of the fax may be accepted as proof thereof.
- (3) A statement from a computer that a computer of an addressee has acknowledged receipt of a transfer by e-mail may be accepted as proof thereof.
- 53.** Where a person, on application to the Court, establishes proper cause, the Court may order service by advertisement, substituted service or such other means as the Court considers appropriate, and such service will be effective in the manner ordered.
- 54.** (1) The records of the Registrar may be accepted as proof of service of a document by the Registrar.

- (2) In any other case, service must be proved by affidavit of the person serving the document.

OFFERS TO CONSENT AND PAYMENTS TO REGISTRAR

- 55.** (1) The plaintiff may file and serve an offer to accept a sum of money in full satisfaction of its action.
 - (2) The offer must specify whether it is inclusive of costs and interest.
 - (3) If the offer does not specify that it is inclusive of costs or interest then the party accepting the offer must accept that the plaintiff's offer also includes in addition to the sum of money an entitlement of whichever is not specified to costs in accordance with the scale and interest in accordance with the rules up to the expiration of 14 days from the date of service of the offer.
 - (4) The plaintiff may file and serve an amendment or withdrawal of the offer until it is accepted.
 - (5) A defendant may file and serve an acceptance of the offer. If the sum of money (plus any costs and interest that is applicable under Sub-rule (3)) is not then paid within 14 days the plaintiff may sign judgment for that sum of money plus applicable costs and interest with effect as a final judgment and may in either event apply for an order for costs that have been incurred since 14 days after the offer was served.
- 56.** (1) A defendant may pay (with or without an admission of liability) to the Registrar such sum of money as s/he thinks sufficient to satisfy the claim by a party against the defendant, specifying how much is attributable to each of the claim, costs and interest.
 - (2) At the time of making any such payment, the party so paying must give notice in writing to the other party of the payment.
 - (3) The defendant by notice filed with the Registrar and served on all other parties may request the withdrawal of the sum paid to the Registrar and unless notice accepting the sum has by then been filed and served the Registrar will repay it.
 - (4) The other party may file and serve a notice in writing accepting the sum of money, and such notice will operate as full satisfaction of that other party's claim.
 - (5) If the sum is not withdrawn and no notice of acceptance is filed the sum of money must abide the event.
 - (6) The Registrar must pay the sum of money to the party entitled to it in accordance either with the notice of acceptance or the outcome of the event.

57. The amount of an offer to consent to judgment or payment of a sum of money to the Registrar must not be communicated to the judicial officer hearing the trial of the action.
58. (1) In making an order as to costs at the trial of an action, the Court must take into account any offer to consent to judgment, or any payment of a sum of money to the Registrar, and any refusal or failure to accept such offer or payment.
- (2) Unless the Court for special reasons orders otherwise –
- (a) A plaintiff who obtains final judgment for a sum of money that is 10% more than the amount of its offer plus the costs and interest due at the time of the offer is entitled to costs on a solicitor and client basis after the expiration of 14 days from the date the notice of the offer was served.
- (b) A plaintiff who obtains final judgment for a sum of money that is equal to or less than the sum paid into Court for the claim plus costs and interest due at the time of payment, is not entitled to costs after the expiration of 14 days from the date the notice of the payment was served and thereafter the defendant is entitled to costs on a solicitor client basis.
59. There is no Rule 59.

ACTIONS NOT DEFENDED

60. (1) Subject to Sub-rule (4), where a party has been served with an action (other than an action under Rules 26, 37, 39 and 40) and does not file a defence within 21 days of service, or any other period fixed by the Court, the other party, on proof to the Registrar of such service, may sign judgment against the party in default, by filing a Form 18.
- (2) A party cannot sign judgment –
- (a) on a counterclaim or an interpleader action; or
- (b) on a Third (or subsequent) Party Claim, unless a judgment has been obtained against that party.
- (3) (a) The 21 days referred to in Sub-rule (1) will be taken not to include the day on which the party was served.
- (b) Where the 21 days referred to in Sub-rule (1) expires on a Saturday, Sunday or public holiday, the period within which a defence may be filed will be extended to expire on the next working day.
- (4) Where a party has been served with an action under either Section 15 or Section 16 of the *Building and Construction Industry Security of Payment Act 2009*, and does not file a defence within 21 days of service, or any other period fixed by the Court, the other party, on proof to the Registrar of such service, may only sign judgment against the party in default by filing with the Form 18 an affidavit certifying as to the circumstances required by either Section 15(1) or Section 16(1).

- 61.** (1) Where a party signs judgment for a claim:
- (a) for a debt or liquidated sum; or
 - (b) for the cost of repairs to, or the loss of, property and any other consequential loss;
- the party will have judgment for the claim, plus costs on the scale applicable to the claim, but the party has no entitlement to pre-judgment interest except if it is awarded by the Court on an Application.
- (2) A party may sign judgment for a claim under paragraph (b) of Sub-rule (1) only if the party proves that, at the same time as the action was served, a copy of any relevant evidentiary material (including a repair or loss account, quotation, invoice or receipt) upon which he or she is intending to rely, was served on the other party.
 - (3) For the purposes of paragraph (b) of Sub-rule (1) the claim may also include a liquidated sum in respect of incidental expenses (including towing and storage fees in respect of the property and the reasonable cost of hire or rental of alternative property during the period the first-mentioned property underwent repairs).
 - (4) Where an action for the recovery of premises or ejectment –
 - (a) includes a claim for mesne profits; and
 - (b) specifies that the rate of claim of the profits does not exceed the rate of rent payable at the time of termination of the tenancy, such claim will be taken to be a claim for a liquidated sum under paragraph (a) of Sub-rule (1).
- 62.** (1) Subject to Sub-rule (4), in any other case not provided for in Rule 61, where a party signs judgment the Registrar must fix a date, time and place for the hearing, by the Court, in respect of the assessment of damages or such other order, remedy or relief as the action may require, and give at least 21 days notice in writing of the hearing to the parties.
- (2) The party who has signed judgment must serve on all other parties at least 21 days before the hearing date –
 - (a) a notice in Form 19; and
 - (b) a copy of any affidavit evidence to be relied upon and a written schedule of costs sought.
 - (3) In a minor civil action, the Court may receive as evidence of the fact or quantum of injury, damage or loss an affidavit, deposed to by the party, the solicitor acting for the party, or an assessor or other expert, which annexes relevant evidentiary material.
 - (4) In an action for damages for personal injury, where a party signs judgment the Registrar must fix a date, time and place for a directions hearing, and give at least 21 days notice in writing of the directions hearing to the parties. The parties who have signed judgment must serve on all other parties at least 21 days before the date of the directions hearing a notice in Form 19A.

APPLICATIONS

- 63.** (1) Subject to these Rules, the Court may, on the application of a party, make an order, grant leave or do any other act or thing under the Act or these Rules.
- (2) Where proper cause exists, the applicant may make an application *ex parte*, orally or in such other manner and on such notice to any other party as the Court thinks fit.
- (3) (a) The Registrar may, at the direction of the Court or on his or her own initiative, apply to the Court for an order under these Rules.
- (b) The Registrar must give at least 4 days notice in writing of the application, and the date, time and place fixed for the hearing, to all parties of the relevant action.
- (c) The Registrar is only a nominal party in such a proceeding and need not appear and cannot be ordered to pay, and is not liable for, any costs arising in the proceeding.
- (4) (a) Where a person seeks to file an application in respect of a matter that has been determined on a previous application, the Registrar must not receive it unless the person has leave of the Court to file it.
- (b) Leave under paragraph (a) may only be granted if -
- (i) the determination on the previous application was made in the absence of the person and the person has a reasonable excuse for such absence;
- (ii) in any other case, if the person establishes that there were material facts or circumstances not known to, or which could not reasonably be expected to be known by, that person at the time of making the original application.
- (5) A summons or warrant under Section 14(1) of the *Enforcement of Judgments Act 1991* may be issued in Form 20(a) or 20(b), respectively, on application by the plaintiff.
- (6) The hearing of an application -
- (a) may be adjourned on no more than 2 occasions;
- (b) must be adjourned only to a fixed date.
- 64.** (1) Except where otherwise provided, an application to the Court must be in Form 21 and accompanied by an affidavit in support of it.
- (2) On an application being filed, the Registrar will fix a date, time and place for the hearing of it and such hearing must be conducted in Chambers unless the Court orders otherwise.
- (3) An application that is required to be served must be served not less than 4 clear days before the date fixed for the hearing of it.
- (4) The Registrar may, where proper cause is established at the time of the filing of an application, make the application returnable at such date, time and place as he or she thinks fit and the time for service of the application is abridged accordingly.

65. No application (other than to object to jurisdiction or set aside or enforce a judgment or warrant) may be filed in respect of a minor civil action, except with leave of the Court.
66. The Court may hear and determine an application without requiring service of it in such class of application as these Rules or a Practice Direction may prescribe.
67. (1) The Court may permit or require a party to attend any hearing by being available at a designated telephone, a video link at a nominated facility, or by E-mail.
(2) A request by a party to attend by telephone, video link or email must be made to the Trial Court in sufficient time prior to the hearing to allow the Court to decide whether to allow the request, and if it is granted, to put appropriate arrangements in place.
(3) If the Court is unable to contact the party at any time within 15 minutes after the time appointed for the hearing, at the phone number given by the party, or by video link at the nominated facility or at the computer to which the E-mail attendance is applicable, Rule 85 applies.
(4) The Court may of its own motion contact a party or any other person by telephone, video link or E-mail.

EXPERTS, PARTICULARS AND DISCOVERY

68. (1) A party who has obtained a report from an expert (including a medical expert) in relation to an action must obtain a written report from that expert and serve on the other parties, a copy of that written report together with the name, address and qualifications of the expert, within 7 days of receipt of such written report and in any event in a general jurisdiction action not less than 7 days before the pretrial directions hearing and in a minor civil jurisdiction action not less than 21 days before the date fixed for the trial of the action.
(2) A party who intends to call an expert witness at trial must –
 - (a) make the *curriculum vitae* of the expert available to any other party upon request;
 - (b) make any documents or notes and other materials relied upon by the expert to any other party upon request;
 - (c) Require the expert to give an undertaking to this effect:
“I undertake to limit my expressions of opinion to matters within my expertise, to disclose the factual material upon which my opinions are based, and to be fair, unbiased and accurate in my expression of opinion.”
- (3) Where a written report is not served on the other parties, the Court may refuse to hear the expert.

- (4) A Form 22 and a report from an expert may be received by the Court as an exhibit whether or not the author is called as a witness.
- 69.** (1) The Court may appoint such experts as it sees fit to advise it in the conduct of its work and pay them in accordance with rates determined by the Principal Registrar from time to time.
- (2) Where the Court refers a question arising in an action to an expert for investigation and report under Section 29 of the Act it must:
- (a) Make the *curriculum vitae* of the expert available to a party upon written request,
- (b) Require the expert to give an undertaking to this effect:
- “I undertake to limit my expressions of opinion to matters within my expertise, to disclose the factual material upon which my opinions are based, and to be fair, unbiased and accurate in my expression of opinion.”

and where the Court intends to adopt any part of the report which a party contests the Court may require the expert to attend for the parties to question the expert about the basis for any opinion, but not as a witness.

- 70.** (1) A party may, by notice in writing to any other party, request better particulars of that other party's pleading.
- (2) If such a request is not complied with within 7 days of service of the notice, the Court may order that other party to provide all or any of the requested particulars.
- 71.** (1) All parties must file and serve a list of all documents that are directly relevant to any issue raised in the pleadings not less than 7 days before the first directions hearing.
- (2) The Court may on application or its own initiative order any party to discover additional documents.
- (3) In any action, an investigatory film or audio-tape, taken or made of a party, is discoverable by the party by whom, or on whose behalf, such film or tape was taken or made but only need to be produced by order of the Court.
- (4) Where a party has made discovery under these Rules, but other documents or property come into her or his attention which are also discoverable, the party must make further discovery as soon as practicable.
- (5) The Court may order inspection of any document or property at such date, time and place as the Court fixes.
- (6) Unless the Court otherwise directs copies of all discovered documents in which privilege are not claimed are to be filed 7 days before any mediation, conciliation, arbitration or judicial intimation and if there is no settlement conference before the pretrial directions hearing.

- (7) A party may apply to be excused from filing documents if it would be unduly onerous or for other cause.

MEDIATION, CONCILIATION AND ARBITRATION

72. The Principal Registrar must employ qualified mediators and also keep a panel of private qualified mediators, conciliators, and arbitrators and a list of those that are willing to provide pro bono services arranged in accordance with a notice before a claim.

- (1) Where the resources of the Court permit, the Court may refer in accordance with the Act an action to mediation by a Court mediator giving priority to cases where one or more of the parties are impecunious.
- (2) The Court may refer in accordance with the Act an action or any defined aspect of it for mediation, conciliation or arbitration by a private qualified mediator, conciliator or arbitrator chosen by the parties from the Court panel or if one is not chosen nominated by the Registrar. The Court will where appropriate provide rooms and assistance for the process.
 - (a) Subject to any order of the Court the costs of the mediator, conciliator or arbitrator will be calculated in accordance with Scale 1 or 2 (as applicable) and will be borne in the first instance equally by the parties.
 - (b) The Court must require the parties to pay their proportion of the cost of mediation, conciliation or arbitration into Court before the resolution hearing commences.
 - (c) The Court may subsequently order that a party be reimbursed wholly or in part by another party for their portion of the scale cost incurred.
- (3) When a mediation, conciliation or arbitration is ordered the action must be adjourned to a pretrial directions hearing at a later date.
- (4) Where an action or any aspect of it is settled at a mediation, conciliation or arbitration the mediator or conciliator or arbitrator must assist the parties to record the agreement and any agreed consequences upon default of its terms and report that outcome to the Court before the pretrial directions hearing.
- (5) Where no aspect of an action is settled at a mediation or conciliation the mediator or conciliator must confirm that the mediation or conciliation took place and may with the consent of the parties report any factual matters that were agreed and any other report the mediator or conciliator considers appropriate.
- (6) Where an action or any aspect of it is referred for arbitration the arbitrator must provide the arbitration decision and reasons to the Court before the pretrial directions hearing.

- (7) If a mediator, conciliator or arbitrator needs more time to complete their process they must advise the Court of the reason for the delay before the pretrial directions hearing and predict the time when the process will be complete. The Court will advise the parties and the mediator, conciliator or arbitrator of any adjourned date for the pretrial directions hearing.

CASE MANAGEMENT AND SETTLEMENT CONFERENCES

- 73.** When a defence is filed in a minor civil action the file must be referred to a Magistrate who will give directions:
 - (1) to list the matter for a directions hearing before the Registrar who will advise the parties by notice given in Form 23A; or
 - (2) to list the matter for directions before a Magistrate for identified procedural, jurisdiction, pretrial directions or other issues at a time which the Registrar will appoint by notice given in Form 23A; or
 - (3) to list the matter for mediation, conciliation or arbitration at a time which the Registrar will appoint by notice given in Form 23D; or
 - (4) to list the matter for expert appraisal at a time which the Registrar will appoint by notice given in Form 23E; or
 - (5) to list the matter for trial at a time which the Registrar will appoint by notice given in Form 23H; or
 - (6) in relation to any other matter.
- 74.** Once a defence is filed in a general jurisdiction claim the Registrar must give notice of a directions hearing in Form 23B to be conducted by a Magistrate.
 - (1) At the directions hearing the Magistrate may:
 - (a) Permit informal settlement discussions;
 - (b) Identify procedural and evidentiary issues and make orders to clarify those issues;
 - (c) List the action for mediation, conciliation, arbitration, expert appraisal, judicial intimation or to a pretrial directions hearing.
 - (2) Where the proper identity of a party is in issue, the Court may make such order as it thinks fit to ascertain the identity of the party.
 - (3) The Court may consolidate or deconsolidate actions, or list separate actions for hearing at the same time or consecutively.
- 75.** (1) (a) The Registrar must give notice served on the parties required to attend a mediation, conciliation or arbitration at a date, time and place fixed in Form 23D.

- (c) Subject to this Rule where the notice requires a party to attend in person a natural person must do so and a body corporate must attend by a natural person who is authorised to represent it.
 - (d) An insurer which is subrogated to the rights of a party may attend on behalf of that party.
- 76.** (1) A Magistrate may list a matter for conciliation before the Magistrate and may conduct a conciliation of an action at any time that the Registrar will appoint by notice given in Form 23F which subject to any order of the Court must be in private. The Magistrate may –
 - (a) exclude solicitors of the parties from any interview in Chambers.
 - (b) require the disclosure and consideration of any offer of settlement;
 - (c) give directions as to the subsequent course of the action or trial.
- (2) A Magistrate is not disqualified from hearing the trial as a consequence of conducting a conciliation.
- 77.** (1) A Magistrate may refer a matter for a judicial intimation by another Magistrate about the likely outcome of an action that the Registrar will appoint by notice given in Form 23F.
- (2) The Magistrate conducting the intimation must do so in private and can give directions as to preparation for it and the manner in which it will be conducted.
- (3) The judicial intimation must be reduced to writing and made available to the parties.
- (4) A judicial intimation must not be disclosed to the trial Magistrate until after the Magistrate has delivered final judgment in the action.
- (5) After giving a judicial intimation, unless the action settles, the Magistrate must list the action for a pretrial directions hearing.
- 78.** (1) Not less 7 days prior to a pretrial directions hearing each party must file and serve a Trial Plan Form 52.
- (2) At the pretrial directions hearing, unless the matter settles the Court must set the matter for trial and give directions about the conduct of the trial to:
 - (a) bring only necessary evidence before the Court in the most cost effective way;
 - (b) limit the number of witnesses; and
 - (c) any other matter to facilitate the expeditious and economical disposition of the action or trial.
- 79.** (1) A party must consider ways of presenting the evidence in an economical and expeditious manner including using the procedures set out in this Rule.
- (2) (a) A party may interrogate any other party with leave of the Court.

- (b) Such leave may permit any interrogatory which in the opinion of the Court will narrow the issues in dispute and shorten the trial.
- (c) A party must answer an interrogatory by affidavit.
- (3) (a) A party may by notice in writing to any other party, request that party to admit facts or the authenticity or admissibility of a relevant document specified in the notice. A copy of this Sub-rule must be served with the notice.
- (b) If and to the extent that the other party fails by notice in writing to object (including detailed reasons for the objection) to the facts or documents specified in the notice within 21 days of the service of the notice, the contents of the notice will be taken to be admitted upon proof of service of the request to admit.
- (c) At the trial of an action the Court if proper cause exists may admit evidence contrary to any such admission.
- (4) (a) If a party believes that the attendance of a witness at a trial will not be necessary because his or her evidence, or the evidentiary material to be produced by him or her, will be of a formal nature only or should not be the subject of real dispute, the party may give notice in writing, served on all other parties at least 14 clear days before trial –
 - (i) conveying the belief;
 - (ii) identifying the witness; and
 - (iii) specifying the facts or opinions that the evidence, or evidentiary material would tend to prove or establish.
- (b) If no other party has, within 7 clear days, given notice in writing of objection (including detailed reasons for objection) –
 - (i) the witness need not attend at trial; and
 - (ii) the contents of the notice referred to in Sub-rule (4)(a) will be taken to be admitted.
- (5) The attendance at trial of a witness will not be required if an affidavit of that witness has been served on all other parties at least 14 days prior to the trial and no other party has objected, by notice in writing (including detailed reasons for the objection), to the use of the affidavit at the trial within at least 7 clear days of service of the affidavit.
- (6) (a) Where the outcome of an action depends only upon –
 - (i) the determination of a question of law; or
 - (ii) the proper construction of any written contract, instrument or other document (whose existence or validity is not disputed), a party may make application to the Court for summary determination.
- (b) The party must file, in book form –
 - (i) a statement of agreed facts and the question of law or construction involved; and

- (ii) a copy of the relevant contract, instrument or other document.
 - (c) The Court, in open Court, may proceed to hear relevant submissions and give final judgment accordingly.
- (7) Where –
 - (a) the Court certifies that a party failed to use one of the procedures in this Rule when it should have; or
 - (b) the Court certifies that a party unreasonably objected to another party using one of the procedures in this Rule,

the Court may order that that party is not to recover costs and is to pay the costs of the other parties and of the Court caused by that failure or objection.
- (8) Where the attendance at trial of a witness was not necessary, the Court, on application of the witness, may order a party or the solicitor acting for the party, to pay a witness fee in respect of that attendance.
- 80.** (1) The Court may allow a party to amend his or her pleadings and remedy or relief sought at any time before final judgment.
- (2) The Court may allow a party to amend the description of any party but, if such amendment amounts to a change of party, the Court may require the new party to be served and may set aside any order made against the former party.
- 81.** (1) The Court may order a party to pay a sum of money, or give other security, to the Registrar in respect of the whole or part of the costs of an action, or the claim itself, and such sum or security will be held by the Registrar to abide the event.
- (2) The Court may order a party to give a bond or undertaking.
- (3) The Court may require a party to obtain a guarantee or other surety in respect of the whole or part of the costs of an action of that party.
- 82.** Where several actions arise out of the same or similar circumstances, the parties may agree that one action be heard and determined by the Court, and the final judgment of the Court in relation to that action binds the parties to all actions in terms of the agreement.
- 83.** The Court may give judgment against a party who fails or refuses to comply with an order of the Court, on proof that the terms of the order have been given in writing to the party and the order has not been complied with.
- 84.** (1) The Court may give judgment (including a final judgment) or make an order with the consent of the parties in the terms of the consent.
- (2) Where a party files a consent in writing to the giving of judgment (including a final judgment) or the making of an order, the judgment or order may be given or made in the terms of the consent, in the absence of the parties.

- (3) Sub-rule (2) does not apply to an order –
 - (a) to adjourn the trial of an action;
 - (b) to enlarge the time fixed by these Rules, or by an order, for taking a proceeding or doing any act or thing;
 - (c) to dispense with compliance with any of these Rules; or
 - (d) that would in any other way affect or modify the application of the principles of case flow management, or time limits, to the action or proceeding.
- 85.** There is no rule 85.
- 86.** A party may apply to the Court for judgment in, or an order staying until further order, an action or proceeding that is scandalous, frivolous, oppressive, vexatious or otherwise an abuse of the process of the Court, or an order striking out a pleading of that nature.
- 87.** (1) The Court may set aside or vary a judgment (not being a final judgment).
(2) The Court must not set aside such a judgment unless the party seeking to set it aside establishes that he or she –
 - (a) has an arguable case on the merits; and
 - (b) has a reasonable excuse for not having complied with these Rules, or an order of the Court, or any time limit fixed by these Rules or order of the Court, in respect of the action or proceeding.
(3) When setting aside a judgment the Court may order –
 - (a) payment to the other party of costs thrown away;
 - (b) payment or security under Rule 81.
- 88.** (1) A party may discontinue or reduce the amount claimed in respect of any aspect of an action, or discontinue an action entirely at any time by notice in writing filed and served on the other parties.
(2) Subject to any order of the Court the cost consequences of such discontinuance or reduction shall be dealt with in accordance with Rule 106.
(3) Where it comes to the attention of the Registrar that a judgment debt has been paid in full the Registrar must upon confirmation of that information with the judgment creditor make an order that the action is discontinued.
(4) Where an action is discontinued any judgment in the action is set aside.
(5) A discontinuance of any part of an action has effect as a judgment in relation to that part.
- 89.** At a directions hearing, conciliation conference or pretrial directions hearing the Court may make any order or do any act or thing that it is empowered to make or do under these Rules.

TRIAL

- 90.** (1) The Court at any hearing or conference, may fix the date, time and place for trial and the Registrar must give notice of trial to any party who is not present at that hearing.
- (2) The Registrar must give a notice of trial in the appropriate form when directed by the Court to do so.
- (3) (a) The date fixed for the trial of an action will not be adjourned in the absence of special reasons.
- (b) A trial must be adjourned only to a fixed date.
- (c) If the Court fails to fix a date, the Registrar must do so.
- 91.** (1) If a party or witness of the party needs the assistance of an interpreter, the party, on receiving a notice of a date fixed for a hearing, must forthwith notify the Registrar in writing of that need and of the language, and dialect, to be interpreted.
- (2) If the party so fails to notify the Registrar, costs occasioned by the non-attendance of the appropriate interpreter must be borne by that party.
- 92.** Unless the Court orders otherwise, a claim, counterclaim, set-off, third and subsequent party claim and an interpleader claim must be heard together.
- 93.** A waiver of any monetary limit on the civil jurisdiction of the Court may be effected by the parties on an application, by a notice in writing jointly signed and filed or by oral application at trial.
- 94.** (1) The Court may direct the trial proceed with a preliminary hearing on identified issues and require any party to call evidence about those issues.
- (2) The Court may direct the order, manner and form in which evidence and submissions on evidence (including the time allotted for evidence and submissions) are to be given.
- (3) The Court may disallow a question that is irrelevant, prolix or repetitious.
- (4) Exhibits put in by a party are to be consecutively numbered and a record is to be kept of them.
- (5) At trial, on its own initiative, or on oral application of a party, the Court may make any order or do any act or thing that it is empowered to make or do under these Rules.
- (6) At trial the Court may sit with an expert(s) and under Section 29 of the Act may at and during the trial refer any question of a technical nature for immediate or reserved investigation and report by the expert(s).
- 95.** (1) The Court may receive as evidence a document or property which has not been discovered.
- (2) The Court may receive as evidence (without further proof) evidentiary material served under Rule 61(2), request to admit facts, a list of discovered documents, interrogatories and their answers, an affidavit or any document that has been filed and served pursuant to these Rules.

- (3) Where the Court accepts as evidence for any purpose a document that records the delivery of goods, the Court may accept the document as prima facie evidence of that delivery.
- 96.** If, at the pretrial directions hearing or at the trial of an action –
- (a) objection is taken to the admissibility of relevant evidence; and
 - (b) the admissibility of the evidence or evidentiary material is subsequently proved or established,
- the party objecting must pay costs occasioned by the objection, unless the Court orders otherwise.
- 97.** (1) A Magistrate, on oral or written application of a party, may issue a summons in Form 1 requiring the attendance of a witness to give evidence or produce evidentiary material at a trial.
- (2) The summons must be served at least 4 clear days before the date fixed for the attendance.
- (3) The Magistrate may require the person applying for the summons to pay, at the time of service of the summons, to the witness, the reasonable expenses of attendance (including transport and accommodation) fixed by the Magistrate.
- (4) The Court may order any party to compensate a witness for the loss and expense caused to the witness by attending at the Court.
- 98.** Where there are grounds for believing that, if a summons were issued, a person would not comply with it, the Court may issue a warrant to have the person arrested and brought before the Court.
- 99.** There is no Rule 99.
- 100.** (1) The Court may, for proper reason –
- (a) fix a date, time and place for the examination of a witness on oath and require the attendance of that witness for that purpose; or
 - (b) order a Commission to issue under the seal of the Court for the examination of a witness on oath.
- (2) The Court may give such directions regarding the examination or Commission as it thinks fit.
- 101.** Where a party fails to attend within 15 minutes of the time fixed for an application, a directions hearing, settlement conference, pretrial directions hearing or trial, the Court may give judgment or make an order against, and in the absence of, that party, without hearing any evidence.
- 102.** There is no Rule 102.

JUDGMENT

- 103.** (1) The Court must give reasons for a final judgment after the conclusion of a contested hearing.
- (2) Where the Court delivers an *ex tempore* final judgment and reasons for it, the Court is taken to reserve to itself the power –
- (a) to edit formally those reasons; and
 - (b) to make further findings of fact or determinations of law consistent with the judgment and reasons,
- in the event that their publication in final written form is required.
- (3) Where the Court has reserved its decision, it must give final judgment within 2 months of the date it was reserved.
- (4) Where for any reason the Court is unable to deliver a reserved final judgment, the Registrar may read the judgment to the parties in open Court.
- 104.** (1) The Court may vary or set aside a judgment –
- (a) before it is entered; or
 - (b) after it is entered –
 - (i) if the judgment was obtained by fraud;
 - (ii) if the judgment does not reflect the intention of the Court;
 - (iii) if the parties consent; or
 - (iv) if it was obtained consequent upon any irregularity.
- (2) A clerical mistake in a judgment, or an error arising in it from a slip or omission, may at any time be corrected by the Court, or the Registrar at the direction of the Court.
- 105.** A judgment takes effect on the date on which it is given unless the Court orders otherwise.

COSTS

- 106.** (1) Subject to these Rules or to an order of the Court, the successful party (as defined by this Rule) in an action (other than a minor civil action) is entitled on judgment to costs against an unsuccessful party, or any other party that the Court may order, in accordance with the following principles –
- (a) Where judgment is in respect of an action for a sum of money the shared costs in Cost Scale 1 in the Third Schedule applicable to the sum of money claimed at any stage of the litigation are totalled. The costs due to the successful party are calculated by multiplying the total shared costs by the results of this formula:

$$\frac{2 \times \text{the judgment sum} - \text{amount claimed}}{\text{amount claimed}}$$

and where the result is positive the costs are awarded to the plaintiff (“the successful party”) and where the result is negative the costs are awarded to the defendant (“the successful party”) and where the result is zero there is no successful party.

- (b) Where the plaintiff discontinues or reduces any aspect of its claim by filing and serving a notice under Rule 88 the amount claimed is reduced accordingly the day after the amendment or admission is filed and served.
 - (c) Where a defendant files and serves an admission of part of the plaintiff’s claim the amount claimed is reduced accordingly from the day after the admission is filed and served. If the plaintiff pursues the balance of its claim for the purposes of the formula in Rule 106(1)(a) any judgment sum will exclude the part admitted by the defendant from the day after it is admitted. If the amount admitted is not paid within 7 days plus the costs applicable on the scale for that sum and any interest due the plaintiff is entitled to sign judgment for the amount admitted, plus costs applicable on the scale plus any interest without that prejudicing its rights in relation to the balance of the amounts claimed in its action.
 - (d) Where judgment is in respect of an action that is not an action for a sum of money the Court may determine which party is the successful party, the amount claimed for the scale, and the apportionment (if any).
- (2) Where there is a counterclaim the costs on the claim and counterclaim must be separately calculated and applied.
 - (3) Where proper cause exists, the Court may fix a cost budget specifying the total sum of costs that will be awarded to a successful party for an action or any part of an action.
 - (4) Where proper cause exists the Court may order that a successful party is entitled to costs on a solicitor client basis.
 - (5) In a minor civil action, a successful party is entitled on judgment to costs against an unsuccessful party, or any other party that the Court may order, in accordance with Cost Scale 2 in the Third Schedule.
 - (6) A plaintiff who serves a claim by post (except by the agency of the Registrar) is not entitled to the costs thrown away up to the time a judgment relying upon that service is set aside unless the Court is satisfied that the claim form came to the attention of the defendant.
 - (7) A Magistrate who is not the trial Magistrate may conduct a settlement conference at which s/he formally intimates her or his view of the likely result of a case and put that intimation in writing. The intimation must not be available to the trial Magistrate until after judgment when the trial Magistrate may take it into account in relation to any application for costs.

Note that a plaintiff may not be entitled to the costs for the filing of a claim unless notice of the claim is given, or if the defendant has given notice of willingness to consent to judgment, in accordance with Rule 20A.

- 107.** (1) Unless the Court orders otherwise, where costs of proceedings are reserved, such costs must be dealt with in accordance with these Rules.
- (2) The Court may order that a party must make payment of costs within a time fixed by the Court and if they are not paid the Court may then order the action be dismissed or the defence struck out, and judgment entered for non compliance with the cost order.
- 108.** (1) The Court may tax costs and allow costs in respect of the taxation.
- (2) The successful party must make a genuine attempt to agree his or her costs but if they cannot be agreed may file and serve on the unsuccessful party a Bill of Costs in taxable form.
- (3) If the unsuccessful party does not file and serve a written notice of objection to an item of the Bill of Costs (including detailed reasons for the objection) within 21 days of the service of the Bill of Costs, he or she will be taken to admit the item.
- (4) When a Bill of Costs in taxable form is filed, the Registrar must fix, and give notice in writing to the parties, of the date, time and place for the taxation, which may proceed in the absence of any party.
- (5) Where costs taxed off represent 10%, or more, of the costs allowed and certified on taxation, the successful party is not entitled to any costs in respect of the taxation.
- 109.** (1) The Court may award costs in respect of the exercise of its jurisdiction under the *Enforcement of Judgments Act 1991* and where applicable in accordance with Cost Scale 3.
- (2) Where the Court appoints a person to execute a process or to carry out the duties of the Sheriff in relation to any matter pursuant to Section 7(1) of the *Sheriff's Act 1978*, the Court must not allow any additional costs or fees to the judgment creditor against the judgment debtor unless it is satisfied by affidavit evidence that the judgment debtor has been avoiding service or there is other proper cause.
- 110.** The Court, notwithstanding that it has no jurisdiction to hear an action or proceeding, may award costs as if it had jurisdiction.

APPEALS

- 111.** (1) An appeal to the Supreme Court must be instituted under Chapter 13 *Supreme Court Civil Rules 2006*.
- (2) A review by the District Court of proceedings in a minor civil action must be instituted under Rule 279A *District Court Civil Rules 2006*.

ADMINISTRATION

- 112.** (1) A Magistrate may exercise any power or do anything that a Registrar is empowered to exercise or do under these Rules.
- (2) (a) A person dissatisfied with a decision or act of a Registrar acting in pursuance of these Rules may apply to a Magistrate for a review of the decision or act and, on such review, the Magistrate may confirm, vary or reverse the decision or make any appropriate order in respect of the act.
- (b) The Magistrate will conduct the review by way of rehearing and in such manner as he or she thinks fit.
- (3) (a) The Registrar or a Special Justice may refer any matter to a Magistrate.
- (b) The Registrar may apply for directions of the Court in respect of the discharge of the Registrar's functions under the Act or these Rules.
- 113.** (1) The Registrar has the custody of all books, records, actions, proceedings and the Court seal.
- (2) Subject to an order of the Court, the Registrar has custody of all exhibits until the expiration of any relevant appeal or review period. Following the expiration of any such period, the Registrar must return the exhibit to the person who produced the exhibit, or the solicitor for the party tendering the exhibit. The person to whose custody any exhibit is returned must be liable for any costs incurred by the Registrar in returning the exhibit.
- (3) In the event that the Registrar is unable to return an exhibit in accordance with Sub-rule (2), the Court may make any order as it thinks fit for the custody or disposal of the exhibit.
- (4) The Registrar must keep a record of all actions, proceedings and judgments of the Court and may keep such record in electronic form.
- (5) The Registrar must –
- (a) forthwith after the issue of any summons, or the receipt of any request for process to issue under the *Enforcement of Judgments Act 1991*, deliver the summons or process to the Sheriff;
- (b) fix the seal by physical or electronic means to any document required to be sealed under the Act or these Rules;
- (c) keep books of account to comply with the *Public Finance and Audit Act 1987*;
- (d) monitor compliance with the filing of documents and forms required by these rules and where a default has occurred forthwith refer the file to a Magistrate.
- (e) perform such other acts and discharge such other functions as may be necessary or expedient to give proper effect to the Act, any other Act or these Rules.

- 114.** (1) The Registrar may, in writing, delegate to an officer of the Court any of his or her powers or functions under the Act, any other Act or these Rules.
- (2) A delegation by the Registrar may be absolute or conditional, does not derogate from the powers exercisable personally by the Registrar and is revocable at will.
- 115.** (1) The Registrar may provide a certified copy of any record kept by the Registrar.
- (2) The contents of any record in the custody of the Registrar may be proved by a certified copy of it.
- 116.** (1) The Registrar must establish an interest-bearing bank account to be known as the *Magistrates Court (Civil Jurisdiction) Litigants' Fund* with the State Bank of South Australia for each Registry of the Court.
- (2) The signatory to the account must be the Registrar.
- (3) Money paid to the Registrar under Rules 56 and 81 must, unless the Court orders otherwise, be paid into the Fund.
- (4) The Registrar must pay money from the account in accordance with an order of the Court, or the terms of consent of the parties.
- (5) As soon as practicable after 30 June and 31 December in each year the Registrar must certify the rate of interest applicable to the Fund for the immediately preceding six month period ("*the certified rate*"), and the Registrar must maintain a register of his or her certifications.
- (6) The certified rate must be not more than, and within 1% of, the average rate of interest paid on money in the account of the Fund by the State Bank during the relevant period.
- (7) Money paid into the Fund will accrue interest at the certified rate and such interest will (unless the Court orders otherwise) be taken to be part of the principal paid into the Fund.
- (8) No interest will accrue in respect of any period until the Registrar certifies the rate.
- (9) The Court may order the proper disposition of interest accrued under this Rule.
- (10) The Court may order the proper disposition for use in the Civil (General Claims) Division of the Court of any balance in the fund that will not accrue to litigants.
- (11) The Registrar must once each year identify all files in respect of which funds are held in the fund and ensure it is still appropriate to retain the funds.
- 117.** (1) A party to an action, or a legal practitioner acting for a party to an action, may access the record of that action.

- (2) Access by a legal practitioner to a document may be by electronic means but such access will be deemed to be the provision of a copy of the document and a fee may be charged for it.
- 118.** (1) A Registry of the Court will be open between such hours and on such days as the Chief Magistrate directs.
- (2) The Registrar may accept an action or proceeding outside the hours specified.
- (3) The Registrar may accept an action or proceeding by electronic means authorised by the Principal Registrar and it will be filed when payment is accepted.
- 119.** (1) The first document in an action will have an action number assigned to it and each other document in the action must bear that action number, together with any prefix given to it by the Court to designate that it was an action filed by electronic means, or the Trial Court, and the calendar year when the action was commenced.
- (2) A new series of numbers will be commenced for claims filed by electronic means and each Trial Court, each calendar year.

FEES

- 120.** (1) The fees payable in relation to an action or proceeding in the Court are the fees prescribed in the *Magistrates Court (Fees) Regulations 1992*, *Sheriff's Regulations 1992* and any other relevant Act or Regulations under which an action is commenced
- (2) An application for the remission or reduction of a fee must be made to the Registrar on oath in Form 24 and the Registrar must place it on the file of the action or proceeding.
- (3) Where proper cause exists, the Registrar may, by notice in writing served on a person or party, impose conditions in respect of the mode or time of payment of a fee by that person or party.
- (4) Payment of a fee may be ordered by the Court, and the Registrar may enforce the order pursuant to these Rules.

ENFORCEMENT OF JUDGMENTS – GENERAL

- 121.** (1) The Registrar must not issue an enforcement process in respect of a judgment that is more than 6 years old, except with leave of the Court, which must only be given if the judgment creditor establishes proper reasons to explain the delay in enforcement.
- (2) A person may, on application, apply to the Court for a review under Section 18(2) of the *Enforcement of Judgments Act 1991* of a Registrar's decision.

- (3) Where cross-judgments are obtained by both parties (whether in separate actions or the same action):
 - (a) if the judgment debts are unequal, only the balance is enforceable;
 - (b) if the judgment debts are equal, neither is enforceable.
- 122.** (1) Subject to an order of the Court and to these Rules an enforcement process must be served:
 - (a) on the person to whom it is directed; and
 - (b) on a natural person personally or in any other case in a manner prescribed by these Rules.
- (2) Subject to any order of the Court an Investigation Summons, Examination Summons and a Warrant must be served by the Sheriff.
- (3) An application to appoint a person under Section 7 of the *Sheriff's Act 1978* must be served on the Sheriff who has a right to be heard on the appropriateness of the proposed appointment.
- 123.** (1) Subject to an order of the Court the first enforcement process in respect of a judgment debt against a natural person for a sum of less than \$10,000 that does not arise from the carrying on of a business must be an Investigation Hearing.
- (2) The first enforcement process for the purpose of this Rule ends when an order, other than an adjournment, is made at an investigation hearing in the matter.

INTEREST ON JUDGMENTS

- 124.** (1) Subject to an order of the Court, interest for the purpose of section 35 must be calculated at the rate of 5% per annum on the judgment debt excluding any part of it that is interest.
- (2) A payment made by a judgment debtor will be credited first against the judgment debt excluding interest and, after that has been discharged, to any sum that has accrued on account of interest.

INVESTIGATION AND EXAMINATION HEARINGS

- 125.** (1) At the request of a judgment creditor filed in Form 18 the Registrar may fix a date and time at the Registry of the Court nearest to the place of residence or registered office of a judgment debtor to investigate the judgment debtor's means of satisfying a monetary judgment (an "*Investigation Hearing*") or to examine a judgment debtor who has failed to comply with an order under section 5(1) of the *Enforcement of Judgments Act 1991* (an "*Examination Hearing*").
- (2) The Registrar may issue a summons requiring the judgment debtor to attend an Investigation Hearing, in Form 25, or an Examination Hearing, in Form 26, or any other person who may be able to assist the investigation to attend or produce documents at the Investigation Hearing, in Form 25A.

- (3) A summons under this Rule must be served at least 4 clear days before the date fixed for the Investigation or Examination Hearing.
- (4) The judgment creditor may appear at an Investigation and Examination Hearing which will be conducted in private.
- (5) If a person summonsed to appear at an Investigation or Examination Hearing has not attended within 15 minutes of the time fixed for the hearing, or an adjourned hearing arranged with the knowledge of the judgment debtor, the Court, on proof of service of the summons, may order the issue a warrant for the arrest of the person.
- (6) At an Investigation or Examination Hearing the Court must have the judgment debtor give evidence about his or her financial circumstances on oath.
- (7) The Registrar must keep a record of the evidence of a judgment debtor's financial circumstances taken at an Investigation or Examination Hearing and may make that available to other creditors.
- (8) Where a Registrar considers that a debtor should be committed to prison and a Magistrate is available the Registrar should adjourn the matter to the Magistrate.
- (9) The Court at an Investigation or Examination hearing on its own motion may make any appropriate order for payment, an order for the judgment debtor to execute or endorse a direct debit arrangement or any other document or authorising an officer of the Court to do so on behalf of the judgment debtor, the issue of a warrant of sale and that it not be first executed against personal property, a charging order, an order appointing a receiver, a garnishee order or for imprisonment at an Examination hearing, and any other order for or to assist the enforcement of a judgment.
(Note Section 60(1) of the *Social Security Administration Act 1991* (Cth) provides that a social security payment is absolutely inalienable.)
- (10) Where an order of commitment is made the judgment debtor must be advised of the right to seek a stay under Section 17 of the *Enforcement of Judgments Act 1991*.
- (11) A request to rescind, suspend or vary an order will be by Application in Form 21. If such an Application is to be served on a judgment debtor it is an enforcement process and must be served personally on a natural person (Rule 122).

CHRONIC DEBTORS

- 126.** (1) If a judgment debtor has no assets available against which execution could be levied, nor other means of satisfying a judgment debt, and an order for payment which does not impose an unreasonable obligation on the judgment debtor will not within twelve months satisfy the judgment debtor's current unpaid judgment debts in the Court record on which there has been an enforcement process in the last twelve months, the Court may declare that the judgment debtor is a chronic debtor.

- (2) When a person is declared a chronic debtor the Registrar making the declaration will ascertain any pecuniary sum payable by the chronic debtor under Part 9 Division 3 of the *Criminal Law (Sentencing) Act 1988*.
- (3) Subject to an order of the Court any payments made by a chronic debtor to the Court must be distributed in accordance with Section 62(2) of the *Criminal Law (Sentencing) Act 1988* –
 - (a) firstly, if a VIC levy is payable by the defendant, then into the Victims of Crime Fund in satisfaction of that levy; and
 - (b) secondly, if the sentencing Court has ordered the defendant to pay any amount by way of compensation or restitution to a particular person, then to that person in satisfaction of that amount; and
 - (c) thirdly, if any costs are payable to a party to the proceedings, then in satisfaction of those costs; and
 - (d) fourthly, if any other money is payable under the order of the Court to the complainant, then to the complainant; and
 - (e) fifthly, under the *Enforcement of Judgments Act 1991* equally to any judgment creditors,
 - (f) then if any pecuniary sum is owing, to Treasury.
- (4) Where the judgment debtor is discharging obligations under Sub-rule (3)(a)-(d) the manager Penalty Management will manage the collection of moneys from the judgment debtor and no money will be payable to civil creditors.
- (5) When the judgment debtor has discharged all obligations under Sub-rules (3)(a)-(d) the manager Penalty Management will refer the debtor the Registrar who will ascertain all current unpaid judgment debts in the Court record on which there has been an enforcement process in the last twelve months and will make one order for payments by the chronic debtor to be apportioned in accordance with this Rule.
- (6) The Registrar must ensure continuous case management of a judgment debtor who s/he declares to be a chronic debtor except when they are discharging obligations under Sub-rule (4).
- (7) Where the Registrar has reason to think a chronic debtor's financial circumstances have changed or a chronic debtor fails to make two payments the Registrar will summons the chronic debtor to appear at an Investigation Hearing or Examination hearing as the case requires.
- (8) A judgment creditor may register a judgment debt to share in any distribution of payments collected by the Court from a chronic debtor, and the Registrar must advise the judgment debtor of that registration.
- (9) A judgment creditor is not entitled to shift the costs of an enforcement process to a chronic debtor unless the creditor establishes that at the time of filing the process it had reasonable grounds to believe the debtor was no longer a chronic debtor.

- (10) Subject to an order of the Court a chronic debtor declaration remains in place until the debtor pays all his or her judgment debts that are subject to the distribution of payments in accordance with this Rule.
- (11) The Registrar must keep a register of current chronic debtors and allow any person to identify if a named person is a chronic debtor.

127. Nothing in these Rules:

- (a) permits the proceeds of the sale of property sold under the *Criminal Law (Sentencing) Act 1988* to be available to judgment creditors unless the property was also available for sale under Section 7 of the *Enforcement of Judgments Act 1991*.
- (b) prevents an action in bankruptcy against a judgment debtor.

GARNISHEE ORDERS

128. (1) Subject to these Rules on application by a judgment creditor the Court may make an order for attachment (garnishee).

- (2) The Court may receive affidavit evidence to prove –
 - (a) the extent to which the judgment debt remains unpaid;
 - (b) the matters under Section 6(1)(a) or (b) of the *Enforcement of Judgments Act 1991*; and
 - (c) any other relevant matter.
- (3) A consent in respect of the attachment of salary or wages must be –
 - (a) given by the judgment debtor personally;
 - (b) given by a solicitor on his or her behalf; or
 - (c) in writing signed by the judgment debtor.

129. Where the Court makes an order for attachment in the absence of either a garnishee or a judgment debtor –

- (a) the judgment creditor must forthwith serve a garnishee, who was not present, with the order of attachment;
- (b) the Court must adjourn the hearing to a date, time and place fixed by the Court; and
- (c) the judgment creditor must serve notice of the adjourned hearing and the application on a garnishee or a judgment debtor who was not present when the order was made at least 4 clear days before the adjourned date.

130. (1) On proof of service of any document required to be served under Rule 129, the Court may proceed in the absence of a garnishee or a judgment debtor.

- (2) An order for attachment, which is confirmed or varied at an adjourned hearing in the absence of a garnishee, must be served forthwith by the judgment creditor on the garnishee.
- 131.** (1) A judgment creditor may, on application, request the Court to register a judgment against a garnishee.
- (2) The application must be served by the judgment creditor on the garnishee by any means authorised by Rule 47.
- (3) The Court may receive affidavit evidence to prove –
- (a) the extent to which the judgment debt remains unpaid;
 - (b) the matters under Section 6(6) of the *Enforcement of Judgments Act 1991*; and
 - (c) any other relevant matter.
- 132.** (1) A judgment creditor, a judgment debtor or a garnishee may make application to the Court to vary or revoke an attachment order.
- (2) The application must be served on the other parties at least 4 clear days before the date fixed for the hearing of the application.
- (3) The Court must not vary or revoke an order for attachment, unless there are material facts or circumstances that have changed since the attachment order was made.

WARRANTS TO SELL OR RECOVER PROPERTY

- 133.** (1) Subject to these Rules, the Registrar on request of a judgment creditor in Form 18, may issue a warrant for the sale of a judgment debtor's real or personal property (and it will be presumed to be for both unless there is an order of the Court to the contrary) in Form 28 (amended as required by order of the Court).
- (2) The Sheriff, the judgment creditor or the judgment debtor, on application, may seek the Court's directions as to the manner of the sale, or a direction that real property be sold before personal property.
- (3) The Sheriff when executing a warrant issued under this Rule must (subject to these Rules and any order of the Court) comply with Rule 320 of the *Supreme Court Civil Rules 2006*.
- (4) Subject to an order of the Court, the Registrar must not issue a warrant under this Rule where the judgment debtor is subject to an order for payments under Section 5(1) of the *Enforcement of Judgments Act 1991* unless s/he is satisfied by affidavit evidence that the judgment debtor has failed to comply with the order or, if the order is for payment by instalments, that at least 2 instalments are in arrears.

- (5) A judgment creditor in a claim that is not a minor civil action may request a summons for an investigation hearing and a warrant of sale at the same time.
- 134.** The Registrar on request, in Form 18, of a person in whose favour a judgment for recovery or delivery up of possession of property has been given, must issue to the Sheriff a warrant of possession in Form 29.

SHERIFF'S INTERPLEADER

- 135.** Disputes in respect of property taken or intended to be taken by the sheriff in execution of any process must be dealt with in accordance with Rule 321 of the *Supreme Court Civil Rules 2006*.

OTHER ORDERS OF ENFORCEMENT

- 136.** (1) Subject to these Rules on application by a judgment creditor the Court may make an order –
- (a) charging property of a judgment debtor in Form 34;
 - (b) appointing a receiver for the purpose of enforcing a judgment; or
 - (c) ordering a party to execute or endorse a document or authorising an officer of the Court to do so on behalf of the party.
- (2) The Court may receive affidavit evidence to prove –
- (a) the extent to which the judgment debt remains unpaid; and
 - (b) any other relevant matter including identifying any party with a legal or equitable interest in the property.
- (3) The application must be served by the judgment creditor on the judgment debtor and on any person with a legal or equitable interest in the property at least 4 clear days before the date fixed for the hearing of the application.
- (4) The Court may, where proper cause exists, dispense with service under this Rule.

WARRANTS AGAINST THE PERSON

- 137.** (1) An order for a warrant lapses if the warrant is not issued within 28 days.
- (2) A request to the Registrar for the issue of a warrant must be in Form 18 and must be accompanied by a statement of any payments of arrears made on the judgment debt and if the arrears on which the warrant was based have been paid the Registrar must not issue the warrant.
- (3) A warrant for the arrest of a person must be in Form 30.
- (4) A warrant for commitment under Section 5(7) of the *Enforcement of Judgments Act 1991* must be in Form 31.

- (5) A warrant for commitment on remand must be in Form 32.
 - (6) Any other warrant for commitment must be in Form 33.
 - (7) A warrant lapses 1 year after the date of its issue, unless that period is extended by the Court.
 - (8) The Registrar must withdraw a Warrant of Commitment for non-compliance with a payment order on payment made to the Registrar of the judgment debt or all arrears of instalments up to the date of the Order of Commitment (as the case requires).
- 138.**
- (1) Prior to a warrant (other than a warrant under Rule 137(6)) being executed, the person to whom it is directed may apply to the Court to have the warrant stayed.
 - (2) Such an application does not itself operate to stay the warrant.
 - (3) An application to stay a warrant must be served on the judgment creditor at least 2 clear days before the date fixed for the hearing of the application.
 - (4) The Court may stay a warrant subject to conditions to ensure that the person to whom it is directed attends at the hearing, or complies with any other order.
 - (5) The Court may conduct an Investigation or Examination Hearing on the hearing of an application for the stay of a warrant.
- 139.**
- (1) Where a person is arrested under a warrant for arrest, s/he must be brought before the Court as soon as reasonably possible.
 - (2) If it is anticipated that it may be necessary to arrest a person outside normal Court hours the Court may order the person to be held in police custody until s/he can be brought before the Court and the warrant will be endorsed accordingly.
 - (3) An order for arrest made outside normal Court hours cannot be made unless the Court is satisfied that there is no other reasonable means of ensuring the debtor's attendance at Court.
 - (4) Where a person is brought before the Court under a warrant, the Court may remand the person in custody, to be brought before the Court at any hearing at which the attendance of the person is required, but the hearing must be re-listed not more than 7 days after the date when the person was remanded in custody.
 - (5) The Court may release an arrested person on such conditions as may be appropriate to ensure his or her attendance, including surrender of any passport they hold or lodging a monetary bond to appear at the date, time and place fixed for any hearing at which the person's attendance is required.

- (6) Where a debtor fails to appear on a date fixed in the presence of the debtor the Court may issue a warrant of arrest of the debtor of its own motion and without fee.

FIRST SCHEDULE

CONSTITUTION OF THE COURT

1. Subject to the Act and this Schedule the Court must be constituted by a Magistrate and in deciding whether a Magistrate is available for the purposes for section 7A(2) of the Act preference must be given to a Magistrate hearing the matter by phone or video link, or adjourning the matter to an occasion when a Magistrate is available before any alternative.
2. For the purposes of the *Enforcement of Judgments Act 1991* and these Rules the Court may be constituted by a Registrar or a Deputy Registrar to deal with matters under the following provisions:
 - (i) *The Enforcement of Judgments Act 1991*—
Sections 4, 5, 6, 7, 8, 9, 11, 12, 13, 14 and 17;
 - (ii) *The Rules* —
Rules 120, 125, 126, 128, 129, 130, 131, 132, 133(2), 133(4), 136, 137(7), 138, 139(5) and 139(6).

THE SECOND SCHEDULE (FORMS) IS PUBLISHED SEPARATELY

THIRD SCHEDULE: COST SCALES

COST SCALE 1: Shared costs

Item	\$25,001-\$100,000
1 (a) Pre-action notice in an action other than for personal injury	1% of the amount claimed
(b) Pre-action notice in an action for personal injury	2% of the amount claimed
2 Filing an action or defence including where necessary attending the first Directions Hearing.	
(a) For an action for a liquidated sum	3% of the amount claimed
(b) For an action other than for a liquidated sum	5% of the amount claimed
3 Any and all activity after the first directions hearing until the trial date is set or the last pre-trial conference or hearing whichever is the latter.	
(a) For an action for a liquidated sum	10% of the amount claimed
(b) For an action other than for a liquidated sum	12% of the amount claimed
4 All aspects not otherwise specified of and incidental to preparing for trial including proofing witnesses, advice on evidence and law (solicitor and counsel) delivering brief to counsel and fee on brief.	10% of the amount claimed
5 Preparing and filing a trial plan	2.5% of the amount claimed
6 To advise on compromise or settlement for a person under disability or under the <i>Correctional Services Act 1982</i> section –	2% of the amount claimed
(a) Where quantum only is in dispute;	3% of the amount claimed
(b) Where quantum and liability are in dispute.	
7 Attendance as counsel at trial (includes fee on brief and refreshers) first day	3% of the amount claimed
subsequent day(s)	2.5% of the amount claimed
8 Arranging attendance of a witness at trial (including issuing and a summons to witness if this is necessary).	\$100
9 Attendance on an application to set aside a warrant	\$150
10 Any other attendance where the costs are not within any other item.	\$150

Other costs and disbursements

Item	
11 Court ordered mediation	2% of the amount claimed
12 Filing a Form 18 not otherwise provided for:	\$150
13 Request for an Investigation or Examination Summons including attending at the hearing:	\$110
14 Service of any document:	
(a) personal where required	\$100
(b) other	\$50
15 Preparing bill for taxation (includes attendance).	\$350
16 Professional or other expert witness per day (included waiting)	\$800
17 Other adult witness per day (includes waiting)	\$250
18 Juvenile witness (includes waiting)	\$100
19 Travel expenses for witnesses	Where the witness is normally resident more than 50 km from the trial Court at the rate of 50 cents per km or the least expensive return air fare whichever is the lesser or the cheapest combination of both.
20 Accommodation for witnesses	Where the witness is required to be absent from his or her normal place of residence overnight for accommodation and sustenance per night \$250.
21 Expert reports	\$1,000 or such other amount ordered by the Court.
22 Other	All Court fees, search fees, and other fees and payments to the extent to which they have been properly and reasonably incurred and paid; but excluding the usual and incidental expenses and overheads of a legal practice and in particular excluding postage, photocopying, telephone charges and courier expenses.

NOTES:

1. The Court may allow any larger or lesser amount in respect of any matter at the time of making any order.
2. All the above items are all inclusive of all costs for all incidental and necessary activity and advice for each item to the intent that no costs will be allowed in addition to the costs set for each item nor for anything not itemised. Counsel fees include juniors and all other assistants.
3. For the purposes of items expressed as a percentage the costs calculated must be rounded to the nearest \$10.
4. For the purpose of determining the sum to which the scale is applicable, any cents must be rounded up to the next dollar and unless the Court orders to the contrary any interest component in the judgment sum will be excluded.
5. For the purpose of this scale the cost of repairs to, or the loss of, property and any other consequential loss are regarded as a liquidated sum.
6. Only the witness expenses for the successful party are to be included.
7. The cost of mediation is for the cost of the mediator if that amount or more is actually incurred.
8. The costs in the scale do not include GST and if that is applicable the amount of GST may be added.

COST SCALE 2: Minor Civil Actions

ITEM	\$1- \$25,000
1 Filing an action (if prepared and filed by a solicitor)	\$20 plus 5% of the judgment sum up to a maximum of \$500
2 Having a lawyer prepare and file personal injury particulars	1% of the amount of judgment sum
3 Any attendance at Court by party or solicitor (where solicitor is entitled to attend)	0.5% of the amount of the judgment sum
4 Cost of a private mediator, conciliator or arbitrator where it is ordered by the Court	\$500
4 Witness fees generally	\$80 per day
5 Professional witness	\$500 per day
6 Filing and serving a summons to witness	\$50
7 Preparation of a trial plan where the Court permits it due to special circumstances <i>Magistrates Court Act 1991 Section 38(5)</i>	3% of the judgment sum
8 Request for Investigation or Examination summons including attendance at the hearing	\$50
9 Any other request (Form18) for enforcement of judgment	\$50
10 All other Court fees	As allowed by the Court
11 Other disbursements	As allowed by the Court
12 To advise on a compromise or settlement for a person under disability - (a) Where quantum only is in dispute (b) Where quantum and liability are in dispute	2% of the judgment sum 3% of the judgment sum

NOTES:

- A** For the purpose of item 1 the costs calculated must be rounded up to the nearest dollar.
- B** Debt collecting fees in addition to the above amounts are not allowed.

- C** Where a party intends to serve a claim by means other than post, e-mail or fax a disbursement equal to the amount a Sheriff is entitled to receive for serving a claim form is allowed, but if the process is returned to the Court unserved, or is served by post, e-mail or fax, the disbursement must be disallowed unless a Registrar is satisfied that the party made reasonable efforts to serve the claim by means other than post, e-mail or fax.
- D** The costs in the scale do not include GST and if that is applicable the amount of GST may be added.

SCALE 3: Workers Liens, Charging Orders and Warrants of Sale

ITEM	\$1 - \$10,000	Above \$10,000
1 (a) Notice of Demand and registration of Lien and registration and Notice of Demand under the <i>Workers Liens Act 1893</i> .	\$250	\$450
(b) Notice of withdrawal/ satisfaction of Lien and registration.	\$95	\$140
2 (a) Preparing and registering a warrant of sale against real property.	\$140	\$175
(b) Discharging a warrant of sale.	\$95	\$140
3 (a) Applying for and obtaining a charging order over real property and registering it.	\$220	\$450
(b) Discharging a charging order at the Lands Titles Office.	\$95	\$140

NOTES:

- A** All the above items are all inclusive of all costs for all incidental and necessary activity and advice for each item to the intent that no costs will be allowed in addition to the costs set forth for each item nor for anything not itemised, save for disbursements for registration fees incurred at the Lands Titles Office which are allowed in addition to these items.
- B** Subject to any order of the Court costs for only one of these items is allowed in any action and no costs for a Charging Order are allowed if the Judgment Creditor has a mortgage over the subject property.
- C** The Court may allow any larger or lesser amount for any item and any amount in respect of any other matter that the Court allowed at the time of making any order.
- D** For the purpose of determining the applicable scale, any cents must be rounded up to the next dollar and unless the Court orders to the contrary any interest component in the judgment sum will be excluded.
- E** The costs in the scale do not include GST and if that is applicable the amount of GST may be added.

SUMMONS TO WITNESS

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Magistrates Court (Civil) Rules 2013

Rule 78

Court Use

Date Filed

Amount Due::

Trial Court				Action No			
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Plaintiff							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Defendant							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Filed by:							
Witness summonsed							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
<p>YOU MUST ATTEND at the Trial Court on the day of 20 at am/pm to give evidence in the above action or to produce the documents listed below and to continue in attendance for as long as the Court requires.</p> <p>If you do not obey this summons, you may be arrested and brought to the Court and may be liable for expenses caused by your failure to attend.</p> <p>The documents you must produce:</p> <p>and all other related documents which are in your possession, custody or power.</p>							
.....						
Date				MAGISTRATE			

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY I did personally serve a copy of this summons and Form 17 on the witness named herein at _____	
on the _____ day of _____ 20____, between the hours of _____ and _____	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

IGNORING THIS NOTICE

If you do not owe this debt, you can ignore this notice. You may wish to seek independent legal or financial counselling advice before deciding what to do.

If you ignore this notice the sender may file a claim against you in the Magistrates Court and if you lose the case you will have to pay the debt and in addition you may have to pay extra costs. A court judgment against you may have a bad effect on your credit rating.

OPTIONS FOR PAYMENT/SETTLEMENT OF THE CLAIM

- If you owe the full amount claimed, pay it to the Sender within 21 days. **Do not send money to Court.**
- If you cannot afford to pay the amount in full, try to arrange instalment payments with the Sender. You can use an Enforceable Payment Agreement (EPA) where in return for you acknowledging the debt and making payments, the Sender (creditor) agrees not to commence a formal claim, nor to report the debt to credit referencing agencies. You can obtain these from court offices. Keep a record of payments made.
- Negotiate with the Sender for more time to pay in full. If the Sender will not discuss time to pay the debt you can save costs by serving a Form 1C Notice of Willingness to Consent to Judgment on the Sender. Keep a copy.
- The Sender is not entitled to debt collecting costs unless you agreed to pay them in your credit or other agreement for goods or services supplied.
- If you agree there is a debt owed but disagree with the amount claimed, try to negotiate with the Sender. If the Sender agrees, you can use the free mediation service (see below).
- If you owe some of the money you could pay that to reduce the amount in dispute.

MEDIATION SERVICE

- Court mediation is a free alternative way of resolving a dispute other than by court processes leading to a court trial. Court mediation can only take place if you have this final notice and both parties agree. You can use other mediation services (charges may apply).
- A number of independent **court experts** are available to provide an opinion on technical issues. Legal advice is not available from the court but an appointment can be made at the legal advice clinic for small claims at the Adelaide Magistrates Court.
- For further information about mediation or court experts contact the Mediation Unit on 8204 8453 / 8204 0668 or email: mediation@courts.sa.gov.au.

Or contact the Call Centre on 8204 2444 or your local Registry if you are in a regional area

Berri	(08) 8595 2060	Port Lincoln	(08) 8688 3060
Mt Gambier	(08) 8735 1060	Port Pirie	(08) 8638 4901
Murray Bridge	(08) 8535 6060	Tanunda	(08) 8563 2026
Port Augusta	(08) 8648 5120	Whyalla	(08) 8648 8120

Correspondence can be addressed to:

Senior Registrar
Adelaide Magistrates Court
PO Box 6115, Halifax Street
ADELAIDE SA 5000

The Interpreting and Translating Centre may be able to assist you if English is your second language.

91 -97 Grenfell Street
ADELAIDE SA 5000
Telephone: +61 8 8226 1990
Website: www.translate.sa.gov.au

ENFORCEABLE PAYMENT AGREEMENT

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Debtor																
Full Name																
Address <small>(Registered Office, if Body Corporate)</small>	<small>Street</small>	<small>Telephone</small>	<small>Facsimile</small>	<small>DX</small>												
	<small>City/Town/Suburb</small>	<small>State</small>	<small>Postcode</small>	<small>Email Address</small>												
Creditor																
Full Name																
Address <small>(Registered Office, if Body Corporate)</small>	<small>Street</small>	<small>Telephone</small>	<small>Facsimile</small>	<small>DX</small>												
	<small>City/Town/Suburb</small>	<small>State</small>	<small>Postcode</small>	<small>Email Address</small>												
<p>I, the Debtor acknowledge that I owe the following sums of money to the Creditor:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Original sum owed</td> <td style="width: 10%;">\$</td> <td style="width: 30%;"></td> </tr> <tr> <td>Interest (if any)</td> <td>\$</td> <td></td> </tr> <tr> <td>Costs (if any)</td> <td>\$</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$</td> <td>called the Agreed Sum.</td> </tr> </table> <p>Note: the creditor is not entitled to any interest nor collection costs unless it has an agreement that the debtor will pay them. Costs for filing a court claim can only be recovered if 21 days prior notice of the claim was given.</p>					Original sum owed	\$		Interest (if any)	\$		Costs (if any)	\$		TOTAL	\$	called the Agreed Sum .
Original sum owed	\$															
Interest (if any)	\$															
Costs (if any)	\$															
TOTAL	\$	called the Agreed Sum .														
<p>The Agreed Sum will be paid by instalments of \$ _____ per <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month with the first payment due on the _____ day of _____ 20____ and thereafter on the _____ Payments are to be made by/to: <i>(specify method and place of payments)</i></p>																
<p>The creditor has not made an adverse report to any credit referencing agency and shall not do so, nor take any steps to collect the Agreed Sum for as long as the debtor does not at any time fall into arrears by two instalments.</p> <p>In consideration of the creditor not requiring immediate payment of the Agreed Sum in full the debtor agrees that if the debtor at any time falls into arrears by two instalments, then without prior notice the creditor is entitled to file a claim at the Magistrates Court for such of the Agreed Sum which is at that time unpaid plus the court filing fee and if a solicitor is used the lawyers' fee allowed on the court scale (in total called the Judgment Sum). Upon service of that claim and proof of this agreement and of the failure to make two instalment payments the debtor irrevocably consents to the creditor obtaining a summary judgment which is a final judgment against the debtor for the Judgment Sum and will not raise any counter claim nor set off against it.</p>																
<p>Do not sign this if you do not agree that you owe all of the Agreed Sum and that you have no counter claim nor set off against it.</p>																
..... DEBTOR	 WITNESS	 Date												
Witness Name																
Address	<small>Street</small>	<small>City/Town/Suburb</small>	<small>State</small>	<small>Postcode</small>												
..... CREDITOR	 WITNESS	 Date												
Witness Name																
Address	<small>Street</small>	<small>City/Town/Suburb</small>	<small>State</small>	<small>Postcode</small>												

NOTICE OF WILLINGNESS TO CONSENT TO JUDGMENT

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

From: (the Debtor)				
Full Name				
Address <small>(Registered Office, if Body Corporate)</small>	Street	Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address
To: (the Creditor)				
Full Name				
Address <small>(Registered Office, if Body Corporate)</small>	Street	Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address
The Debtor consents to the Creditor filing a claim and obtaining a judgment against the Debtor for the sum of:				
Amount owing	\$			
Filing fee	\$			
TOTAL	\$			
Being for: <i>(briefly describe the basis of the debt, giving dates; for example, for goods sold and delivered between 1 June 2012 and 30 September 2012)</i>				
..... Date	 DEBTOR		
Note to debtors: KEEP A COPY OF THIS FORM AND A NOTE OF HOW AND WHEN YOU GAVE A COPY TO THE CREDITOR				
<ul style="list-style-type: none"> If you are able to offer instalment payments you may send an Enforceable Payment Agreement (EPA), Form 1B with this notice. You can find out the filing fee from the Court. 				
Information to Creditors and Debtors:				
<ul style="list-style-type: none"> This notice provides an opportunity for you both to voluntarily negotiate a payment arrangement without further involvement by the Court. This may save you costs, time and court appearances. If you are not able to reach an arrangement the creditor may file a Claim against you at the Court and sign judgment for the total owing set out above. The creditor will not be entitled to legal fees for filing a claim for the total owing or less unless the Court orders otherwise. 				
For more information contact the Call Centre on 8204 2444 or your local Registry if you are in a regional area				
Berri	(08) 8595 2060	Port Lincoln	(08) 8688 3060	
Mt Gambier	(08) 8735 1060	Port Pirie	(08) 8638 4901	
Murray Bridge	(08) 8535 6060	Tanunda	(08) 8563 2026	
Port Augusta	(08) 8648 5120	Whyalla	(08) 8648 8120	

CLAIM

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed
Date of Posting
PI MVA – Served Allianz:

Trial Court				Action No			
Address	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		

Amount Claimed (if any)	\$	
Court Fee on Filing	\$	
Service and Other Fee	\$	
Solicitor's Fee	\$	
TOTAL CLAIMED	\$	

Type of claim *(tick)*

<input type="checkbox"/> Building	<input type="checkbox"/> Contract	<input type="checkbox"/> Corporations Law
<input type="checkbox"/> Criminal Assets Confiscation	<input type="checkbox"/> Debt	<input type="checkbox"/> Equity
<input type="checkbox"/> Motor Vehicle Property	<input type="checkbox"/> Personal Injury Motor Vehicle	<input type="checkbox"/> Other Personal Injury
<input type="checkbox"/> Retail and Commercial Lease	<input type="checkbox"/> Workers Lien	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Detinue	<input type="checkbox"/> Construction Contract Payment	

This claim is liquidated unliquidated

Method of service *(tick)*

Registrar Sheriff Plaintiff's Solicitor Party

Plaintiff/s

Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor for Plaintiff/s (name)							
Address	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		

Defendant/s

Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor for Defendant/s (name)							
Address	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		

PARTICULARS: State what you want from the Court. Briefly state the date, place and circumstances from which the claim arose. Where the claim is for damages the amount claimed for each head of damages must be given (e.g. an amount for pain and suffering or economic loss etc.). The plaintiff or his/her solicitor must sign and date each page. There are cost penalties for making an unsuccessful claim or counterclaim.

.....
Date

.....
PLAINTIFF

DEFENDANT/S - If you have a defence or counterclaim you must, within 21 days from service of this claim, go to your nearest court and file a defence and/or counterclaim.

TAKE THIS FORM WITH YOU

If you do nothing, the plaintiff may get judgment against you.
If you consent to judgment, please sign and return this form to the Trial Court (address above).

I, _____ consent to judgment for the total claimed.

.....
Date

.....
DEFENDANT

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve the within named defendant _____ with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992 (Cth)</i> .	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By service on the solicitor acting for the person. <input type="checkbox"/> By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years. <input type="checkbox"/> By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person. <input type="checkbox"/> By leaving it at the registered office of the body corporate. <input type="checkbox"/> By sending it by prepaid post addressed to the strata corporation at its site or its post office box. <input type="checkbox"/> By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox. <input type="checkbox"/> By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day. <input type="checkbox"/> By service on one partner or at the principal place of business of the firm. <input type="checkbox"/> By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8)) <input type="checkbox"/> By _____ (here describe any other authorised means of service)	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

MINOR CIVIL ACTION - CLAIM
Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use	
Date Filed	
Date of Posting	
PI MVA – Served Allianz:	

Trial Court				Action No	
Address	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Amount Claimed (if any)	\$
Court Fee on Filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$

Type of claim (tick)

<input type="checkbox"/> Building	<input type="checkbox"/> Contract	<input type="checkbox"/> Corporations Law
<input type="checkbox"/> Debt	<input type="checkbox"/> Motor Vehicle Property	<input type="checkbox"/> Personal Injury Motor Vehicle
<input type="checkbox"/> Other Personal Injury	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Construction Contract Payment

Method of service (tick)

<input type="checkbox"/> Registrar	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Plaintiff's Solicitor	<input type="checkbox"/> Party
------------------------------------	----------------------------------	--	--------------------------------

Plaintiff/s

Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor for Plaintiff/s (name) <small>(A solicitor is not required – the solicitor cannot appear at trial)</small>					
Address	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Defendant/s

Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor for Defendant/s (name) <small>(A solicitor is not required – the solicitor cannot appear at trial)</small>					
Address	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

PARTICULARS: State what you want from the Court. Briefly state the date, place and circumstances from which the claim arose. Where the claim is for damages the amount claimed for each head of damages must be given (e.g. an amount for pain and suffering or economic loss etc.). The plaintiff or his/her solicitor must sign and date each page. There are cost penalties for making an unsuccessful claim or counterclaim.

.....

Date

.....

PLAINTIFF

DEFENDANT/S - If you have a defence or counterclaim you must, within 21 days from service of this claim, go to your nearest court and file a defence and/or counterclaim.

TAKE THIS FORM WITH YOU

If you do nothing, the plaintiff may get judgment against you.

If you consent to judgment, please sign and return this form to the Trial Court (address above).

I, _____ consent to judgment for the total claimed.

.....

Date

.....

DEFENDANT

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve the within named defendant _____ with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992</i> (Cth).	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person.	
<input type="checkbox"/> By service on the solicitor acting for the person.	
<input type="checkbox"/> By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years.	
<input type="checkbox"/> By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person.	
<input type="checkbox"/> By leaving it at the registered office of the body corporate.	
<input type="checkbox"/> By sending it by prepaid post addressed to the strata corporation at its site or its post office box.	
<input type="checkbox"/> By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox.	
<input type="checkbox"/> By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day.	
<input type="checkbox"/> By service on one partner or at the principal place of business of the firm.	
<input type="checkbox"/> By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8))	
<input type="checkbox"/> By _____ (here describe any other authorised means of service)	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

FENCES ACT 1975 APPLICATION
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use	
Date Filed	
Date of Posting	

Trial Court				Action No	
Address	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	

Amount Claimed (if any)	\$
Court Fee on Filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$ _____
TOTAL CLAIMED	\$

Plaintiff/s					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor (if any)					
Defendant/s					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor (if any)					

You both must attend at the Trial Court for the Directions Hearing fixed by the Court or this application may be decided without you. If the amount claimed is more than \$25,000, you may elect at the Directions Hearing to remove this claim from the minor civil jurisdiction and then a higher cost scale applies and you can be represented by a lawyer at the trial. If the amount claimed is \$25,000 or less, or if you make no election, a lawyer cannot represent you at the trial (subject to some exceptions in s 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will apply.

This is an application for a determination of a difference or dispute in relation to a fence/proposed fence between:			
Plaintiff's Land (address)			
Street	City/Town/Suburb	State	Postcode
Defendant's Land (address)			
Street	City/Town/Suburb	State	Postcode
..... Date PLAINTIFF		
Please attach a copy of any notice of intention to perform fencing work, cross notice or notice of objection which has been given.			

Form 3B

NEIGHBOURHOOD DISPUTE APPLICATION
Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use
Date Filed
Date of Posting

Trial Court					Action No		
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			

Amount Claimed (if any)	\$
Court Fee on Filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$

Plaintiff/s							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Solicitor (if any)							

Defendant/s							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Solicitor (if any)							

You both must attend at the Trial Court for the Directions Hearing fixed by the Court or this application may be decided without you. If the amount claimed is more than \$25,000, you may elect at the Directions Hearing to remove this claim from the minor civil jurisdiction and then a higher cost scale applies and you can be represented by a lawyer at the trial. If the amount claimed is \$25,000 or less, or if you make no election, a lawyer cannot represent you at the trial (subject to some exceptions in s 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will apply.

Briefly state the facts giving rise to this application:

.....
 Date

.....
 PLAINTIFF

Form 3C

RETAIL AND COMMERCIAL LEASES APPLICATION

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Retail and Commercial Leases Act 1995

Sections 12, 15, 68, 76(8) and 77(2)

Landlord and Tenant Act 1936 (other than applications to which Sections 12 and 20 of the *Retail and Commercial Leases Act 1995* apply)

Court Use

Date Filed:

Date Posted:

Trial Court				Action No			
Address	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		

Amount Claimed (if any)	\$	
Court Fee on Filing	\$	
Service and Other Fee	\$	
Solicitor's Fee	\$	
TOTAL CLAIMED	\$	

Applicant							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
Other Party							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
<p>This is an application by the <input type="checkbox"/> lessor / <input type="checkbox"/> lessee for an order under:</p> <p><input type="checkbox"/> s 12 – false or misleading disclosure statement</p> <p><input type="checkbox"/> s 15 – recovery of premium paid in connection with the granting of a retail shop lease</p> <p><input type="checkbox"/> s 68 – general jurisdiction</p> <p><input type="checkbox"/> s 76(8) – dispute about abandoned goods</p> <p><input type="checkbox"/> s 77(2) – exemption from provisions of the Act</p> <p><input type="checkbox"/> <i>Landlord and Tenant Act 1936</i> and reg 14 of the <i>Retail and Commercial Leases Regulations 2010</i></p>							
<p>The relevant retail shop lease is dated the day of 20 and is for a shop at (please state the name and address of shopping centre) -</p>							

Briefly state the facts giving rise to this application and the remedy you want*:

You both must attend at the Trial Court for the Directions Hearing fixed by the Court or this application may be decided without you. If the amount claimed is more than \$25,000, you may elect at the Directions Hearing to remove this claim from the minor civil jurisdiction and then a higher cost scale applies and you can be represented by a lawyer at the trial. If the amount claimed is \$25,000 or less, or if you make no election, a lawyer cannot represent you at the trial (subject to some exceptions in s 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will apply.

.....
Date

.....
APPLICANT

*Relief sought pursuant to s 12(5) *Retail and Commercial Leases Act 1995* includes:

- (a) an order avoiding the lease in whole or part;
- (b) an order varying the lease;
- (c) an order requiring the lessor to repay money paid by the lessee;
- (d) an order requiring the lessor to pay compensation to the lessee;
- (e) an order dealing with incidental or ancillary matters.

Form 3D

**REFERRAL BY COMMISSIONER
FOR CONSUMER AFFAIRS**

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
Retail and Commercial Leases Act 1995
Section 20(6)

Court Use

Date Filed

Date of Posting

Trial Court				Action No			
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Lessor/Landlord							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
Lessee/Tenant							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							

You both must attend at the Trial Court for the Directions Hearing fixed by the Court or this application may be decided without you. If the amount claimed is more than \$25,000, you may elect at the Directions Hearing to remove this claim from the minor civil jurisdiction and then a higher cost scale applies and you can be represented by a lawyer at the trial. If the amount claimed is \$25,000 or less, or if you make no election, a lawyer cannot represent you at the trial (subject to some exceptions in s 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will apply.

This is a referral by the Commissioner for consumer Affairs of a dispute over a security bond of \$.
The relevant retail shop lease is dated the day of 20 and is for a shop at (please state the name and address of shopping centre) -

Briefly state the facts giving rise to this application:

.....
Date

.....
(Signed on behalf of the Commissioner)

SECOND-HAND VEHICLE DEALERS ACT 1995 APPLICATION Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:
Date Posted:
Service on the
Commissioner for
Consumer Affairs:

Trial Court				Action No			
Address	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		

Amount Claimed (if any)	\$	
Court Fee on Filing	\$	
Service and Other Fee	\$	
Solicitor's Fee	\$	
TOTAL CLAIMED	\$	

Purchaser							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
Dealer							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							

You both must attend at the Trial Court for the Directions Hearing fixed by the Court or this application may be decided without you. If the amount claimed is more than \$25,000, you may elect at the Directions Hearing to remove this claim from the minor civil jurisdiction and then a higher cost scale applies and you can be represented by a lawyer at the trial. If the amount claimed is \$25,000 or less, or if you make no election, a lawyer cannot represent you at the trial (subject to some exceptions in s 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will apply.

The vehicle is a _____ (type/model), registration number _____	
purchased from the dealer on the _____ day of _____ 20_____.	
Has the Commissioner of Consumer Affairs recorded an agreement? <small>If the answer is "yes", please attach a copy of the agreement to this form.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want the dealer to repair defects in the vehicle? <small>If the answer is "yes", please attach a list of those defects.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want compensation for the cost of someone else fixing the defects in the vehicle and/or any other loss or damage? <small>If the answer is "yes", please attach a summary of the amounts claimed together with relevant invoices/quotes.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
..... Date APPLICANT

BUILDING WORK CONTRACTORS ACT 1995 APPLICATION

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
Sections 36, 37 and 38

Court Use
Date Filed:
Date Posted

Trial Court					Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			

Amount Claimed (if any)	\$
Court Fee on Filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$

Applicant								
Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
Solicitor (if any)								

Respondent								
Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>		
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
Solicitor (if any)								

You both must attend at the Trial Court for the Directions Hearing fixed by the Court or this application may be decided without you. If the amount claimed is more than \$25,000, you may elect at the Directions Hearing to remove this claim from the minor civil jurisdiction and then a higher cost scale applies and you can be represented by a lawyer at the trial. If the amount claimed is \$25,000 or less, or if you make no election, a lawyer cannot represent you at the trial (subject to some exceptions in s 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will apply.

This is an application for:	
<input type="checkbox"/>	s 36(4) – return of money when a contract has been cancelled
<input type="checkbox"/>	s 37(2) – determination of a warranty claim
<input type="checkbox"/>	s 38(2) – relief from a harsh or unconscionable term or condition
in relation to a domestic building contract dated day of 20	
between the building owner:	
and the builder:	
Briefly state the facts giving rise to this claim and the relief sought: (if necessary, attach further written particulars)	
..... Date APPLICANT

Form 4

DEFENCE

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed

Date of Posting

Trial Court					Action No		
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Method of service (tick)							
<input type="checkbox"/> Registrar <input type="checkbox"/> Defendant's Solicitor <input type="checkbox"/> Party							
Plaintiff/s (as on claim form)							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor for Plaintiff/s (name) <small>(if any, as on claim form)</small>							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Defendant/s							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor for Defendant/s (name)							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		

PARTICULARS OF DEFENCE: State any part of the plaintiff's claim which is admitted or denied and briefly state any defence. If you admit the claim in full, say so.

ADDRESS FOR SERVICE – All documents for the DEFENDANT will be sent to his/her above address (or if he/she has a solicitor, to his/her solicitor) unless notice of another address is filed at the Trial Court and served on the PLAINTIFF.

THE DEFENDANT (or his/her solicitor) must sign and date each page.

.....
Date

.....
DEFENDANT

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve the within named defendant _____ with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992 (Cth)</i> .	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By service on the solicitor acting for the person. <input type="checkbox"/> By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years. <input type="checkbox"/> By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person. <input type="checkbox"/> By leaving it at the registered office of the body corporate. <input type="checkbox"/> By sending it by prepaid post addressed to the strata corporation at its site or its post office box. <input type="checkbox"/> By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox. <input type="checkbox"/> By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day. <input type="checkbox"/> By service on one partner or at the principal place of business of the firm. <input type="checkbox"/> By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8)) <input type="checkbox"/> By _____ (here describe any other authorised means of service)	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

DEFENCE AND COUNTERCLAIM
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use	
Date Filed	
Date of Posting	

Trial Court				Action No	
Address	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	

Amount Counterclaimed/set off (if any)	\$
Court Fee on Filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$

Method of service *(tick)*

Registrar
 Defendant's Solicitor
 Party

Plaintiff/s *(as on claim form)*

Full Name					
Address <i>(Registered Office, if Body Corporate)</i>	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor for Plaintiff/s (name) <i>(if any, as on claim form)</i>					
Address	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	

Defendant/s

Full Name					
Address <i>(Registered Office, if Body Corporate)</i>	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor for Defendant/s (name)					
Address	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	

NOTICE TO PLAINTIFF

The Court assumes you will defend a counterclaim. If you admit a counterclaim or part of it, you should file an admission of liability or an offer to save costs. If you admit the counterclaim in full, say so.

PARTICULARS OF DEFENCE: State any part of the plaintiff's claim which is admitted or denied and briefly state any defence. If you admit the claim in full, say so.

PARTICULARS OF COUNTERCLAIM - Briefly state the date, place and circumstances from which the counterclaim arose and the cause of action and the relief sought. Where the counterclaim is for damages, the amount claimed for each head of damages must be given.

There are costs penalties for making an unsuccessful counterclaim.

ADDRESS FOR SERVICE – All documents for the DEFENDANT will be sent to his/her above address (or if he/she has a solicitor, to his/her solicitor) unless notice of another address is filed at the Trial Court and served on the PLAINTIFF.

THE DEFENDANT (or his/her solicitor) must sign and date each page.

.....
Date

.....
DEFENDANT

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve the within named defendant _____ with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992</i> (Cth).	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person.	
<input type="checkbox"/> By service on the solicitor acting for the person.	
<input type="checkbox"/> By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years.	
<input type="checkbox"/> By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person.	
<input type="checkbox"/> By leaving it at the registered office of the body corporate.	
<input type="checkbox"/> By sending it by prepaid post addressed to the strata corporation at its site or its post office box.	
<input type="checkbox"/> By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox.	
<input type="checkbox"/> By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day.	
<input type="checkbox"/> By service on one partner or at the principal place of business of the firm.	
<input type="checkbox"/> By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8))	
<input type="checkbox"/> By _____ (here describe any other authorised means of service)	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

Form 6

THIRD PARTY CLAIM
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use

Date Filed
Date of Posting

Trial Court					Action No			
Address	Street			Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address			
Plaintiff/s								
Full Name								
Defendant/s <i>(who is making third party claim)</i>								
Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address			
Solicitor for Defendant/s (name)								
Address	Street			Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address			
Third Party/ies								
Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address			
<p>THIRD PARTY - if you wish to defend any part of this Third Party Claim, you must, within 21 days from <u>service</u> of this Third Party Claim, go to your nearest court and file a defence (and counterclaim - if you have one).</p> <p style="text-align: center;">TAKE THIS FORM WITH YOU</p> <p>If you do nothing, the defendant may get judgment against you. There are cost penalties for unsuccessfully defending a third party claim.</p>								

PARTICULARS OF THIRD PARTY CLAIM – The plaintiff has sued the defendant in terms of the attached claim. The defendant who is making the third party claim says that you should indemnify him/her against the plaintiff's claim and all costs because (briefly state the basis of the third party claim):

The defendant who is making a third party claim (or his/her solicitor) must sign and date each page. There are cost penalties for making an unsuccessful third party claim. This third party claim must be served on the third party/ies (with a copy of the claim) and all other parties to the action.

.....
Date

.....
DEFENDANT

AFFIDAVIT OF PROOF OF SERVICE

I,		of	
Occupation:			
MAKE OATH AND SAY that:			
I.	I did on the	day of	20 , between the hours of and duly serve the within named defendant with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992 (Cth).</i>
(Please tick the appropriate box)			
<input type="checkbox"/>	By personal service on the person.		
<input type="checkbox"/>	By service on the solicitor acting for the person.		
<input type="checkbox"/>	By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years.		
<input type="checkbox"/>	By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person.		
<input type="checkbox"/>	By leaving it at the registered office of the body corporate.		
<input type="checkbox"/>	By sending it by prepaid post addressed to the strata corporation at its site or its post office box.		
<input type="checkbox"/>	By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox.		
<input type="checkbox"/>	By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day.		
<input type="checkbox"/>	By service on one partner or at the principal place of business of the firm.		
<input type="checkbox"/>	By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8))		
<input type="checkbox"/>	By (here describe any other authorised means of service)		
II.	I served the person at (state the address, DX number, fax number etc.)		
III.	I necessarily made trips and travelled kilometres for the purpose of effecting the service.		
SWORN before me at on the day of 20			
Signature	(Person authorised to take Affidavits) (e.g. Justice of the Peace)	 SERVER

STATUTORY APPLICATION
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use
Date Filed
Date of Posting

This Statutory Application is made under: *(state Act and identify provisions)*

Trial Court		Action No	
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i> <i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i> <i>Email Address</i>

Damages, value of property or sum claimed (if any)	\$
Court Fee on Filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$

Plaintiff/s / Applicant/s

Full Name				
Address <small><i>(Registered Office, if Body Corporate)</i></small>	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>
Solicitor for Plaintiff/s (name)				
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>

Defendant/s / Other Party/ies

Full Name				
Address <small><i>(Registered Office, if Body Corporate)</i></small>	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>
Solicitor for Defendant/s (name)				
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>

PARTICULARS OF ACTION AND REMEDY:

1. Briefly state the date, place and circumstances from which the action arose:

2. State remedy or relief sought:

Date	DEFENDANT
------	-----------

I certify that I have served a copy of the Application on the Defendant/s / Other Party/ies at the address shown above.

Date	REGISTRAR
------	-----------

Form 7A

NAME DISPUTE APPLICATION
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Births, Deaths and Marriages Registration Act 1996
 Sections 22 and 25

Court Use

Date Filed:

Date Posted

Trial Court				Action No			
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Applicant							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Solicitor (if any)							
Other Parent							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address			
Child's Details							
Full Name (Child's current name)							
Date of Birth			Place of Birth				
<input type="checkbox"/> A copy of the child's birth certificate is attached							
Nature of application							
<input type="checkbox"/> s 22 – to resolve a dispute between parents about the child's name							
<input type="checkbox"/> s 25 – to approve a proposed change of the child's name (<i>an application under this section can only be made in relation to a child who is domiciled or ordinarily resident in, or whose birth is registered in South Australia</i>)							
I propose that the child's name be:							
I declare there are no family court orders which are contrary to this application.							
..... Date			 APPLICANT			
NOTICE TO APPLICANT							
<ul style="list-style-type: none"> • This application must be accompanied by an affidavit identifying the grounds upon which the application is sought and attaching a copy of the child's birth certificate. • If you are seeking an order without the knowledge of the child's other parent the affidavit must state the reasons why the other parent should not be notified. • The child must consent to the proposed change unless the child is unable to understand the meaning and implications of the change of name. 							

APPLICATION TO REGISTER A BIRTH
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Births, Deaths and Marriages Registration Act 1996
 Section 19

Court Use

Date Filed:
 Date Posted to
 other Parent:
 Date Posted to
 Registrar BDM:

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Applicant							
Full Name							
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Solicitor (if any)							
Child's Details							
Full Name <i>(Child's current name)</i>							
Date of Birth			Place of Birth				
Nature of application							
1. Register <input type="checkbox"/> Birth		2. Add Registerable Information <input type="checkbox"/> of Birth <input type="checkbox"/> of Parents			3. Correct Registerable Information <input type="checkbox"/> of Birth <input type="checkbox"/> of Parents		
Details of application:							
Parental information <i>(if unknown, please state)</i>							
Mother		Father			Co-Parent		
Name:		Name:			Name:		
Address:		Address:			Address:		
Applicant's relationship to child <i>(or interest in person)</i>							
<input type="checkbox"/> Mother		<input type="checkbox"/> Father			<input type="checkbox"/> Co-Parent		
<input type="checkbox"/> Other <i>(please provide details)</i>							
The Registrar of the Trial Court is to serve a copy of this application on the Registrar of Births, Deaths and Marriages.							
..... Date			 APPLICANT			

APPLICATION TO REGISTER A DEATH
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Births, Deaths and Marriages Registration Act 1996
 Section 34

Court Use
Date Filed:
Date Posted to Registrar BDM:

Trial Court					Action No		
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Applicant							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
Deceased's Details							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Date of Death							
Nature of application:							
Applicant's relationship to deceased <i>(or interest in deceased)</i>							
<input type="checkbox"/> Mother		<input type="checkbox"/> Father			<input type="checkbox"/> Co-Parent		
<input type="checkbox"/> Other <i>(please provide details)</i>							
The Registrar of the Trial Court is to serve a copy of this application on the Registrar of Births, Deaths and Marriages.							
..... Date			 APPLICANT			

Form 7D

APPLICATION TO REVIEW A DECISION OF THE REGISTRAR

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Births, Deaths and Marriages Registration Act 1996

Section 50

Court Use

Date Filed:

Date Posted to
Registrar BDM:

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Applicant							
Full Name							
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Solicitor (if any)							
Particulars of Registrar's decision							
Date of decision:							
Details:							
Variation/Reversal sought							
Details:							
..... Date			 APPLICANT			
Note to Registrar							
The Registrar of the Trial Court is to serve a copy of the application on the Registrar of Births, Deaths and Marriages.							

GOODS APPLICATION

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
*Unclaimed Goods Act 1987, Warehouse Liens Act 1990
 and Second-hand Dealers and Pawnbrokers Act 1996*

Court Use

Date Filed:

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
<input type="checkbox"/> <i>Unclaimed Goods Act 1987</i> <input type="checkbox"/> <i>Warehouse Liens Act 1990</i> <input type="checkbox"/> <i>Second-hand Dealers & Pawnbrokers Act 1996</i>							

Value of property in dispute	\$	
Court Fee on issue	\$	
Service and Other Fee	\$	
Solicitor's Fee	\$	
TOTAL	\$	

Plaintiff/s / Applicant/s							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Solicitor (name)							
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Defendant/s / Bailor/s / Second-hand Dealer							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Solicitor (name)							
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		

Particulars of action and remedy

1. Briefly state the date, place and circumstances from which the action arose:

2. State remedy or relief sought:

.....
Date

.....
PLAINTIFF/APPLICANT

I certify that I have served a copy of the Application on the defendant(s)/bailor(s) at the address shown above.
Unclaimed Goods Act 1987 – I certify that I have served a copy of the Application and this notice on the Commissioner of Police.

.....
Date

.....
REGISTRAR

**AUSTRALIAN CONSUMER LAW (SA)
APPLICATION**

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use
Date Filed:

Trial Court				Action No		
Address	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		

Amount claimed (if any)	\$
Court Fee on filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$ _____
TOTAL CLAIMED	\$

Applicant						
Full Name						
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		
Solicitor (name)						
Address	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		
Respondent						
Full Name						
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		
Solicitor (name)						
Address	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		

Particulars of action and remedy

1. Briefly state the date, place and circumstances from which the action arose:

2. State the applicable section or sections and remedy or relief sought:

3. Give the name, address, phone, fax, e-mail number of any person whose interests may be affected by the grant of the relief requested. State if that person is a supplier:

.....
Date

.....
APPLICANT

I certify that I have served a copy of the application on the respondent/s at the address/s shown above.

.....
Date

.....
REGISTRAR

Form 9A

CRIMINAL ASSETS CONFISCATION ACT 2005 APPLICATION

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:

Date of Posting

Trial Court				Action No			
Address	<i>Street</i>		<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		

Value of property or sum claimed (if any) \$

Court Fee on filing \$

TOTAL \$

Applicant/s							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>		<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Defendant/s / Other Party/ies							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>		<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Solicitor (name)							
Address	<i>Street</i>		<i>Telephone</i>		<i>Facsimile</i>		<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Particulars of action and remedy							
1. Briefly state the date, place and circumstances from which the action arose:							

2. State remedy or relief sought:

3. If the applicant wishes to proceed without notification to any other part, please state why:

.....
Date

.....
APPLICANT

Hearing details	Registry		Date	
	Address		Time	am/pm
	Telephone	Facsimile	Email Address	

.....
Date

.....
MAGISTRATES COURT

NOTICE TO APPLICANT

An application for an order under s 150 must be accompanied by an attached schedule specifying the property-tracking documents required.

CLAIM AGAINST SECOND-HAND VEHICLE COMPENSATION FUND

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Second-hand Vehicle Dealers Act 1995

Schedule 3

Court Use

Date Filed:

Date Posted:

Date Posted to
the Commissioner for
Consumer Affairs:

Trial Court				Action No			
Address	Street		Telephone		Facsimile		DX
	City/Town/Suburb		State	Postcode	Email Address		

Amount claimed (if any)	\$	
Court Fee on filing	\$	
Service and Other Fee	\$	
Solicitor's Fee	\$	
TOTAL CLAIMED	\$	

Applicant								
Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		DX	
	City/Town/Suburb		State	Postcode	Email Address			
Solicitor (name)								
Address	Street		Telephone		Facsimile		DX	
	City/Town/Suburb		State	Postcode	Email Address			
Dealer								
Full Name								
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile		DX	
	City/Town/Suburb		State	Postcode	Email Address			
Solicitor (name)								
Address	Street		Telephone		Facsimile		DX	
	City/Town/Suburb		State	Postcode	Email Address			
Commissioner for Consumer Affairs								
Address	Level 3, 91 – 97 Grenfell Street			131 882		8204 9697		225
	Adelaide			SA	5000	http://www.cbs.sa.gov.au/consumeradvice/contact.html		
	City/Town/Suburb		State	Postcode	Website			
<p><i>This is an application under Schedule 3 of the Second-hand Vehicle Dealers Act 1995 for the Court to organise payment of compensation out of the fund. The applicant and the Commissioner must attend at the Trial Court for the hearing fixed by the Court or this application may be decided in their absence.</i></p>								

Details of application

Does the applicant have an order for payment from the Commercial Tribunal or a Court?

Yes No

If yes, please provide the following details.

Name of Court/Tribunal:

Action Number:

Date of Order:

Give details of any other unsatisfied claim against the dealer arising out of sale, purchase or consignment of a second-hand vehicle.

Vehicle Type/Model:

Registration Number:

Date and Type of Transaction:

Other details:

Please state why there is no reasonable prospect of recovering the amount claimed from the dealer:

.....
Date

.....
APPLICANT

I certify that I have served a copy of the application on the Commissioner for Consumer Affairs and the dealer at the address shown above.

.....
Date

.....
REGISTRAR

CIVIL PENALTY CONTRAVENTION APPLICATION

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
 Fair Trading Act 1987
 Section 86B

Court Use

Date Filed:
 Date Posted:

Trial Court					Action No		
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Commissioner for Consumer Affairs							
Address	Level 3, 91 – 97 Grenfell Street			131 882	8204 9697	225	
	Adelaide			SA	5000	http://www.cbs.sa.gov.au/consumeradvice/contact.html	
City/Town/Suburb State Postcode Website							
Defendant							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (name)							
Industry Code the defendant contravened (code and section):							
Date of civil penalty contravention:							
Particulars of contravention:							
<p>..... Date</p> <p>..... COMMISSIONER</p>							
Hearing details	Registry			Date			
	Address			Time am/pm			
	Telephone	Facsimile	Email Address				
I certify that I have served a copy of the application on the defendant at the address shown above.							
<p>..... Date</p> <p>..... REGISTRAR</p>							

STRATA TITLE OR COMMUNITY TITLE APPLICATION

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:

Date Posted:

Trial Court				Action No	
Address	Street	Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address	

Amount claimed (if any)	\$
Court Fee on filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$

Applicant/s					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street	Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor for Applicant/s (name)					
Address	Street	Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address	

Respondent/s					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street	Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor for Respondent/s (name)					
Address	Street	Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address	

Details of application

This application is made pursuant to section _____ of the *Strata Titles Act 1988* or *Community Titles Act 1996*

1. Correct name of the relevant Strata or Community Corporation:
2. State the matter complained of:
3. State the remedy sought:

.....
Date

.....
APPLICANT

I certify that I have served a copy of the application on the Respondent/s at the address shown above.

.....
Date

.....
REGISTRAR

EMPLOYMENT AGENTS REGISTRATION ACT 1993 NOTICE OF APPEAL

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
Section 15

Court Use
Date Filed:
Date Posted:

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
Applicant							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
Solicitor for Applicant (name)							
Address	<i>Street</i>			<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
<p>I hereby appeal to the Trial Court pursuant to s 15 of the <i>Employment Agents Registration Act 1993</i>, being a person aggrieved by a decision of the Director:</p> <p><input type="checkbox"/> to refuse to grant or renew a licence</p> <p><input type="checkbox"/> to refuse to transfer a licence</p> <p><input type="checkbox"/> to cancel a licence</p> <p><input type="checkbox"/> any other decision (please specify)</p>							
<p>Notice of the decision of the Director was served upon me on the _____ day of _____ 20____</p> <p style="text-align: center;">..... Date APPLICANT</p>							
<p>I certify that I have served a copy of this notice on the Chief Executive Officer, Department of _____</p> <p style="text-align: center;">..... Date REGISTRAR</p>							

State to whom and when the closure order for this building was given:

Attach a copy of any written notice of the closure order.
State to whom and when notice of intention to make this application was given:

.....
Date

.....
APPLICANT

I certify that I have served a copy of the application and any attached documents on the Owner and Occupier of the building at their addresses shown above.

.....
Date

.....
REGISTRAR

**FAMILY RELATIONSHIPS ACT 1975
APPLICATION**
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Sections 9 or 11B

Court Use
Date Filed:
Date Posted

Trial Court		Action No	
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>DX</i>
	<i>Postcode</i>	<i>Email Address</i>	

Applicant

Full Name

Address

(Registered Office, if Body Corporate)

Solicitor (if any)

Nature of application

I apply for a:

- Declaration of parentage pursuant to section 9
- Declaration as to domestic partners pursuant to section 11B

Grounds of application

..... Date APPLICANT
---------------	--------------------

IMPORTANT NOTICE TO APPLICANT

This application must be accompanied by an affidavit that discloses, to the best of your knowledge, information or belief, the full names and address of all persons whose interests may be affected by the declaration.

All such interested persons will be given notice of the hearing and served with a copy of this application.

I certify that I have served a copy of the application on all persons named as having interests that may be affected by the declaration at their addresses given.

..... Date REGISTRAR
---------------	--------------------

REQUEST TO REGISTRAR
Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use
Date Filed:

Registry				Action No	
Address	Street	Telephone		Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Balance owing after payments	\$
Interest since last process	\$
Issue fee	\$
Service fee	\$
Solicitor's fee (including attendance)	\$
Other	\$
TOTAL OWING	\$ _____

Judgment Creditor			
Full Name			
Judgment Debtor			
Full Name		DOB	dd/mm/yyyy
Address	Street		
	City/Town/Suburb	State	Postcode

TO THE REGISTRAR, please:

- SIGN JUDGMENT**
- Issue an **INVESTIGATION SUMMONS** against the Judgment Debtor who now resides at the above address.
 - Jointly with a Warrant of Sale (Rule 133(5))
- Issue an **EXAMINATION SUMMONS** against the Judgment Debtor who now resides at the above address.

Details of default by the Judgment Debtor:
- Issue a **WITNESS SUMMONS** against (name) who resides at

Court of hearing: _____ Date of hearing: _____

- Issue a **WARRANT OF SALE/RECOVERY** – if this is a minor civil action, there has been an investigation hearing on the _____ day of _____ 20 _____ against:
 - personal property namely situated at
 - real property namely Certificate of Title Register Book Volume _____ Folio _____ situated at
- Issue a **WARRANT OF ARREST** against (name) who resides at
- Issue a **WARRANT OF COMMITMENT** against (name) who resides at

Court of issue:

- Register as a judgment debt to share in payments collected from a chronic debtor
- Provide evidence from an Investigation Summons Hearing of a Judgment Debtor's financial circumstances
- Other:

..... Date APPLICANT

NOTICE OF HEARING OF ASSESSMENT
Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Trial Court				Action No		
Address	Street			Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address		
TO:						
Full Name						
and						
Full Name						
and						
Full Name						
<p>No defence has been filed. The plaintiff has signed judgment. The amount of the plaintiff's damages will be assessed and other order, remedy or relief granted at the Trial Court on the day of 20 at am/pm.</p> <p>The parties must attend in person. If you are unable to attend due to remoteness or other proper cause, you must make prior arrangements with the Registrar of the Trial Court to be available at the appointed time by telephone or video link. An insurer, which is subrogated to the rights of the party, may attend on behalf of that party.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>						
..... Date		 REGISTRAR			

SUMMONS ABSCONDING DEBTOR
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use
Date Filed

Trial Court				Action No	
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>	
Plaintiff/s					
Full Name					
Solicitor for Plaintiff/s (name)					
Full Name					
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>	
Defendant/s					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>	
<p>You are required to attend the above Trial Court on the day of 20 at am/pm and to continue in attendance for as long as the Court requires. You will need to give evidence as to whether you are about to leave the State and whether that would seriously prejudice the plaintiff's prospect of enforcing a judgment that has or may be given in the plaintiff's favour.</p> <p>If you do not obey this summons you may be arrested and brought to the Court and may be liable for expenses caused by your failure to attend.</p>					
..... Date MAGISTRATES COURT				

AFFIDAVIT OF PROOF OF SERVICE

I,	of
Occupation:	
MAKE OATH AND SAY I did personally serve a copy of this summons and Form 17 on the witness named herein at	
on the day of 20 ,	between the hours of and
SWORN before me at	
on the day of 20	
Signature
(Person authorised to take Affidavits) (e.g. Justice of the Peace)	SERVER

Form 20(b)



WARRANT FOR ARREST – ABSCONDING DEBTOR

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Plaintiff/s							
Full Name							
Solicitor for Plaintiff/s (name)							
Full Name							
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Defendant/s							
Full Name						DOB	<i>dd/mm/yyyy</i>
Address <small>(Registered Office, if Body Corporate)</small>	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO THE SHERIFF							
<p>The Court has decided that there are grounds for believing that the defendant is about to leave the State and that would seriously prejudice the plaintiff's prospects of enforcing a judgment that has or may be given in the plaintiff's favour.</p> <p>The Court has ordered that the defendant be arrested and brought before it.</p> <p>You are required to arrest the defendant and bring him or her before the most convenient Registry of the Magistrates Court as soon as reasonably possible to be dealt with by the order of the Court.</p>							
..... Date			 REGISTRAR			
Date of issue:				Court Seal:			
This warrant expires on:							
NOTICE TO DEFENDANT							
You may apply to the Court to have this warrant stayed but such application will not itself operate as a stay of this warrant.							

AFFIDAVIT OF PROOF OF SERVICE

I,	of	
Occupation: _____		
MAKE OATH AND SAY that:		
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve the within named defendant _____ with this claim and Form 17 and any applicable form under the <i>Service and Execution of Process Act 1992 (Cth)</i> .		
(Please tick the appropriate box)		
<input type="checkbox"/> By personal service on the person.		
<input type="checkbox"/> By service on the solicitor acting for the person.		
<input type="checkbox"/> By leaving it for the person at the address of the place of dwelling or business of the person with someone apparently above the age of 14 years.		
<input type="checkbox"/> By depositing it for the person at the DX addressed to the DX number of the person or the solicitor acting for the person.		
<input type="checkbox"/> By leaving it at the registered office of the body corporate.		
<input type="checkbox"/> By sending it by prepaid post addressed to the strata corporation at its site or its post office box.		
<input type="checkbox"/> By prepaid post addressed to the community corporation or to the presiding officer, treasurer or secretary at the postal address of the community corporation or by placing it in the community corporation's letterbox.		
<input type="checkbox"/> By fax directed to the fax number of the person or the solicitor acting for the person during normal business hours on a business day.		
<input type="checkbox"/> By service on one partner or at the principal place of business of the firm.		
<input type="checkbox"/> By sending it by prepaid post addressed to the person at - (note - unless the court is satisfied that the document served by this method came to the attention of the defendant the plaintiff is not entitled to costs thrown away if the judgment is set aside-rule 106(8))		
<input type="checkbox"/> By _____ (here describe any other authorised means of service)		
II. I served the person at (state the address, DX number, fax number etc.) _____		
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.		
SWORN before me at on the _____ day of _____ 20____		
Signature
(Person authorised to take Affidavits) (e.g. Justice of the Peace)		SERVER

PERSONAL INJURY PARTICULARS
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use
Date Filed:

Trial Court					Action No		
Address	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
BETWEEN							
						(Plaintiff)	
and						(Defendant)	
Plaintiff's details							
Full Name							
DOB				Present age			
Address	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
Marital Status				Dependant Children			
Occupation							
Educational, trade or other occupational qualifications							
Accident/incident details							
Date of accident/incident							
Place of accident/incident							
Type of accident/incident <i>(e.g. motor vehicle, assault, work injury, etc)</i>							
If the accident was a motor vehicle accident, was the plaintiff a: <i>(tick one)</i>							
<input type="checkbox"/> driver/motor cyclist				<input type="checkbox"/> passenger/pillion			
<input type="checkbox"/> cyclist				<input type="checkbox"/> pedestrian			
<input type="checkbox"/> or other, please specify							
General damages							
Part of body injured							
Describe nature of the injury: <i>(eg. broken bone, sprain, bruising, ligamentous, etc)</i>							

.....
Date

.....
PLAINTIFF

.....
JUSTICE OF THE PEACE

Describe any scars:
Describe any parts of the body lost: <i>(eg. tooth, eye, finger, leg, etc)</i>
Dates of period spent in hospital: <i>(if more than one period, please particularise)</i>
Period off work: <i>(please give dates, name and address of employer)</i>
Describe any loss of ability to perform: (a) Domestic task, type of task and for how long: (b) Recreational activity – type of activity and how long: <i>(e.g. sport, gardening, etc)</i>
Describe any symptoms still being experienced:
State the highest permanent disability stated by your medical advisors:
Do you medical advisors state that you have any psychiatric problems caused by the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No

.....
Date

.....
PLAINTIFF

.....
JUSTICE OF THE PEACE

Other injury

If you have suffered any other injury before or after the accident/incident, give the following details.

Date of other injury, where and how it occurred:

Nature of other injury:

Any ongoing effects or disabilities from that injury:

Any compensation received for or in relation to the other injury. If Court proceedings were started with respect to that other injury, identify the Court, the Court action number and the result (you may get this information from the Court that you used):

State any WorkCover payments received for or in relation to the other injury and the period/s for which the payments were made:

Medical treatment and expenses

Give details of the names and addresses of all medical practitioners, dentists, physiotherapists, chiropractors, psychologists and any other health professionals whom the plaintiff has consulted in relation to the injury caused by the accident/ incident with the dates of each consultation. If a claim is being made for the cost of any consultation fill in the last two columns and be prepared to produce receipts for each amount claimed.

Name	Address	Dates Consulted	Fee	Tick if paid
			\$	<input type="checkbox"/>
			\$	<input type="checkbox"/>
			\$	<input type="checkbox"/>
			\$	<input type="checkbox"/>
			\$	<input type="checkbox"/>

IMPORTANT NOTICE

If you intend to call any medical or similar witnesses at the trial, you must obtain a written report from the proposed witness and supply a copy of that report within 21 days of receiving the report to the Court and the defendant.

.....
Date

.....
PLAINTIFF

.....
JUSTICE OF THE PEACE

Loss of income		
Name and address of employer on the date of the accident/incident:		
Approximate date of commencement of the employment held at the date of the accident/incident:		
Period off work as a result of the injury: <i>(if more than one period give the details)</i>		
Describe any change of duties resulting in a loss of income as a result of the injury, the loss of income after tax and the period during which the loss occurred:		
Describe any money received from WorkCover, Department of Social Security, insurance or other compensation received with respect to loss of income and give details of the periods to which it related:		
Give your gross annual taxable income and the total income tax paid with respect to that income for the 3 financial years immediately prior to the accident/incident:		
Give your gross annual taxable income and the total income tax paid with respect to that income in relation to the financial years in respect of which any loss of income is claimed:		
Describe attempts made by you to obtain alternative employment since the accident/incident:		

.....
Date

.....
PLAINTIFF

.....
JUSTICE OF THE PEACE

NOTICE OF DIRECTIONS HEARING
Minor Civil Action (other than minor statutory proceedings)

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO:							
Full Name							
and							
Full Name							
and							
Full Name							
<p>You are required to attend at a Directions Hearing at the Trial Court on the day of 20 at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>The purpose of this Directions Hearing is to negotiate a settlement and discuss whether the action should be referred to ADR or expert appraisal and to set a timetable to bring it to trial.</p> <p>Not less than 7 days before this Directions Hearing you must file and serve a list of all documents that are directly relevant to any issue in the proceedings.</p> <p>You should attend with all documentation you have about the dispute. You do not need to bring your witnesses. You should think about how you could settle this dispute.</p> <p>The parties must attend in person. If you are unable to attend due to remoteness or other proper cause, you must make prior arrangements with the Registrar of the Trial Court to be available at the appointed time by telephone or video link. An insurer, which is subrogated to the rights of the party, may attend on behalf of that party.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>							
..... Date			 REGISTRAR			

NOTICE OF DIRECTIONS HEARING
 General Claim or Statutory Application
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO:							
Full Name							
and							
Full Name							
and							
Full Name							
<p>You are required to attend at a Directions Hearing at the Trial Court on the day of 20 at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>The purpose of this Directions Hearing is to negotiate a settlement and discuss whether the action should be referred to ADR or expert appraisal and to set a timetable to bring it to trial.</p> <p>Not less than 7 days before this Directions Hearing you must file and serve a list of all documents that are directly relevant to any issue in the proceedings.</p> <p>The parties must attend in person, or by their legal representative. If you are unable to attend due to remoteness or other proper cause you must make prior arrangements with the Registrar of the Trial Court to be available at the appointed time by telephone or video link. An insurer, which is subrogated to the rights of the party, may attend on behalf of that party.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>							
..... Date			 REGISTRAR			

NOTICE OF DIRECTIONS HEARING
 Minor Statutory Proceedings or Neighbourhood Dispute
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO:							
Full Name							
and							
Full Name							
and							
Full Name							
<p>You are required to attend at a Directions Hearing at the Trial Court on the day of 20</p> <p>at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>The purpose of this Directions Hearing is to negotiate a settlement and discuss whether the action should be referred to ADR or expert appraisal and to set a timetable to bring it to trial.</p> <p>Not less than 7 days before this Directions Hearing you must file and serve a list of all documents that are directly relevant to any issue in the proceedings.</p> <p style="padding-left: 40px;"><i>If this claim involves a monetary claim for more than \$25,000 or a claim for relief in the nature of an order to carry out work of a value of more than \$25,000, at the Directions Hearing, either of you may elect to exclude this dispute from the Rules governing minor civil actions.</i></p> <p>The parties must attend in person. If you are unable to attend due to remoteness or other proper cause, you must make prior arrangements with the Registrar of the Trial Court to be available at the appointed time by telephone or video link.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>							
..... Date			 REGISTRAR			

**NOTICE OF CONCILIATION CONFERENCE or
JUDICIAL INTIMATION BY A MAGISTRATE**

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Trial Court				Action No	
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>	
TO:					
Full Name					
and					
Full Name					
and					
Full Name					
<p>You are required to attend at a Conciliation Conference/Judicial Intimation at the Trial Court on the day of 20 at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>The parties must attend in person even if their legal representatives attend. If you are unable to attend in person you must make prior arrangements with the Registrar of the TRIAL COURT to be available at the appointed time by telephone.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>					
..... Date		 REGISTRAR		

NOTICE OF PRETRIAL DIRECTIONS HEARING
Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO:							
Full Name							
and							
Full Name							
and							
Full Name							
<p>You are required to attend a Pre Trial Directions Hearing at the Trial Court on the day of 20 at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>This conference is to set a date for trial and to give directions about the conduct of the trial including to bring only necessary evidence before the Court in the most cost effective way, limit the number of witnesses and any other matter to facilitate the expeditious and economical disposition of the action. Please attend with knowledge of witness availability.</p> <p>Not less than 7 days before the Pretrial Directions Hearing you must file and serve Form 52 and any document or expert report you will rely upon at the trial.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>							
..... Date REGISTRAR						

NOTICE OF HEARING

Minor Civil Action

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Trial Court				Action No		
Address	Street			Telephone	Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address	
TO:						
Full Name						
and						
Full Name						
and						
Full Name						
<p>The above action will be listed for hearing at the Trial Court on the day of 20</p> <p>at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>If you wish to win the case, you must attend with all available witnesses and all relevant paper work. The notice board will have a trial list to tell you which courtroom to go to. At the Court, you must tell the Court staff you are there and answer your name when it is called.</p> <p>If the case is for damage to a motor vehicle, bring your repair quotes, tow receipts, and if the vehicle was a write-off, proof of its value before the accident.</p> <p>If the case is for personal injury, bring any medical reports and proof of any loss of wages, medical and other expenses. Copies of medical reports must be given to the other parties within 21 days of receiving them and before the hearing day.</p> <p>If a party at the hearing date will be under 18 years of age, he/she must appoint a litigation guardian and advise the other parties and the Court of the name and address of the litigation guardian.</p> <p>If you are not ready for or cannot attend the hearing and need an adjournment, you should make an application to the TRIAL COURT for an adjournment. Do not leave it until the hearing or you may be ordered to pay the other party's costs or lose the case.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listings Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>						
.....					
Date			REGISTRAR			

NOTICE OF HEARING
 General Claim or Statutory Application
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO:							
Full Name							
and							
Full Name							
and							
Full Name							
The above action will be listed for hearing at the Trial Court on the day of 20 at am/pm. If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence. If you are not ready for the hearing, or need an adjournment, you must make an application to the TRIAL COURT for an adjournment as soon as possible. If you leave it until the hearing it may be refused or you may be ordered to pay costs. If you need an INTERPRETER, you must immediately advise the Trials/Listing Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing. If a party at the hearing date will be under 18 years of age, he/she must appoint a litigation guardian and advise the other parties and the Court of the name and address of the litigation guardian. I certify that I have given a copy of this Notice to the parties shown above.							
..... Date			 REGISTRAR			

NOTICE OF HEARING

Appeal or Review

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
TO:							
Full Name							
and							
Full Name							
and							
Full Name							
<p>The above appeal or review will be listed for hearing at the Trial Court on the day of 20</p> <p>at am/pm.</p> <p>If you fail to attend within 15 minutes of the appointed time, the action may be determined in your absence.</p> <p>You must attend with all available witnesses and all relevant paperwork. The notice board will have a trial list to tell you which courtroom to go to. At the Court, you must tell the Court staff you are there and answer your name when it is called.</p> <p>If you are not ready for, or cannot attend, the hearing and need an adjournment you should make an application to the Trial Court for an adjournment. Do not leave it until the hearing or you may be ordered to pay the other party's costs or lose the case.</p> <p>If you need an INTERPRETER, you must immediately advise the Trials/Listing Section of the TRIAL COURT of the language and dialect you require. Give your name, action number and the date of hearing.</p> <p>I certify that I have given a copy of this Notice to the parties shown above.</p>							
.....						
Date				REGISTRAR			

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY I did personally serve a copy of this summons and Form 17 on the witness named herein at _____	
on the _____ day of _____ 20____, between the hours of _____ and _____	
SWORN before me at _____ on the _____ day of _____ 20____	_____
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

PLEASE COMPLETE STATEMENT AND BRING TO COURT WITH PROOF OF INCOME

(e.g. recent pay slip or Centrelink statement)

You will be asked to swear that the information is correct and it may be shown to the creditor

Court File No:

Family Name:		Date of Birth :	
Other Names:			
Address:			
Phone Nos	Home:	Work:	Mobile:
Dependants:			
Bank where accounts held:			
Employer's name/address:			
A INCOME	\$ per fortnight	B EXPENSES	\$ per fortnight
Wage / Salary (after tax)		Rent / Board	
Spouse income		Mortgage (home loan)	
Income from Rent or Board		Food	
Child Support		Household (Groceries, cleaning, maintenance)	
Self Employed		Health (Medicine, Chemist, health fund)	
Investments/dividends		Clothing	
Pensions, Benefits and		Children (nappies, formula, sport, child care, etc)	
Allowances (specify)		Education (fees, books, uniforms etc)	
Other (name)		Energy (electricity, gas, heating fuel etc)	
Other (name)		Phone and internet	
		Rates (Council and SA Water)	
Total Income (A)	\$	Insurance (house, contents)	
		Vehicle Expenses (petrol, registration, insurance, repairs and maintenance)	
ASSETS AND LIABILITIES			
ASSETS:	Value of Asset	Other transport (bus, taxi)	
Real Estate	\$	Other (e.g. haircare, glasses, dentist, leisure, bank fees, emergency services levy)	
Vehicle	\$	Judgment Debts	
Savings	\$	Fines	
Other (name)	\$	Car Loan	
Other (name)	\$	Credit Card	
Total Assets	\$		
LIABILITIES:	Balance owed on debts		
Judgment debts	\$	Other (name)	
Fines (outstanding with Court)	\$	Other (name)	
Mortgage	\$	Total Expenses (B)	\$
Car loan	\$		
Credit Card	\$	SUMMARY	
Centrelink	\$	TOTAL INCOME (A)	\$
Other (name)	\$	minus TOTAL EXPENSES (B)	\$
Other (name)	\$		
Total Liabilities	\$	BALANCE	\$

I,
by evidence on oath/affirmation swear the information on this form is true and correct.

Signature

Date

You have been summonsed to attend court to establish how the attached debt can be paid based on your financial circumstances. It is important that you are well prepared before you attend court to give an accurate picture of your financial situation.

FINANCIAL COUNSELLING SERVICES

The Financial Counselling Service is a **FREE** and **CONFIDENTIAL** counselling and advisory service for people who are:

- * having trouble making ends meet
- * in debt or have high bills
- * faced with a sudden drop in income
- * behind in loan/credit repayments
- * unfairly or unjustly treated by traders or creditors
- * facing court action because of debts
- * considering bankruptcy

You will still have control of your money. Financial Counsellors will provide the skills and knowledge to help you to work out your money problems. However, the decision to follow the advice is yours.

Financial Counsellors can:

- * talk to your creditors about your debts
- * advocate for you if you have been treated unfairly
- * help you plan your finances

Financial Counsellors can give you information and advice on:

- * dealing with creditors
- * concessions and benefits
- * consumer rights
- * credit and debt issues
- * bankruptcy information

If you would like the services of a Financial Counsellor, please call **1800 007 007** and make an appointment with one of the financial counselling service agencies listed on the South Australian Financial Counselling Association's website: www.safca.info/help.html

SUMMONS TO COMPANY OFFICER
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use
Date Filed

Registry				Action No	
Address	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	
Judgment Creditor					
Full Name					
Judgment Debtor					
Full Name					
Filed by:					
Witness Summoned					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	
<p>YOU MUST ATTEND the Court at _____ on the _____ day of _____ 20____ at _____ am/pm to give evidence in the above action or to produce the documents listed below and to continue in attendance for as long as the Court requires.</p> <p>If you do not obey this summons you may be arrested and brought to the Court and may be liable for expenses caused by your failure to attend.</p> <p>You must produce the accounts and financial records of the company, named: _____</p> <p>and all other related documents which are in your possession, custody or power.</p> <p>Total amount owing: \$ _____</p>					
..... Date MAGISTRATES COURT				

AFFIDAVIT OF PROOF OF SERVICE

I, _____	of _____
Occupation:	_____
MAKE OATH AND SAY I did personally serve a copy of this summons and Form 17 on the witness named herein at _____	
on the _____ day of _____	20____, between the hours of _____ and _____
SWORN before me at _____	
on the _____ day of _____	20____
Signature _____ <small>(Person authorised to take Affidavits) (e.g. Justice of the Peace)</small> SERVER

EXAMINATION SUMMONS

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use
Date Filed

Registry				Action No		
Address	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		

Judgment Creditor

Full Name						
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		

Judgment Debtor

Full Name						
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		

The judgement creditor claims that you have failed to comply with an order for payment as follows:

Judgment Debt \$ due date but unpaid

OR

Instalment payments

 Payment \$ due date but unpaid

 Payment \$ due date but unpaid

You may have failed to make other payments due.

TO THE JUDGMENT DEBTOR

You must appear at the Court at
on the day of 20 at am/pm to be examined.

If you do not attend within 15 minutes of the appointed time and wait until your case is called you may be arrested.

If you have failed to comply with an order for payment of the judgment debt or to pay two instalments you may be gaoled for up to 40 days. You should be prepared to explain why you have failed to comply with the order and to make all payments due at the hearing.

TOTAL OWING \$

..... Date MAGISTRATES COURT
---------------	----------------------------

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY I did personally serve the Judgment Debtor with a copy of this summons and Form 17 at	
on the _____ day of _____ 20____, between the hours of _____ and _____	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

GARNISHEE ORDER NISI
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use
Date Filed

Registry				Action No	
Address	Street	Telephone		Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Judgment Creditor					
Full Name					

Judgment Debtor					
Full Name					

Garnishee					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street	Telephone		Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Solicitor for Garnishee (name)					
Address	Street	Telephone		Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Upon the application of the judgment creditor and upon reading the affidavit/s of filed herein, and in respect of salary or wages being satisfied that the judgment debtor consents and upon hearing the judgment creditor, it is ordered that all debts due or accruing due from the abovenamed garnishee to the judgment debtor be attached to answer the judgment debt herein which now amounts to \$

It is further ordered that the abovenamed garnishee appear at the Court at on the day of 20 at am/pm to show cause why s/he should not pay to the judgment creditor the debt and such costs as may be allowed and that the costs of obtaining this order including attendance fee be \$

Balance owing after payments	\$
Interest since last process	\$
Cost of order	\$
TOTAL	\$

GARNISHEE – FAILURE TO COMPLY WITH THIS ORDER IS A CONTEMPT OF COURT AND MAY MAKE YOU PERSONALLY LIABLE FOR THE MONIES ATTACHED.

..... Date MAGISTRATES COURT
---------------	----------------------------

GARNISHEE ORDER ABSOLUTE
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au

Court Use
Date Filed

Registry					Action No								
Address	Street		Telephone		Facsimile	DX							
	City/Town/Suburb		State	Postcode	Email Address								
Judgment Creditor													
Full Name													
Judgment Debtor													
Full Name													
Garnishee													
Full Name													
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone		Facsimile	DX							
	City/Town/Suburb		State	Postcode	Email Address								
Solicitor for Garnishee (name)													
Address	Street		Telephone		Facsimile	DX							
	City/Town/Suburb		State	Postcode	Email Address								
<p>It is ordered that the above named garnishee pay to the judgment creditor the debt due from the garnishee to the judgment debtor, or so much as may satisfy the total due.</p> <p>In default of compliance with this order execution may issue for the total due as if it was due from the garnishee to the judgment creditor as a judgment of the court.</p> <p>It is further ordered that the costs of obtaining this order absolute (including attendance) be \$</p> <table> <tr> <td>Total due on order nisi</td> <td>\$</td> </tr> <tr> <td>Cost of order absolute</td> <td>\$ _____</td> </tr> <tr> <td>TOTAL</td> <td>\$</td> </tr> </table> <p>GARNISHEE – FAILURE TO COMPLY WITH THIS ORDER IS A CONTEMPT OF COURT AND WILL MAKE YOU PERSONALLY LIABLE FOR THE MONIES ATTACHED.</p>								Total due on order nisi	\$	Cost of order absolute	\$ _____	TOTAL	\$
Total due on order nisi	\$												
Cost of order absolute	\$ _____												
TOTAL	\$												
..... Date MAGISTRATES COURT												



WARRANT OF SALE

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:

Registry				Action No	
Address	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Balance owing after payments	\$
Interest since last process	\$
Issue fee	\$
Service fee	\$
Solicitor's fee (including attendance)	\$
other	\$
TOTAL OWING	\$
(plus interest on the balance accruing from date of issue and the costs of executing this Warrant)	

Judgment Creditor	
Full Name	

Judgment Debtor	
Full Name	

The judgment debtor owes the judgment creditor the above total owing.

TO THE SHERIFF:

1. Sell such of the real and personal property of the defendant as are within the State of South Australia to satisfy the above total owing plus interest until you receive payment plus the costs of executing this Warrant.
2. Report in writing to the above Registry of the Court concerning your execution of this Warrant and the results of it.

Specify known property of the judgment debtor:

..... Date REGISTRAR
---------------	--------------------

Court Seal:



**WARRANT OF COMMITMENT FOR
NON-COMPLIANCE WITH ORDER FOR
PAYMENT**

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use
Date Filed:

Registry				Action No													
Address	Street		Telephone	Facsimile	DX												
	City/Town/Suburb	State	Postcode	Email Address													
Judgment Creditor																	
Full Name																	
Judgment Debtor																	
Full Name				DOB	dd/mm/yyyy												
Address	Street																
	City/Town/Suburb	State	Postcode														
TO THE SHERIFF AND TO THE CHIEF EXECUTIVE OFFICER (under the <i>Correctional Services Act 1982</i>)																	
<p>TAKE NOTICE that on the day of 20 , the Court found that the judgment debtor had without proper excuse fail to comply with an order for payment.</p> <p>AND THE COURT ORDERED that he/she be committed to prison for days or until he/she had complied with the order for payment.</p> <p>You are therefore required to arrest the judgment debtor and deliver him/her to the Chief Executive Officer who is required to receive and safely keep him/her detained for days or until the Registrar of the Magistrates Court withdraws the Warrant or until he/she is discharged in accordance with law.</p>																	
<p>The prisoner must be discharged if he/she pays the following:</p> <p><input type="checkbox"/> the judgment debt including costs and interest to the date of this Warrant: \$ OR in relation to non-payment of instalments</p> <p><input type="checkbox"/> the arrears of instalments to the date of the order for imprisonment as follows:</p> <table style="width: 100%;"> <tr> <td>Payment</td> <td>\$</td> <td>due date</td> </tr> <tr> <td>Payment</td> <td>\$</td> <td>due date</td> </tr> <tr> <td>Payment</td> <td>\$</td> <td>due date</td> </tr> <tr> <td>TOTAL</td> <td>\$</td> <td></td> </tr> </table>						Payment	\$	due date	Payment	\$	due date	Payment	\$	due date	TOTAL	\$	
Payment	\$	due date															
Payment	\$	due date															
Payment	\$	due date															
TOTAL	\$																
<p>..... Date</p>			<p>..... REGISTRAR</p>														
Date of issue:			Court Seal:														
This Warrant expires:																	

CHARGING ORDER

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
 Enforcement of Judgments Act 1991
 Section 8

Court Use

Date Filed:

This document must be served on the respondent personally

Trial Court				Action No	
Address	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	

Judgment Creditor

Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor (if any)					

Judgment Debtor

Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone	Facsimile
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor (if any)					

Upon the application of the judgment creditor by application dated on
 before his/her Honour
 UPON READING the Affidavit filed herein AND UPON HEARING of
 Counsel for the judgment creditor and for the judgment debtor/s

IT IS ORDERED:

1. That the judgment debtor/s pay the judgment creditor/s the costs of and incidental to this Application and of registering this charging order which are fixed at \$ and of discharging it which are fixed at \$.
2. That the property of the judgment debtor/s being all the estate and interest of the judgment debtor/s in the land and improvements thereon comprised in and described by Certificate of Title Register Book Volume folio BE AND IS HEREBY CHARGED with the payment of the judgment debt herein including interest accrued and accruing under the *Magistrates Court (Civil) Rules 2013* and costs ordered in paragraph 1.
3. That this Charge will remain in force until:
 - 3.1 The judgment debt and costs and interest are paid in full;
 - 3.2 A memorial of the discharge of this Charge is entered on the Certificate of Title to the land hereby charged under paragraph 6 of this Order;
 - 3.3 The Court orders that this Charge (Order) be discharged, whichever shall first occur.
4. That the said judgment debtor/s are prevented from dealing with the land hereby charged whilst this Charge remains in force.

5. That the Registrar-General of the Lands Titles Office Registration Office shall forthwith upon the production of an Application in a form approved by him/her and a sealed copy of this Charging Order enter a memorial of this Charge on the original Certificate of Title for the land hereby charged notwithstanding any Warrant of Sale, Caveat or other interest entered on that Certificate of Title and notwithstanding that the duplicate Certificate of Title has not been produced to him.
6. That this order does not prevent the Registrar-General from completing the registration of any instrument affecting the land that was produced for registration before the receipt by the Registrar-General of the application referred to in the previous paragraph.
7. That the Registrar-General shall enter on the said Certificate of Title a memorial of the discharge of the Charge upon the application in a form approved by him of the judgment creditor or the judgment creditor's solicitors.
8. That the parties, the Registrar-General and any other person affected by this Charging Order have liberty to apply to vary or discharge this order.

.....
Date

.....
MAGISTRATE



SEARCH WARRANT

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au*Criminal Assets Confiscation Act 2005*

Section 172

Court Use

Date Filed:

Registry				Action No		
Address	Street		Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address	
Applicant						
Full Name						
Address	Street		Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address	
Rank and ID No.						
Defendant						
Full Name					DOB	dd/mm/yyyy
Address	Street		Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address	
Application made:						
<input type="checkbox"/> Personally						
<input type="checkbox"/> By telephone – in my opinion, the following facts justify the issue of the warrant						
Terms of the Warrant						
<input type="checkbox"/> Property						
This warrant authorises any member of the police force, with assistants the officer considers necessary to seize:						
and documents and other material relevant to identifying, tracing, locating or quantifying that property.						
<input type="checkbox"/> Person						
This warrant authorises any member of the police force, with assistants the officer considers necessary to search:						
and seize anything that the police officer executing the warrant suspects on reasonable grounds to be material liable to seizure under the <i>Criminal Assets Confiscation Act 2005</i> , or a document or other material relevant to identifying, tracing, locating or quantifying material liable to seizure under that Act.						
<input type="checkbox"/> Premises						
This warrant authorises any member of the police force, with assistants the officer considers necessary to enter and search:						
and anything in the premises and seize anything that the police officer executing the warrant suspects on reasonable grounds to be material liable to seizure under the <i>Criminal Assets Confiscation Act 2005</i> , or a document or other material relevant to identifying, tracing, locating or quantifying material liable to seizure under that Act.						

Hours during which the warrant may be executed:

- Day** – this warrant must not be executed between 7 pm and 7 am the following morning
- Day/Night** – this warrant may be executed between 7 pm and 7 am the following morning

This warrant expires 1 month from the date of issue.

I am satisfied that there are in the circumstances of the case, reasonable grounds for issuing a warrant

Time

Date

.....
MAGISTRATE



DUPLICATE SEARCH WARRANT

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Criminal Assets Confiscation Act 2005

Section 173

Court Use

Date Filed:

Registry				Action No			
Address	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
Applicant							
Full Name							
Address	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
Rank and ID No.							
Defendant							
Full Name						DOB	dd/mm/yyyy
Address	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
Facts that justify issue of warrant							
The Magistrate has informed me that, in the opinion of the Magistrate the following facts justify the issue of the warrant:							
I undertake to make an affidavit verifying those facts.							
The Magistrate has informed me that the following are the terms of the warrant.							
Terms of the Warrant							
<input type="checkbox"/> Property							
This warrant authorises any member of the police force, with assistants the officer considers necessary to seize:							
and documents and other material relevant to identifying, tracing, locating or quantifying that property.							
<input type="checkbox"/> Person							
This warrant authorises any member of the police force, with assistants the officer considers necessary to search:							
and seize anything that the police officer executing the warrant suspects on reasonable grounds to be material liable to seizure under the <i>Criminal Assets Confiscation Act 2005</i> , or a document or other material relevant to identifying, tracing, locating or quantifying material liable to seizure under that Act.							

Premises

This warrant authorises any member of the police force, with assistants the officer considers necessary to enter and search:

and anything in the premises and seize anything that the police officer executing the warrant suspects on reasonable grounds to be material liable to seizure under the *Criminal Assets Confiscation Act 2005*, or a document or other material relevant to identifying, tracing, locating or quantifying material liable to seizure under that Act.

Hours during which the warrant may be executed:

- Day** – this warrant must not be executed between 7 pm and 7 am the following morning
- Day/Night** – this warrant may be executed between 7 pm and 7 am the following morning

This warrant expires 1 month from the date of issue.

I am satisfied that there are in the circumstances of the case, reasonable grounds for issuing a warrant

Time

Date

.....
MAGISTRATE

FREEZING ORDER

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au
Criminal Assets Confiscations Act 2005
 Section 18

Court Use
Date Filed:

Registry		Action No	
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i> <i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i> <i>Email Address</i>

Applicant			
Full Name			
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i> <i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i> <i>Email Address</i>
Rank and ID No.			

Defendant			
Full Name		DOB	<i>dd/mm/yyyy</i>
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i> <i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i> <i>Email Address</i>

Application made: <input type="checkbox"/> Personally <input type="checkbox"/> By telephone – in my opinion, the following facts justify the issue of the warrant:

Terms of the Warrant I, the undersigned Magistrate, order that <i>(the specified financial institution)</i> must not allow any person to make transfers or withdrawals from the following account: Account Name: Account Number: Except in the following manner and circumstances:
--

This warrant ceases to be in force on the making of a restraining order in respect of the money in the account or 72 hours after the time which the order took effect, whichever occurs first.

I am satisfied that there are, in the circumstances of the case, reasonable grounds for issuing a warrant.

Time	Date MAGISTRATE
------	------	---------------------

**NOTICE OF OBJECTION TO AN ORDER ALREADY
MADE UNDER THE *SERIOUS AND ORGANISED CRIME
(CONTROL) ACT 2008***

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use
Date Filed:

Trial Court				Action No		
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		

Objector

Full Name						
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		

Solicitor (if any)

Grounds of objection:

.....

Date

.....

OBJECTOR

Hearing details	Registry		Date	
	Address		Time	am/pm
	Telephone	Facsimile	Email Address	

.....

Date

.....

REGISTRAR

IMPORTANT NOTICE TO OBJECTOR

Please note that you may only object to the Public Safety Order if it operates for MORE than 7 days. You need to lodge this notice with the Court before the end of the period for which the order operates, or within 14 days of the date on which the order became binding on you, whichever occurs first.

YOU must serve a copy of this Notice on the Commissioner of Police by registered post at least 2 days before the day appointed for hearing of the Notice.

Form 41

**AUTHORISATION ORDER FOR A PUBLIC SAFETY
ORDER UNDER THE *SERIOUS AND ORGANISED
CRIME (CONTROL) ACT 2008***

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:

Trial Court				Action No			
Address	<i>Street</i>			<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
Applicant							
Full Name							
Address	<i>Street</i>			<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
Rank and ID No.							
Person against whom this order is made							
Full Name						DOB	<i>dd/mm/yyyy</i>
Address	<i>Street</i>			<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>	
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>			
OR Class of persons against whom this order is made							
Specify the criteria defining the class OR list members of the class: <i>(attach additional pages if necessary)</i>							
<p>Application made:</p> <input type="checkbox"/> Court/Chamber <input type="checkbox"/> By telephone – in my opinion, the following facts justify the making/variation of the order:							

Details of this Order

I AM SATISFIED that this case is of sufficient urgency to justify dealing with the application without requiring the personal attendance of the applicant. (telephone application only)

I, the undersigned Magistrate, authorise
(a senior police officer) to: (select those which apply)

- make a public safety order that operates for a period of more than 72 hours or, in the case of a public safety order relating to a specified event that occurs over a period in excess of 72 hours, the total duration of the event (section 25(1)(a));
or
- vary a public safety order so that it operates for a period of more than 72 hours or, in the case of a public safety order relating to a specified event that occurs over a period in excess of 72 hours, the total duration of the event (section 25(1)(b));
or
- make a public safety order relating to a person who has, within the immediately preceding period of 72 hours, been subject to another public safety order (section 25(1)(c)).

The maximum period for which the public safety order may operate is:

Registry of issue:

.....
Date

.....
MAGISTRATE

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve <i>(name of person served)</i>	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By leaving a copy at premises which the server has reasonable cause to believe the person is present at with someone apparently over the age of 16 years. <input type="checkbox"/> By posting a copy to a person or an agent of the person at the person's or agent's last known place of residence or business. <input type="checkbox"/> By any other method prescribed by the regulations, please specify: _____	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

UNEXPLAINED WEALTH APPLICATION
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Serious and Organised Crime (Unexplained Wealth) Act 2009
 Sections 14, 15, 16, 20 and 25

Court Use
Date Filed:

Registry				Action No			
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Applicant							
Full Name							
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Rank and ID No.							
Defendant							
Full Name						DOB	<i>dd/mm/yyyy</i>
Address	<i>Street</i>			<i>Telephone</i>		<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>		<i>State</i>	<i>Postcode</i>	<i>Email Address</i>		
Particulars of Action							
The Commissioner of Police applies to the Magistrates Court for:							
<input type="checkbox"/> s 14 – a monitoring order <input type="checkbox"/> s 15 – an examination and/or production order <input type="checkbox"/> s 16 – a warrant <input type="checkbox"/> s 20 – a restraining order <input type="checkbox"/> s 25 – a variation or revocation of restraining order							
The terms of the orders sought are:							
The application is supported by an affidavit/s of:							
Name						made on	
Name						made on	
Name						made on	
The grounds upon which the application is made are:							
..... Date			 APPLICANT			

**WARRANT****Magistrates Court of South Australia (Civil Division)**
www.courts.sa.gov.au
Serious and Organised Crime (Unexplained Wealth) Act 2009

Section 16

Court Use

Date Filed:

Registry				Action No			
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Applicant							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Rank and ID No.							
Defendant							
Full Name						DOB	dd/mm/yyyy
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Application made:							
<input type="checkbox"/> Personally <input type="checkbox"/> By telephone – in my opinion, a warrant is urgently required and there is not enough time to make an application personally. In my opinion, the following facts justify the issue of the warrant under s 16(4):							
Terms of the Warrant							
<input type="checkbox"/> Property This warrant authorises any police officer, with assistants the officer considers necessary, to seize documents and other articles relevant to identifying, tracing, locating or valuing the wealth of the abovenamed defendant. Set out further terms of the warrant if applicable:							
<input type="checkbox"/> Person This warrant authorises any police officer, with assistants the officer considers necessary, to search: and to seize any document or article suspected on reasonable grounds to be a document or article relevant to identifying, tracing, locating or valuing the wealth of the abovenamed defendant. Set out further terms of the warrant if applicable:							
<input type="checkbox"/> Premises This warrant authorises any police officer, with assistants the officer considers necessary, to enter and search premises situated at: and to seize any document or article suspected on reasonable grounds to be a document or article relevant to identifying, tracing, locating or valuing the wealth of the abovenamed defendant. Set out further terms of the warrant if applicable:							

Hours during which the warrant may be executed:

- Day** – this warrant must not be executed between 7 pm and 7 am the following morning
- Day/Night** – this warrant may be executed between 7 pm and 7 am the following morning

This warrant expires 1 month from the date of issue.

I am satisfied that there are in the circumstances of the case, reasonable grounds for issuing a warrant

Time

Date

.....
MAGISTRATE

NOTICE OF OBJECTION
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Serious and Organised Crime (Unexplained Wealth) Act 2009
 Section 24

Court Use
Date Filed:

Trial Court				Action No		
Address	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		

Objector						
Full Name					DOB	dd/mm/yyyy
Address	Street		Telephone	Facsimile	DX	
	City/Town/Suburb	State	Postcode	Email Address		
Solicitor (if any)						

Date restraining order made:

Grounds of objection:

1. The objector objects to:
- the restraining order;
 - or
 - the following paragraphs of the restraining order:

2. The grounds of objection are:

.....
Date

.....
OBJECTOR

Hearing details	Registry	Date	
	Address	Time	am/pm
	Telephone	Facsimile	Email Address

.....
Date

.....
REGISTRAR

IMPORTANT NOTICE

This notice must be served on the Commissioner of Police by registered post at least 7 days before the above hearing date.

MONITORING ORDER
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Serious and Organised Crime (Unexplained Wealth) Act 2009
 Section 14

Court Use
Date Filed:

Trial Court				Action No	
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>	

Deposit Holder

Full Name					
Address	<i>Street</i>		<i>Telephone</i>	<i>Facsimile</i>	<i>DX</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>	<i>Email Address</i>	

Details of order

On application by the Commissioner of Police, I am satisfied that there are proper grounds for the issue of an order requiring you to report, as soon as practicable, transactions of a kind specified in this order, which are relevant to identifying, tracing, locating or valuing the following person's wealth:

I order that you are required to provide the following: *(specify the kind of information the deposit holder is required to give)*

in the following form and manner:

.....
Date

.....
MAGISTRATE

IMPORTANT NOTICE TO DEPOSIT HOLDER

- If you fail to comply with this order you will be guilty of an offence and could be liable for a \$5,000 fine or imprisonment for 1 year.
- If you disclose the existence or nature of this monitoring order to another person, or disclose information to another person from which the other person could infer the existence or nature of the order, you will be guilty of an offence and could be liable for a \$10,000 fine or imprisonment for 2 years.

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve <i>(name of person served)</i>	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By leaving a copy at premises which the server has reasonable cause to believe the person is present at with someone apparently over the age of 16 years. <input type="checkbox"/> By posting a copy to a person or an agent of the person at the person's or agent's last known place of residence or business. <input type="checkbox"/> By any other method prescribed by the regulations, please specify:	
II. I served the person at (state the address, DX number, fax number etc.)	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

EXAMINATION and/or PRODUCTION ORDER
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Serious and Organised Crime (Unexplained Wealth) Act 2009
 Section 15

Court Use
Date Filed:

Trial Court				Action No	
Address	Street	Telephone		Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Witness

Full Name					
Address	Street	Telephone		Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Details of order

On application by the Commissioner of Police, I order you to:

1. attend this Court on the _____ day of _____ 20____ at _____ am/pm and to give oral or affidavit evidence to the Court on questions relevant to identifying, tracing, locating, valuing either:

your wealth
or
 the following person's wealth:

OR

2. produce to the Court documents or other materials relevant to identifying, tracing, locating or valuing:

your wealth
or
 the following person's wealth:

..... Date MAGISTRATE
---------------	---------------------

IMPORTANT NOTICE TO DEPOSIT HOLDER

- If you fail to comply with this order you will be guilty of an offence and could be liable for a \$5,000 fine or imprisonment for 1 year.
- You may not refuse to give evidence or to produce documents or materials on the grounds that it could incriminate you of an offence. However, any evidence that is obtained from you cannot be used against you in proceedings where you are charged with an offence (other than in proceedings for an offence where you have knowingly provided false or misleading information).

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve <i>(name of person served)</i>	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By leaving a copy at premises which the server has reasonable cause to believe the person is present at with someone apparently over the age of 16 years. <input type="checkbox"/> By posting a copy to a person or an agent of the person at the person's or agent's last known place of residence or business. <input type="checkbox"/> By any other method prescribed by the regulations, please specify: _____	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

RESTRAINING ORDER
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Serious and Organised Crime (Unexplained Wealth) Act 2009
 Section 20

Court Use
Date Filed:

Trial Court		Action No	
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>
	<i>Email Address</i>	<i>DX</i>	

To:

Full Name			
Address	<i>Street</i>	<i>Telephone</i>	<i>Facsimile</i>
	<i>City/Town/Suburb</i>	<i>State</i>	<i>Postcode</i>
	<i>Email Address</i>	<i>DX</i>	

Details of order

On application by the Commissioner of Police, and being satisfied that this order is reasonably necessary to ensure payment of an amount that is, or may become, payable under an unexplained wealth order, you are hereby restrained from:

- transferring, dealing with, charging, mortgaging, assigning or disposing of the property hereinafter specified:

- operating or accessing any safe custody facility, including, but not limited to:

The grounds on which this order has been made are: *(excluding information which has been classified by the Commissioner of Police as criminal intelligence)*

.....
Date

.....
MAGISTRATE

IMPORTANT NOTICE

- This restraining order is enforced until such time as stipulated in s 27 of the Act.
- If you fail to comply with this restraining order you will be guilty of an offence and could be liable for a \$20,000 fine or imprisonment for 4 years.
- If this order was made on an application made without notice to you, you may lodge a notice of objection (Form 44) with the Court that made the order within 14 days of becoming aware of the making of the order (unless otherwise allowed by the Court). The Court may, on hearing your notice of objection, confirm, vary or revoke the restraining order. The grounds of objection must be stated fully and in detail in the notice of objection.
- You must serve a copy of the notice of objection on the Commissioner of Police by registered post at least 7 days before the day appointed for hearing.

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation:	_____
MAKE OATH AND SAY that:	
I. I did on the _____ day of _____ 20____, between the hours of _____ and _____ duly serve <i>(name of person served)</i>	
(Please tick the appropriate box)	
<input type="checkbox"/> By personal service on the person. <input type="checkbox"/> By leaving a copy at premises which the server has reasonable cause to believe the person is present at with someone apparently over the age of 16 years. <input type="checkbox"/> By posting a copy to a person or an agent of the person at the person's or agent's last known place of residence or business. <input type="checkbox"/> By any other method prescribed by the regulations, please specify: _____	
II. I served the person at (state the address, DX number, fax number etc.) _____	
III. I necessarily made _____ trips and travelled _____ kilometres for the purpose of effecting the service.	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

**APPLICATION TO REVIEW A DECISION OF THE
INDEPENDENT GAMBLING AUTHORITY**

Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Problem Gambling Family Protection Orders Act 2004

Section 16

Court Use

Date Filed:

Trial Court					Action No		
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Applicant							
Full Name							
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
Respondent							
Full Name					Complainant's Reference		
Address	Street			Telephone	Facsimile	DX	
	City/Town/Suburb		State	Postcode	Email Address		
Solicitor (if any)							
I am dissatisfied with a decision of the Independent Gambling Authority and seek a review pursuant to s 16 of the Act.							
Particulars of Authority's decision							
Date of decision:							
Details:							
Order Sought							
Please state the reason for your application:							
<p>.....</p> <p style="text-align: center;">Date APPLICANT</p>							
Hearing details	Registry			Date			
	Address			Time		am/pm	
	Telephone	Facsimile	Email Address				
I certify that I have served a copy of the Application on the Independent Gambling Authority.							
<p>.....</p> <p style="text-align: center;">Date REGISTRAR</p>							

ORDER
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Problem Gambling Family Protection Orders Act 2004
 Section 16

Court Use
Date Filed:

This document must be served on the respondent personally

Trial Court		Action No	
Address	Street	Telephone	Facsimile
	City/Town/Suburb	State	DX
	Postcode	Email Address	

Respondent

Full Name		Complainant's Reference	
Address	Street	Telephone	Facsimile
	City/Town/Suburb	State	DX
	Postcode	Email Address	

Solicitor (if any)

Details of this Order

On an application made on _____ by _____ I, the undersigned:

1. Affirm the decision of the Independent Gambling Authority.

or

2. Rescind the decision of the Independent Gambling Authority and Order:

- You are required to participate in a program of counselling, rehabilitation or special education.
- You are barred from taking part in gambling activities.
- You are barred from attending at premises where gambling activities may be undertaken.
- You are barred from attending at _____
- You are required to close account number _____
- You are restrained from contacting, harassing, threatening or intimidating a family member, namely _____ or any other person at a place where he/she resides or works to demand or request money for gambling related purposes.
- You are barred from taking possession of personal property, including money, namely _____ reasonably needed by _____
- You may only be on premises, namely _____ under the following conditions _____
- You may only approach _____ at their place of residence or work, or any other person at the place of work or residence under the following conditions _____
- You must return personal property or money, namely _____ to _____ or you must allow _____ to have access or make use of personal property, namely _____
- You are required to make arrangements for specified family members, namely _____ to be paid or have access to money owing or accruing to the you from a third party, namely _____
- You are required to make arrangements for specified family members, namely _____ to be paid or have access to your money that is in the hands of a third party (including money in an ADI account), namely _____
- Other _____

..... Date MAGISTRATE

AFFIDAVIT OF PROOF OF SERVICE

I, _____ of _____	
Occupation: _____	
MAKE OATH AND SAY I did personally serve a copy of this summons and Form 17 on the respondent named herein at _____	
on the _____ day of _____ 20____, between the hours of _____ and _____	
SWORN before me at _____ on the _____ day of _____ 20____	
Signature (Person authorised to take Affidavits) (e.g. Justice of the Peace) SERVER

NATIONAL CREDIT CODE APPLICATION
Magistrates Court of South Australia (Civil Division)

www.courts.sa.gov.au

Court Use

Date Filed:

Trial Court				Action No	
Address	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	

Amount claimed (if any)	\$
Court Fee on filing	\$
Service and Other Fee	\$
Solicitor's Fee	\$
TOTAL CLAIMED	\$ _____

Applicant					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor (name)					
Respondent					
Full Name					
Address <small>(Registered Office, if Body Corporate)</small>	Street		Telephone	Facsimile	DX
	City/Town/Suburb	State	Postcode	Email Address	
Solicitor (name)					
Particulars of action and remedy					
1. Briefly state the date, place and circumstances from which the claim arose:					

2. State the applicable section/s of the Code and remedy or relief sought:

3. Give the name, address, phone, fax, e-mail address of any person whose interests may be affected by the grant of the relief requested. State if that person is a supplier:

.....
Date

.....
APPLICANT

I certify that I have served a copy of this notice on the respondent and persons named whose interest may be affected by the relief requested and their given addresses.

.....
Date

.....
REGISTRAR

TRIAL PLAN
Magistrates Court of South Australia (Civil Division)
www.courts.sa.gov.au
Magistrates Court (Civil) Rules 2013
 Rule 78

Court Use

Date Filed:

Trial Court				Action No			
Address	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
Plaintiff							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
Defendant							
Full Name							
Address <small>(Registered Office, if Body Corporate)</small>	Street			Telephone		Facsimile	DX
	City/Town/Suburb		State	Postcode	Email Address		
This Trial Plan is filed by: <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant							
These facts are agreed:							
These facts should be agreed:							
These are the issues in dispute:							
This is a list of the documents that this party will rely upon at trial (copies to be attached):							

<p>These are the witnesses who are not experts that may be called by this party: <i>(the following details are required for each witness – name, interpreter and other special requirements, remote witness requirements, short summary of the issues in dispute that their evidence will address)</i></p>	
<p>These are the expert witnesses that may be called by this party (reports attached): <i>(the following details are required for each witness – name, interpreter and other special requirements, remote witness requirements, short summary of the issues in dispute that their evidence will address)</i></p>	
<p>This is a summary of the relevant legislation, common law and authorities (with citations and copies or internet references):</p>	
<p>This party will need the Court to have the following technology (software and hardware) available to present its evidence:</p>	
<p>The Counsel who will conduct the trial will be</p>	
<p>..... Date</p>	<p>..... COUNSEL/PARTY</p>