



AUSTRALIAN CAPITAL TERRITORY

**IN THE MAGISTRATES COURT
OF THE AUSTRALIAN CAPITAL TERRITORY**

**Annexure C to
Practice Direction Civil 3
2 October 2020**

File number:

.....
Applicant

.....
Respondent

Repeat as necessary for additional parties

**Form 3 Statement of facts, issues and contentions in support of
Fair Work claim filed under the *Fair Work Act 2009* (Cth)**

To be completed at the direction of the Court

Part A – Issues

List the issues that you wish the Magistrates Court to determine at hearing.

What questions do you want the Court to answer?

Attach an extra sheet if required

Part B – Facts

Describe to the Court what are the relevant facts as you perceive them.

Explain what happened that led to this matter being brought before the Court.

Do not include opinions. Do not include evidence.

However, you can mention evidence (documents and/or witnesses) which supports the facts you allege (e.g I started working on X date. My contract that I signed with the employer of Y date states this).

Attach an extra sheet if required

Part C – Contentions

List the conclusions you want the Court to reach.

Explain why those conclusions should be made.

Note: those conclusions should be made with reference to evidence or witnesses that you will be relying upon in presenting your case.

Attach an extra sheet if required

Part D – Decision sought

What orders are you seeking from the Court to finalise this matter?

Attach an extra sheet if required

Filed and signed:

.....
Signed by (print name/s)

applicant applicant's representative applicant's lawyer

respondent respondent's representative respondent's lawyer

Date:/...../.....