

PART A - Court Registry copy			
REGISTRY AT:		MAGISTRATES COURT of WESTERN AUSTRALIA MAGISTRATES COURT (CIVIL PROCEEDINGS) RULES 2004 APPLICATION UNDER CONFERRING ACT FORM 53	Case Number: Date Lodged:

Applicant/ Claimant	Name:		
	Address:		Post Code

Respondent/ Defendant	Name:		
	Address:		Post Code

APPLICATION MADE UNDER THE FOLLOWING ACT	
Act:	
Section:	
Description of any Land involved in this application:	

DETAILS OF CLAIM	

NOTICE OF HEARING	FINANCIAL DETAILS	
TAKE NOTICE that this claim has been set down in the Magistrates Court held at: On the of at	Amount of claim	
	Court Fee	
	Service Fee	
	Travelling Fee	
	Lawyers Costs	
	Total amount of claim	

APPLICANT/ CLAIMANT'S ADDRESS FOR SERVICE (Residential or Business)		Court Seal	
CONTACT DETAILS			
Telephone:	Email:	Fax:	Ref:
Signature of Applicant/Claimant or Lawyer:			

PART B – Respondent/ Defendant’s Service Copy			
REGISTRY AT:	MAGISTRATES COURT of WESTERN AUSTRALIA MAGISTRATES COURT (CIVIL PROCEEDINGS) RULES 2004 APPLICATION UNDER CONFERRING ACT FORM 53	Case Number:	
		Date Lodged:	

Applicant/ Claimant	Name:		
	Address:		Post Code

Respondent/ Defendant	Name:		
	Address:		Post Code

APPLICATION MADE UNDER THE FOLLOWING ACT
Act:
Section:
Address of Land (if application being made under Dividing Fence Act 1961):

DETAILS OF CLAIM

NOTICE OF HEARING	FINANCIAL DETAILS	
TAKE NOTICE that this claim has been set down in the Magistrates Court held at: On the of at	Amount of claim	
	Court Fee	
	Service Fee	
	Travelling Fee	
	Lawyers Costs	
	Total amount of claim	

APPLICANT/ CLAIMANT’S ADDRESS FOR SERVICE (Residential or Business)	Court Seal		
CONTACT DETAILS			
Telephone:	Email:	Fax:	Ref:
Signature of Applicant/Claimant or Lawyer:			

NOTICE TO RESPONDENT/ DEFENDANT

PLEASE READ THIS FORM THOROUGHLY

The following information is a guide only. A fact sheet containing detailed information on court procedures is available from any Magistrates Court Registry or at www.magistratescourt.wa.gov.au.

For legal advice you should see a lawyer.

If you are aware of a risk to yourself or others in relation to this matter, contact the Magistrates Court Registry where this matter is being held by telephone or email. A list of contacts can be found here:

[Court Locations & Contacts \(magistratescourt.wa.gov.au\)](http://www.magistratescourt.wa.gov.au)

INITIAL APPEARANCE AT A STATUS CONFERENCE	<ul style="list-style-type: none">• A party must attend a status conference in person.• At a status conference the Court may direct that the parties immediately attend a pre-trial conference before a Registrar.• If the claim cannot be settled, the Court will list the case for trial.
HOW TO PREPARE FOR TRIAL	<ul style="list-style-type: none">• Bring all documents, such as contracts, quotes, receipts, cheque books or letters and any other information or material you think will help answer the claim. Promotional material or photographs may be helpful.• If you have witnesses who can help you state your claim, you should arrange for them to attend the hearing.• If you think you will need an interpreter you must immediately advise the Court of the language and dialect you require. Give your name, case number and the date of the hearing.
ADDRESS FOR SERVICE	<ul style="list-style-type: none">• This is the address to which the court and the claimant will send/serve documents and notices on you.• A document lodged in relation to a case must contain a residential or business address for service or in the case of a corporation, registered office or principal place of business.• To enable a party to serve documents by email, an email address may be provided in addition to the above.• If a party wishes to change their address for service they must lodge a Form 54 – Notice of Change of Address for Service, with the court and serve a copy of it on the other parties.

PART D – Applicant/ Claimant’s Copy

REGISTRY AT:	MAGISTRATES COURT of WESTERN AUSTRALIA <i>MAGISTRATES COURT (CIVIL PROCEEDINGS) RULES</i> <i>2004</i> APPLICATION UNDER CONFERRING ACT FORM 53	Case Number: Date Lodged:
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Applicant/ Claimant	Name:
	Address: Post Code

Respondent/ Defendant	Name:
	Address: Post Code

APPLICATION MADE UNDER THE FOLLOWING ACT
Act: Section:
Address of Land (if application being made under Dividing Fence Act 1961):

DETAILS OF CLAIM

NOTICE OF HEARING	FINANCIAL DETAILS
TAKE NOTICE that this claim has been set down in the Magistrates Court held at: On the of at	Amount of claim
	Court Fee
	Service Fee
	Travelling Fee
	Lawyers Costs
	Total amount of claim

APPLICANTS/ CLAIMANT’S ADDRESS FOR SERVICE (Residential or Business)	Court Seal		
CONTACT DETAILS			
Telephone:	Email:	Fax:	Ref:
Signature of Applicant/Claimant or Lawyer:			

NOTICE TO APPLICANT/ CLAIMANT

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APPLICANT/ CLAIMANT	<ul style="list-style-type: none">Your full name
RESPONDENT/ DEFENDANT	<ul style="list-style-type: none">The full name or the name of the company or business you are issuing the claim against.
DETAILS OF CLAIM	<ul style="list-style-type: none">A description of the claim, including amount and orders sought (e.g. date of transaction, date when problem arose and details of the transaction or problem).
SIGNATURE	<ul style="list-style-type: none">It is necessary for you to sign each copy of the claim form within this package.
ADDRESS FOR SERVICE	<ul style="list-style-type: none">This is the address to which the court and the defendant will send/serve documents and notices.A document lodged in relation to a case must contain a residential or business address for service or in the case of a corporation, registered office or principal place of business.To enable a party to serve documents by email or fax, an email address or fax number may be provided in addition to the above.If a party wishes to change their address for service they must lodge a Form 54- Notice of Change of Address for Service, with the court and serve a copy of it on the other parties.
CONTACT DETAILS	<ul style="list-style-type: none">It is suggested that you include a contact telephone number where possible. This will allow the defendant or court to contact you if the need arises.
INITIAL APPEARANCE AT A STATUS CONFERENCE	<ul style="list-style-type: none">A party must attend a status conference in person.At a status conference the Court may direct that the parties immediately attend a pre-trial conference before a Registrar.If the claim cannot be settled, the Court will list the case for trial.
HOW TO PREPARE FOR TRIAL	<ul style="list-style-type: none">Bring all documents, such as contracts, quotes, receipts, cheque books or letters and any other information or material you think will help answer the claim. Promotional material or photographs may be helpful.If you have witnesses who can help you state your claim, you should arrange for them to attend the hearing.If you think you will need an interpreter you must immediately advise the court of the language and dialect you require. Give your name, case number and the date of the hearing.