Communities and Justice Courts, Tribunals and Service Delivery



Dust Diseases Tribunal of NSW User Guide Online Filing

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Note that screens and processes documented in this guide are accurate at the time of publishing; however, due to changes and updates occurring to the NSW Online Registry, processes documented in this guide may appear different to those on the live site.

Introduction

In 2023, the Dust Diseases Tribunal (DDT) of NSW will introduce digital capabilities that enables their clients to access, file and manage documents online.

2. Document Purpose

This guide provides an overview on the new forms and how parties can access and file documents online.

3. Who should use this document?

- Legal Representatives
- Self-represented litigants
- Registry staff
- Registrars

4. Process

Step 1: Registration

To be able to file online, users will need to register an account with the <u>NSW Courts and Tribunals</u> <u>Online Registry</u>

Step	Action	
1	 Action Refer to the following resources for how to register an account with the <u>NSW Courts and Tribunals Online Registry</u> (ORW) Website. How to register for NSW Courts and Tribunals Online Registry? How do I register an eOrganisation? Which user type should I select when registering? YouTube guide - NSW Online Registry eOrganisation Overview YouTube guide - How to Register as a Legal Practitioner YouTube guide - How to Register as a self-represented party 	
NOTE	All organisations who are party to a proceeding will need to register their electronic organisation (eOrganisation) through the ORW website. The purpose of this is to allow nominated users representing an organisation to file forms on behalf of that organisation. For additional registration support email: <u>onlineregistry-support@justice.nsw.gov.au</u>	

Step 2: Where to locate the forms online.

To commence online filing, users can navigate to the <u>NSW Courts and Tribunals Online Registry</u> or the <u>Dust Diseases Tribunal</u> website.

Step	Action		
1	Users will need to navigate and log in to the <u>NSW Courts and Tribunals Online</u> <u>Registry Website</u> (ORW).		
NOTE	In order to file online, users will need to register an account with the <u>NSW</u> <u>Courts and Tribunal Online Registry</u> . Refer to <u>Step 1: Registration</u> on how to register an account with the ORW.		
2	The forms to originate a claim are listed on the right side of the New Case tab in Online Registry website.		
	Search cases New case Saved forms Payments Filing history Online Court Court Lists Probate Manage profile XML filing		
Starting a new case Forms to start new cases		Forms to start new cases	
	There are a number of forms that you can file to start a civil legal action online. You may wish to get legal advice before filling out the following forms. The form that you choose will depend on whether: Supreme, District and Local		
	 your dispute can be easily defined only one court can determine your dispute, or you have a choice you wish to appeal a decision made against you. If you are unsure about how to determine your dispute, or about the legal process in NSW, you should consider seeking legal advice. You may also wish to try resolving some, or all, of your dispute through Community Justice Centres, which provides free mediation services to help people resolve a wide range of disputes. You can also apply for an order to obtain free access to a qualified mediator from some courts. Alternatively, you should consider enlisting the help of a private mediation service. Responding to a civil case 	courts Statement of Claim (UCPR form 3A/38) Summons Originating Process (Form 2) Supreme Court (Corporations) Rules 1999 Certificate of Judgment or Order (UCPR form 45) Licence or Vehicle Registration Appeal	
	If someone has started legal action against you and you disagree with those claims, you can take steps to defend yourself online.	Land and Environment Court	
	Application Class 1,2,3 (Form B) Summons you were served with a Statement of Claim or Cross Claim, or		
	 you were served with a Summons or Cross Summons, or an Application Class 1,2,3 (Form B) has been filed against you in the Land and Environment Court. 	Dust Diseases Tribunal of NSW	
	If you were served with a Statement of Claim or Cross Claim, you need to file a Defence. If you need more details about the claim being made against you before you write your Defence, you can ask the plaintiff for more information.		

Action		
³ For filing documents on an existing case, users will need to first se existing case.		
Select S	Search cases, enter the case number and in the Jurisdiction dropdow	
then sel	ect Dust Diseases Tribunal.	
	Peter Perth Logout	
	Courts and Tribunals	
	Search cases New case Saved forms Payments Filing history Online Court Lists Probate Transcripts	
	Manage profile XML filing	
	If you do not have a case number as you are considering taking new legal action , follow the prompts to start a new case . Your reference Party name (sumame or organisation name) Not in your case list? Case number (yyyy / case no.) Jurisdiction Case to add to your ist. 2002 // (00018373) Dust Diseases Tribunal Find your case	
	Case number typy / case no.) Juridición case to add to your ist. 2002 // 00018373 Dust Diseases Tribunal Date Totude cases without activity in last 6 months New legal action Ken dibitione manifester	
	read more about starting a new Case.	
Then se	Peter Perth Logout NSW Online Registry Courts and Tribunals EAQs Contact us	
	Search cases New case Saved forms Payments Filing history Online Court Lists Probate Transcripts	
	Manage profile XML filing	
	Your cases New search Modify search	
	Case no Case title Aview	
	2022-00016573 Raymond Curtis v Boral Australian Gypsum Limited 21 Dec 2022	

Step	Action		
4	4 The Your Case Information screen is displayed.		
	Peter Perth Logout NSW Online Registry Courts and Tribunals		
	FAQs Contact us		
	Manage profile XML flüng		
	Your case information Raymond Curtis v Boral Australian Gypsum Limited - OPEN (2022/00018373) Image: Court dates Judgments & orders Subpoensed items list Proceeding number and status Filed documents Court dates Judgments & orders Subpoensed items list 001 - Statement of Claim Statement of Claim Opport Dot Claim 104/2002 - Return of Support		
	Show participants		
	Need help? Items and conditions EAQ Accessibility EAQ Privacy Contact.us Coordist and disfairmer		
5.	Select File Form tab.		
	Peter Perth Logout NSW Online Registry Courts and Tribunals		
	Search File form - Raymond Curtis v Boral Australian Gypsum Limited - OPEN scripts		
	Select Proceeding no. Proceeding the autidation Raymon 202200018373001 Statement of Claim: Raymond Cuttls v Boral Australian Gyptium Limited Dust Diseases Trebunal		
	Step 2 - select a form Bat Protection Afficiant (UCPR 40) Protection Bat Coll - Size Afficiant (UCPR 41) Store par Afficiant (UCPR 41) Store par Afficiant (UCPR 41) Store par Afficiant (UCPR 40) Store par Consert (UCPR 44)		
	Contact to Act as Tutor (UCPR 30) Need Expert Report Accessibility FAQ Contact: us Contact: us		
	Then select the form to begin.		

Step 3: Submitting the DDT Statement of Claim

The Statement of Claim (SOC) us used to originate a claim and is lodged with the Tribunal along with the appropriate filing fee.

This process outlines how users can file the DDT Statement of Claim online.

Step	Action	
1	The <i>About Statement of Claim</i> screen details information on hyperlinks to the UCPR forms and DDT filing fees. Click Next.	now to file this form and
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out
	Home - Statement of Claim About Statement of Claim	
	Introduction	Form sections
	A Statement of Claim (UCPR form 3A/3B) is used to start a civil court case. To make a claim, you will need to indicate what relief you wish to claim (the outcome you desire). If you do not know what to claim, you should	About Statement of Claim
	set legal information and advice,	Representative details
	Things you need to know to file this form You will be asked to enter details of the parties. You will then be prompted to upload a completed PDF version of the form.	Plaintiff(s)
		Defendant(s)
	 The information on the uploaded form MUST match the information added to the online form. <u>UCPR</u> forms can be downloaded form the UCPR website. You should save your completed form as a PDF file 	Relief claimed
	with maximum file size of 5MB.	Upload documents
	The form will be submitted after payment. Fod will receive and email to commit that the form has been successfully filed.	
	If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Gatting Helo Fact Sheet</u> . Next	
	Privacy, C ² Web Accessibility, C ² Copyright and Disclaimer, C ²	0 🕨 🖌 🗸

Step	Action		
2	The <i>Representative details</i> screen will pre-populate with the details of the Legal Representative who is filing the document.		
	Dust Diseases Tribunal New South Wales	Penny Wise (* Log out	
	Home → Statement of Claim		
	Representative details		
	Legal Representative	Form sections	
	Please note that the details of the Legal Representative can only be updated via NSW Online Registry.	About Statement of Claim	
	First name Penny	Representative details	
	Last name	Plaintiff(s)	
	Wise Address	Defendant(s)	
	Post Office Box 44 SYDNEY NSW 2000 Phone number	Upload documents	
	93770000	Ŧ	
NOTE	A reference number can be entered into the non-mandatory Click Next. Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing.	Your reference field.	
	Dack Save Next		
	Privacy, C Web Accessibility, C Copyright and Disclaimer C		
3	The <i>Plaintiff 1</i> details screen is displayed. Select if the plaintiff is an <i>Individual</i> or <i>Organisation</i>	8	
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out)	
	Home > Statement of Claim Plaintiff 1		
	Is the Plaintiff an Individual or an Organisation? *	Form sections	
	Individual Greenisation	About Statement of Claim	
		Representative details	
1	Back Save Next	Plaintiff(s)	

Step	Action		
	Ι.	If Individual, proceed to step 4a.	
NOTE	١١.	If Organisation, proceed to step 4b.	
4a	For ar fields	n individual, enter all mandatory fields marked with a reare:	d asterix *. The mandatory
	•	First name	
	•	Last name	
	•	Address (Australia or overseas)	
		Is the Plaintiff an Individual or an Organisation? *	Form sections
			About Statement of Claim
		Organisation	Representative details
		First name *	Plaintiff(s)
			Defendant(s)
		Last name *	Relief claimed
		Erneil address	Upload documents
			Summary
		Phone number	
		Mobile	
		Fax	
			,
NOTE	For ar been	n Australian address an autocomplete field which pre-pe built into the application. Alternatively, the address deta	opulates the address has ails can be manually entered.
		Address*	^
		Australia Overseas	
		400 George St. Sydney	
		400 GEORGE ST, SYDNEY NSW 2000	

Step	Action	
NOTE	A number of support services are also available to be selected to assist the plaintiff. If a support service is required, then the type of support service can be selected from the dro down list or added in the Other Support Services text field.	op-
	Unit Type Unit number Select Invest Street Type Eveel Street number Street Support services Postcode* Does the plantiff need a support service for a physical, cognitive, psychiatric, or other disability? Now Back Street Not Refer to Appendix B: Support Services for full list of support services. Click Next. Click Next.	•
	Home > Statement of Claim Form sections Image: Statement of Claim Form sections No. Name Type FUI Image: Statement of Claim Representative details Representative details Image: Add Plaintiff Image: Statement of Claim Representative details Image: Statement of Claim Representative details Plaintiff(s) Image: Statement of Claim Representative details Plaintiff(s) Image: Statement of Claim Representative details Plaintiff(s) Image: Statement of Claim Representative details Representative details	*
	 i. If additional Plaintiff's, select Add Plaintiff. ii. If completed, select Next. 	

Step	Action			
4b	Where the plaintiff is an organisation, enter the Frequent User Identifier (FUI) or ma enter their details if a FUI does not exist.			
	Home > Statement of Claim			
Plaintiff 2				
	Is the Plaintiff an Individual or an Organisation? *	Form sections		
		About Statement of Claim		
	Organisation	Representative details		
	Does the Plaintiff have a Frequent User Identifier (FUI)? \textcircled{O}^{\star}	Plaintiff(s)		
		Defendant(s)		
	Frequent User Identifier (FUI) *	Relief claimed		
	Validate	Upload documents		
	Organisation name *	Summary		
	Back Save Next			
		*		

Does the Plaintiff have a Frequent User Identifier (FUI)? Plaintiff(s) Plaintiff(s) Defendant(s)
Relief claimed
Organisation type Upload documents
ABN (Australian Business Number) Summary
ACN (Australian Company Number)
Organisation name *
el Bruarian Imula
Organisation trading as
Email address
Phone number
Fax
Building name
Provide Building name if available, otherwise enter Street name below
Unit Type Unit number
Select v
Level Type Level Street number
Select V 500
Street name* Street Type Street Suffix Type
GEORGE Street V Select V
Cubuch (Cites and Compared as a compare
Suburb / City - State - Postcode -
Reak Prince Minist
BBCK Save Next
Privacy C I Web Accessibility C I Convergent and Disclaimer C

Step	Action		
5	The Defendant(s) page allows up to 30 Defendants (Individual and/or Organisation) to be added.		
	Click Add Defendant.		
	Dust Diseases Tribunal New South Wales	🕢 Penny Wise (* <u>Log out</u>	
	Home - Statement of Claim Defendant(s)		
	There are no Defendants. Please click on Add Defendant to add 1 or more Defendants.	Form sections	
	You can add a maximum of up to 30 Defendants (Individual or Organisation).	About Statement of Claim	
	Back	Plaintiff(s)	
6	Select if the Defendant is an Individual or Organisation. i. If Individual, refer to step 4a. ii. If Organisation, refer to step 4b.		
	Click Next.		
	Dust Diseases Tribunal New South Wales	Penny Wise 6+ Log out	
	Home - Statement of Claim Defendant 1		
	Is the Defendant an Organisation or an Individual?*	Form sections	
		About Statement of Claim	
	Back Save Next	Plaintiff(s)	

Step	Action		
7	The Relief claimed screen allows details the type of claim.		
	Select Type of Claim		
	 Asbestos related Other dust related disease Asbestos related (Division 6) 		
	Click Next.		
	Dust Diseases Tribunal New South Wales Penny Wise @ Log out		
	Home - Statement of Claim Relief claimed		
	Type of Claim *	Form sections	
	Asbestos related Other dust related disease	About Statement of Claim	
	Asbestos related (Division 6)	Representative details	
	Type of injury/illness/relief *	Plaintiff(s)	
	Select	Defendant(s)	
	Back	Save Next Relief claimed	
		Upload documents	
NOTE	Refer to Appendix C: Type of Claim for full list o	f claimable events	

Step	Action		
8	The Upload documents screen requires the PDF version of the Statement of Claim (UCPR form 3A/3B) to be uploaded.		
	Select Choose a file to upload, attach the PDF version of the SOC and then select Upload.		
	Click Next.		
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out)	
	Home - Statement of Claim Upload documents		
	Upload Statement of Claim (UCPR 3A/3B) *	Form sections	
	Please attach a PDF version of the <i>Statement of Claim (UCPR 3A/3B)</i> form.	About Statement of Claim	
	The information on the uploaded form MUST match the information added to the online form. Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Representative details	
		Plaintiff(s)	
	Choose a file to upload Upload	Defendant(s)	
		Relief claimed	
	DdCK	Upload documents ~	
NOTE	When filing the DDT Statement of Claim online, users version of Statement of Claim (UCPR form 3A/3B). The from the UCPR Forms webpage.	must upload the PDF is form can be downloaded	

Step	Action	
9	 The Summary page is displayed. This will provide an overview of all the details entered and allows users to edit sections before submitting. 	
	Dust Diseases Tribunal New South Wales Penny Wise & Log out	
	Home → Statement of Claim Summary This is an overview of what you have entered. You are able to edit sections of your form before submittine. Representative (Legal Representative) First name Penny Panny 9377000 Last name Yise Sachin. Bhave@justice.nsw.gov.au Your reference Address 1235 Post Office Box 44 SYDNEY NSW 2000 Plaintiff(s) Networker-dev justoence-dev justoenc	
	Asbestos related Carcinoma Uploaded documents Edit No. Type Document File Size Upload date 1 Statement of Claim (UCPR 3A/3B) Statement o 0.13 MB 20 Jan 2023 Back Submit and Pey Privacy. Image: Meb Accessibility. Image: Copyright and Disclaimer. Image: I	
NOTE	Payment is calculated at the end of the application.i. If payment, select Submit and Pay then refer to step 10.ii. If no payment, select Submit and then refer to step 11.	

Step	Action
10	The Payment screen allows for payment via Credit Card. Enter the card details. Click Next.
11	Expiry date (mm/yyy) * 01 2014 Cancel Next

Step 4: Submitting the Plaintiff's Statement of Particulars

Where the claim is related to previous asbestos exposure, users may be required to file other prescribed forms such as the Plaintiff's Statement of Particulars (SOP).

This process outlines how this document can be filed online.

Step	Action	
1	The About Plaintiff's Statement of Particulars screen details information on how to file this form and hyperlinks to the UCPR form. Click Next.	
	Dust Diseases Tribunal New South Wales	Peter Perth & Los out
	Hama - Plaintiff's Statement of Perticulars About Plaintiff's Statement of Particula	rs
	Introduction	Form sections
	This form is used to file a completed Plaintiff's Statement of Particulars (Form 1 CRP) in the Dust Diseases Tribunal of NSW.	About Plaintiff's Statement of Particulars
	Things you need to know to file this form	Case details
	You will be asked some basic questions about the form and will be asked to confirm party details.	Filing parties
	The display on the uploaded form MUST match the information added to the online form.	Upload documents & submit
	 Forms can be downloaded trom the <u>DDT website</u>. You should save your completed form as a PDF file with maximum file size of up to 5MB. 	
	You will receive an email to confirm that the form has been successfully filed.	
	If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Gattion Hald Fact Sheet</u> .	
	Next	

Step	Action	
2	 The Case details screen displays and will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 	
	Dust Diseases Tribunal New South Wales	Penny Wise (* Log.out)
	Home > Plaintiff's Statement of Particulars	
	Case title Leo Messi v Dyldam Construction Proceeding title Statement of Claim: Leo Messi v Dyldam Construction Case/Proceeding number 2022/00001260-001	Form sections About Plaintiff's Statement of Particulars Case details Filing parties
	Your reference	Upload documents & submit
NOTE	A reference number can be entered in the non=mandatory Y Click Next.	our reference field.
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing. Back Save	Filing parties Upload documents & submit
	Privacy, C Web Accessibility, C Copyright and Disclaimer, C	© D 9

Step	Action	
3	The <i>Filling parties</i> screen will pre-populate with the existing Click Next .	g filing parties' details.
	Dust Diseases Tribunal New South Wales	Penny Wise 69 Log out
	Home > Plaintiff's Statement of Particulars Filing parties	
	This form is being filed for:	Form sections
	Party name Role	About Plaintiff's Statement of Particulars
	John Seena Plaintiff 1	Case details
	Niv Smith Plaintiff 2	Filing parties
	Chris OLC Plaintiff 3	Upload documents & submit
	Back	lext
4	Select Choose a file to upload, attach the PDF version Upload.	n of the SOP and then click
	Home > Plaintiff's Statement of Particulars	Penny Wise to Log out
	Upload documents & submit	
	Upload your completed Plaintiff's Statement of Particulars *	Form sections
	Please attach a PDF version of the <i>Plaintiff's Statement of Particulars</i> form. The information on the uploaded form MUST match the information added to the online form.	About Plaintiff's Statement of Particulars
	Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Case details
		Filing parties
	V Choose a file to upload Upload	Upload documents & submit
	Additional supporting document if any	

Step	Action
5	Where supporting documents are required, these can be uploaded in the Additional Supporting document field Click Submit ,
	Additional supporting document if any Additional supporting document if any The court may need additional documents to support the Plaintiff's Statement of Particulars form. The maximum file size is 5MB. C Choose a file to upload Upload Back Save Submit Privacy C Veb Accessibility C Contrright and Disclaimer C V C C Contright and Disclaimer C V C C Contright and Disclaimer C V C C C C C C C C C C C C C C C C C
NOTE	When filing the Plaintiff's Statement of Particulars online, users can upload the PDF version of the Plaintiff's Statement of Particulars (Form 1 in Schedule 2 of the Regulation). This form can be downloaded from the <u>DDT forms and fees</u> webpage
6	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.

Step 5: Submitting the Notification of Service of the Plaintiff's SOP

The Notification of Service of the Statement of Particulars commences the Claims Resolution Process.

The following steps outline how users can file the Notification of Service of the SOP.

р	Action	
	The About Notification of Service of SOP screen detail as well as providing hyperlinks to the Dust Diseases Tr Click Next.	s information on how to file this forr ribunal Regulations.
	Dust Diseases Tribunal New South Wales	a Beter Perth & Log out
	Hama - Notification of Sarvice of Statement of Particulars About Notification of Service of State Particulars	ment of
	Introduction	Form sections
	The Notification of Service of the Statement of Particulars commences the Claims Resolution Process ("CRP"). If the timetable is not uploaded as part of this lodgement, the Plaintiff is to provide the Registrar and each org defendant with a Timetable of the CRP setting out the various stages of the process in its application to the cl	About Notification of Service of Statement of Particulars aim.
	The timetable is to be provided as soon as practicable after the Plaintiff has served the Plaintiff's Statement of Particulars on the last of the original defendants.	Case details Filing details
	You may refer to the <u>Dust Diseases Tribunal Regulation 2019</u> for further information.	Upload documents & submit
	Things you need to know to file this form	
	 You will be asked some basic questions about the form and will be asked to confirm party details. As part of this lodgement you will be given the opportunity to upload an Originating Timetable with maximum size of 5MB. You will receive an email to confirm that the form has been successfully filed. 	
	If you are representing yourself, you are encouraged to seek legal advice before completing this for Places enforce Destina Male Face Faces	m,
	maximum size of 5MB. • You will receive an email to confirm that the form has been successfully filed.	
	If you are representing yourself, you are encouraged to seek legal advice before completing this for Please refer to <u>Retiron Helo Fact Sheet.</u>	m.
		Next
	Privacy: C ^a Web.Accessibility: C ^a Coovright and Disclaimer C ^a	F © D V .

Step	Action	
2	 The case details page will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 	
	Dust Diseases Tribunal New South Wales	Penny Wise (# <u>Log out</u>
	Home > Notification of Service of Statement of Particulars	
	Case title Annie John v Graphics Enterprise Proceeding title Summons: Annie John v Graphics Enterprise Case/Proceeding number 2023/00000019-001	Form sections About Notification of Service of Statement of Particulars Case details Filling details
	Your reference	Upload documents & submit
NOTE	A reference number can be entered in the non-mandatory Yo Click Next .	
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing. Back Save	Upload documents & submit
	Privacy, C Web Accessibility, C Copyright and Disclaimer, C	© 🕨 🖌

Step	Action		
3	The <i>Filing details</i> screen is displayed and will pre-populate with the existing parties" details.		
	The Date of Service on the last of the original defendant's field requires the date o of the SOP to the last of the original defendants.		
	Select the filing party and then enter the date of service. Click Next.		
		ľ	
	Dust Diseases Tribunal New South Wales	Penny Wise lit Log out	
	Home > Notification of Service of Statement of Particulars		
	This form is being filed for:	Form sections	
	Party name Role	About Notification of Service of	
	Adam Argo Plaintiff 1	Case details	
	Date of Service on the last of the original defendants *	Filing details	
	10-01-2023	Upload documents & submit	
	Back Save Nov	đ	
4	The <i>Upload documents & submit</i> screen is displayed. This screen allows for supporting documents as well as the Timetable (non-mandatory).	PDF version of the Originating	
	Dust Diseases Tribunal New South Wales	Penny Wise @ Log out	
	Home > Notification of Service of Statement of Particulars Upload documents & submit		
	Attach supporting document	Form sections	
	A timetable may be uploaded as part of this process and is accepted subject to compliance with the <u>Dust Diseases Tribunal Regulation 2019</u> .	About Notification of Service of Statement of Particulars	
	If the timetable is not uploaded as part of this lodgement, the Plaintiff is to provide the Registrar and each original defendant with a Timetable for the CRP setting out the various stages of the process in its application to the claim as expandingle.	Case details	
	Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Upload documents & submit	
	Originating Timetable		

Step	Action	
5	Select Choos the Originatin Select upload Click Submit .	be a file to upload , attach any supporting documents and the PDF version of g Timetable.
		Desument Helend data Astien
	1	Originating: Timetable Sch-4-DDT-Reg-2019Sch-4-DDT-Reg- 9 Jan 2023 DDT-Reg.odf (0.19 MB) Ban 2023
	2	Originating Timetable Supporting Document.odf.(0.83 MB). 12 Jan 2023
	Back	Save Submit
		Privacy, C Web Accessibility, C Copyright and Disclaimer C 🗗 🕜 🗅 💟
6	Once submit number and	tted, the filing party will receive an email with the coversheet, case digital sealed copy attached.

Step 6: Submitting the Defendant's Reply

Where a claim is related to previous asbestos exposure, users may be required to file prescribed forms such as the Defendant's Reply.

This process outlines how users can file the Defendant's Reply online.

Step	Action		
1	The About Defendant's Reply screen details information on how to file this form and hyperlinks to DDT website. Click Next.		
	Dust Diseases Tribunal Revin Moss @ Log.out New South Wales Bases - Defendant's Reply About Defendant's Reply		
	Introduction Form sections This form is used to file a completed Defendant's Reply in the Dust Diseases Tribunal of NSW. About Defendant's Reply Things you need to know to file this form Case details • You will be asked to completed PDF variant of the forms. Filing parties • You will the be prompted to upload a completed PDF variant of the forms. Filing parties • You will receive an email to confirm that the form has been successfully filed. Upload documents & submit		
	If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Cattion Heto Fact Sheet</u> . Next		
2	 The Case details screen will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 		
	Dust Diseases Tribunal New South Wales Image: Defendent's Reply Home + Defendent's Reply Case details		
	Case title Form sections Sydney Wyde Mortgage Management Limited v FORD CIVIL CONTRACTING PTY LTD About Defendant's Reply Proceeding title Statement of Claim: Sydney Wyde Mortgage Management Limited v FORD CIVIL CONTRACTING PTY LTD Case details Case/Proceeding number Filing parties Filing parties 2022/00001191-001 Lindend documents & submit		
	Your reference		

Step	Action		
A reference number can be entered in the non-mandatory Your refere Click Next.			
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent	Upload documents & submit	
	to you after filing. Back Save Ne Privacy, C* Web Accessibility, C* Copyright and Disclaimer C*	xt f @ 🕨 💟	
 The <i>Filing parties</i> screen will pre-populate with the existing filing parties Note: Only those parties being represented can be selected. Select the filing party and then click Next. 		sting filing parties' details. ected.	
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out	
	Home > Defendant's Reply Filing parties Select who this form is being filed for:	Form sections	
	Party name Role	About Defendant's Reply	
	FORD CIVIL CONTRACTING PTY LTD Defendant 1	Case details	
	Back	Filing parties	

Step	Action			
4	The <i>Upload documents</i> & <i>submit</i> screen requires the PDF version of the Defendant's Reply to be uploaded.			
	Select Choose a file to upload, attach the PDF version of the Defendant's Reply and then click Upload .			
	Dust Diseases Tribunal New South Wales			
	Home > Defendant's Reply Upload documents & submit			
	Upload your completed Defendant's Reply * Form sections			
	Please attach a PDF version of the <i>Defendant's Reply</i> form. About Defendant's Reply			
	The information on the uploaded form MUST match the information added to the online form. Uploading this document could take a few minutes due to anti-virus check, depending on file size.			
	The maximum file size is 5MB. Filing parties			
	Choose a file to upload Upload documents & submit			
	No. Document Upload date Action			
	Defendant's Reply. (Form 2). Sch-4-DDT-Reg-2019Sch-4-DDT-			
NOTE	Additional supporting document field. Click Submit. I Reg.adf (0.19 MB) Additional supporting document if any			
	The court may need additional documents to support the <i>Defendant's Reply</i> form. The maximum file size is 5MB.			
	Choose a file to upload Upload			
	Back Save Submit			
	Privacy, C Web Accessibility, C Copyright and Disclaimer C F 💽 🖸 🕨			
NOTE	When filing the Defendant's Reply online, users can upload the PDF version of the Defendant's Reply (Form 2 in Schedule 2 of the Regulation). This form can be downloaded from the <u>DDT forms and fees</u> webpage.			
5	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.			

Step 7: Submitting the Summons

The Summons can also be used to begin a claim and is lodged at the Tribunal Registry along with a filing fee.

This process outlines how users can file the Summons online.

Step	Action		
1	From the <i>Dust Diseases online filing</i> screen, select Start a new form and then select Summons.		
	Dust Diseases Tribunal Penny Wise life Log out New South Wales		
	Dust Diseases online filing		
	Start or resume form		
	Resume a saved form		
	Start a new application		
	Next		
	•		

Step	Action	
2	The <i>About Summons</i> screen provides information on hyperlinks to UCPR forms and DDT filing fees.	how to file this form and
	Click Next.	
	Dust Diseases Tribunal New South Wales	Peter Perth @ Log out
	Home - Summons About Summons	
	Introduction	Form sections
	A Summons is an originating process that you can file to commence a court case. In general terms, UCPR 6.4 outlines	About Summons
	when you might consider flung a summons to commence your case. If you are representing yourself, it is highly recommended that you seek independent legal advice about whether your	Representative details
	specific legal problem can be addressed by filing a summons, and the jurisdiction in which you should commence your case.	Plaintiff(s)
	In order to file your summons online, you must already have prepared a document that is consistent with; UCPR Form 4A (if you are a lawyer); Form 4B (if you are representing yourself).	Defendant(s)
	Once you pay for your summons, a listing date and time will automatically be assigned to your case and printed on the sealed document you need to serve on the defendant(s).	Upload documents
	If it is impossible for you to attend court on the listing date assigned, you will need to contact the relevant registry and The form will be submitted after payment, you will receive an email to commit that the form has been	Summary *
	successfully filed.	
	If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Getting Helo Fact Sheet.</u>	
	Next	
	https://www.duatdiseasestribunal.how.gov.au/duat-diseases-tribunal-home/get-help-and-support.html	0 🗅 🔰
3 The <i>Representative details</i> will pre-populate with the Legal Represer		Legal Representative details.
		ſ
	Dust Diseases Tribunal New South Wales	(2) Peter Perth (* Log out
	Home > Summons	
	Representative details	
	Legal Representative	Form sections
	Please note that the details of the Legal Representative can only be updated via NSW Online Registry.	About Summons
	First name Peter	Representative details
	Last name	Plaintiff(s)
	Perth Address	Defendant(s)
	Post Office Box 6000 PERTH WA 6000 Phone number	Upload documents
	9377 5777	Summary *

Step	Action		
NOTE	A reference number can be entered in the non-mandatory Your reference field. Click Next.		
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing. Back Save		
4	Privacy ♂ Web Accessibility ♂ Copyright and Disclaimer ♂ ▶ ♥ ○ ▶ ♥ The Plaintiff(s) screen allows up to 20 Plaintiffs (Individual and/or Organisation) to		
	Select Add Plaintiff		
	Tribunal New South Wales Peter Perth @ Log out Home > Summons Plaintiff(S) There are no Plaintiffs. Form sections		
	Please click on Add Plaintiff to add 1 or more Plaintiffs. You can add a maximum of up to 20 Plaintiffs (individual or Organisation). About Summons Add Plaintiff Representative details		
	Back Next Plaintiff(s)		

Step	Action		
5	Select if the Plaintiff is either an Individual or Organisation.		
	Dust Diseases Tribunal New South Wales	Peter Perth I Log out	
	Home > Summons Plaintiff 1		
	Is the Plaintiff an Individual or an Organisation? *	Form sections About Summons	
	Organisation	Representative details	
	Back	Plaintiff(s)	
	 i. If Individual, refer to <u>Step 2: Submitting the DD</u> 4a. ii. If Organisation, refer to <u>Step 2: Submitting the</u> 4b. 	<u>DDT Statement of Claim</u> step <u>DDT Statement of Claim</u> step	
6	The <i>Defendant(s)</i> screen allows up to 30 Defendants (Individual and/or Organisation) to be added.		
	Click Add Defendant.		
	Dust Diseases Tribunal New South Wales	Peter Perth & Log out	
	Home - Summons Defendant(s)		
	There are no Defendants. Please click on Add Defendant to add 1 or more Defendants. You can add a maximum of up to 30 Defendants (Individual or Organisation).	Form sections	
	Add Defendant	About Summons Representative details	
	Back	Next Plaintiff(s)	

Step	Action		
7	Select if the Defendant is either an Individual or Organisation.		
		* 	
	Dust Diseases Tribunal New South Wales	Peter Perth @ Log out	
	Home > Summons		
	Defendant 1		
	Is the Defendant an Organisation or an Individual? *	Form sections	
	Organisation	About Summons	
		Representative details	
	Back Save Nex	Plaintiff(s)	
	i. If Individual, refer to Step 2: Submitting the DDT	Statement of Claim step	
	4a.		
	 If Organisation, refer to <u>Step 2: Submitting the D</u> 4b. 	DDT Statement of Claim step	
	Then click Next		
8	The Upload documents screen requires the PDF version form 4A/4B) to be uploaded.	on of the Summons (UCPR	
	Select Choose a file to unload, attach the PDF version	of the Summons and then	
	click Upload .		
		2	
	Dust Diseases	Peter Perth 🕩 Log out	
	New South Wales		
	Home > Summons		
	Upload documents		
	Upload Summons *	Form sections	
	Please attach a PDF version of the <i>Summons (UCPR 4A/4B)</i> form.	About Summons	
	 The information on the uploaded form MUS I match the information added to the online form. Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB. 	Representative details	
	Choose a file to upload	Plaintiff(s) Defendant(s)	
	Upload	Upload documents	
	Affidavit in support	Summary	

Step	Action		
9	An Affidavit can be attached in the non-mandatory Affidavit in support field.		
	Click Next.		
	Affidavit in support		
	Choose a file to upload Upload		
	Back		
	Privacy. C Web Accessibility. C Cotyright and Disclaimer C F 🕜 🕨 💟		
NOTE	When filing the Summons online, users must upload the PDF version of Summons (UCPR form 4A/4B). This form can be downloaded from the UCPR Forms webpage.		
10	The Summary screen is an overview of all the details entered and allows users to edit sections before submitting.		
	New South Wales		
	Home - Summons Summary		
	This is an overview of what you have entered. You are able to edit sections of your form before submitting.		
	Representative (Legal Representative) Edit First name Phone number		
	Peter 9377 5777 Representative details		
	Your reference Address Defendant(s)		
	Upload documents		
	Plaintiff(s)		
	Uploaded documents		
	1 Summons (UCPR4A/4B) Summons (UC 0.12 MB 20 Jan 2023		
	Back Submit and Pay		
	Privacy, C Web Accessibility, C Copyright and Disclaimer C F C D		

Step	Action	
NOTE	Payment is calculated at the end of the application. I. If payment, select Submit and Pay then refer to step 11. II. If no payment, select Submit and then refer to step 12.	
11	The Payment page allows for payment via Credit Card. Enter the card details. Click Next. Enter card details *Mandatory Field Card number * Card number * Expiry date (mm/yyyy) * 01 2014 2	
12	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.	

Step 8: Submitting the Statement of Cross Claim

The Statement of Cross Claim (SOCC) is used in case management and lodged with the Tribunal Registry along with a filing fee.

This process outlines how users can file the Statement of Cross Claim online

р	Action		
 The About Statement of Cross Claim screen details information on how to form and hyperlinks to UCPR forms. Click Next. 		information on how to file this	
	Dust Diseases Tribunal New South Wales	G Kevin Moss @ Lag aut	
	Hama - Statement of Cross-Claim About Statement of Cross-Claim		
	Introduction	Form sections	
	A Statement of Cross Claim (UCPR Form 9) is filed when a Defendant in an existing case takes action against the Plaintiffs) in the original claim, or against a new party/parties. If the Statement of Cross Claim is made against a new party/parties, any relief claimed must be for an action related to, or connected with, the Plaintiff's Statement of Claim	About Statement of Cross-Claim Case details	
	Like a Statement of Claim, a Statement of Cross Claim must set out in the pleadings details of the Statement of	Cross-claimant(s)	
	Cross Claim, in accordance with the Rules (see UCPR Part 9 and Part 14). When filing a Statement of Cross-Claim in a Claims Resolution Process ("CRP") matter, please check filing is within	Cross-defendant(s)	
	the period provided by the Timetable and pursuant to the <u>Dust Diseases Tribunal Regulation 2019</u> .	Upload documents	
	Hnings you need to know to tile this form 'You will be asked some basic questions about the Statement of Cross-Claim and will need to enter party	Summary	
	details. You will then be prompted to upload a completed PDF version of the form.		
	 The information on the uploaded form MUST match the information added to the online form. UCPR forms can be downloaded from the <u>UCPR</u> website. You should save your completed form as a PDF file 		
	with maximum file size of 5 MB. • Upload any supporting documents as PDF file (maximum file size of 5MB per attachment).		
	 The filing fees will be displayed and you will be prompted to pay by credit card (AMEX, Visa, Mastercard and Diners Club) or debit card (Visa or Mastercard). For list of current DDT filing, fees cluck here. 		
	UCPR forms can be downloaded from the <u>UCPR</u> website. You should save your completed form as a PDF file with maximum file size of 5 MB. Upload any supporting documents as PDF file (maximum file size of 5MB per attachment). The filing fees will be displayed and you will be prompted to pay by credit card (AMEX. Visa, Mastercard and Divers Club) or debit card (Visa or Mastercard). For list of current DDT filing fees <u>click here</u> . The form will be submitted after payment, You will receive an email to confirm that the form has been successfully filed.		
	Next		

Step	Action		
2	 The Case details screen will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 		
	Dust Diseases Tribunal New South Wales	😰 Penny Wise Թ Log out	
	Home > Statement of Cross-Claim Case details		
	Case title	Form sections	
	John Seena v James Pvt Ltd trading as JPL	About Statement of Cross-Claim	
	Proceeding title Statement of Claim: John Seena v James Pvt Ltd trading as JPL	Case details	
	Case/Proceeding number 2022/00001248-001	Cross-claimant(s)	
		Cross-defendant(s)	
	Your reference	Upload documents	
		Summary	
NOTE	A reference number can be entered in the non-mandato Click Next.	ry Your reference field.	
	Your reference	Upload documents	
	12345	Summary	
	If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing.		
	Back Save Next		
	Privacy, C ² Web Accessibility, C ² Copyright and Disclaimer, C ²		

Step	Action				
3	The <i>Cross-clain</i> details. Select the Cross-	nant's details screen v	will pre-populate w t.	th the existing parties'	
		Penny Wise (+ Log out			
	Home > Statement				
	Please select Cross-claimant(s). Selected Cross-claimant(s) will be displayed below. To change the order of Cross-claimant(s), please use the Up/Down arrow icons.		Down arrow icons.	About Statement of Cross-Claim	
		Party name	Role	Cross-claimant(s)	
		James Pvt Ltd	Defendant 1	Cross-defendant(s)	
		FORD CIVIL CONTRACTING PTY LTD	Defendant 2	Upload documents	
		Sydney 4x4 Pty Ltd	Defendant 3	Summary	
		Bullers for Disched	Defendent D	opieda documenta	
		Sydney 4x4 Pty Ltd	Defendant 3	Summary	
	Selected Cross-cla	imant(s)			
	Party name	Role			
	James Pvt Lte	d Cross-claimant 1	× ×		
	Back		Save Next	i l	
		Privacy C Web Accessibility, C	Copyright and Disclaimer C	0 🗅 💟	

Step	Action						
4	The <i>Cross-defendant(s)</i> details screen will pre-populate with the existing parties' details.						
	Select the Cross defendant(s).						
	Dust Diseases Tribunal New South Wales Penny Wise (+ Log out)						
	Home - Statement of Cross-Claim Cross-defendant(s)						
	Please select Cross-defendant(s).	Form sections					
	Selected Cross-defendant(s) will be displayed below. To change the order of Cross-defendant(s), please use the Up/Down arrow icons.	About Statement of Cross-Claim					
	Party name Role	_ Cross-claimant(s)					
	John Seena Plaintiff 1	Cross-defendant(s)					
	Chris OLC Plaintiff 3	- Upload documents					
		- Summery -					
	Sydney 4x4 Pty Ltd Defendant 3						
	Selected Cross-defendant(s)						
	Party name Role Sydney 4x4 Pty Ltd Cross-defendant 1	-					
	test Cross-defendant 2 🖌 Edit 💼 Remove						
	Chris OLC Cross-defendant 3						
	Add Cross-defendant						
	Back Save Ne	xt					
	Privacy C Web Accessibility C Copyright and Disclaimer C	f 🛈 Þ Ӯ					
NOTE	Additional Cross-defendants can be added. Select Add Cross-defendant. i. If Individual, refer to <u>Step 2: Submitting the DDT Statement of Claim</u> step						
	 4a. ii. If Organisation, refer to <u>Step 2: Submitting the I</u> 4b. 	DDT Statement of Claim step					
	Then click Next .						

Step	Action				
5	The <i>Upload documents</i> screen requires the PDF version of the Statement of Cross Claim (UCPR form 9) to be uploaded.				
Select Choose a file to upload, attach the PDF version of the SOCC and Upload .					
	Dust Diseases Tribunal New South Wales Penny Wise (* Log out				
	Home > Statement of Cross-Claim Upload documents				
	Upload Statement of Cross-Claim* Form sections				
	Please upload a PDF version of the Statement of Cross-Claim (UCPR 9). Information on the uploaded form MUST match the information added to the online form. Uploading documents could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB. Cross-claimant(s)				
	Choose a file to upload Upload Cross-defendant(s)				
	No. Document Upload date Action Upload documents				
	Summary				
NOTE	supporting document field. Click Next.				
	Remove				
	Attach supporting document				
	The court may need additional documents to support the <i>Statement of Cross-Claim (UCPR 9)</i> .				
	Form 1-Service and Execution of Process Act 1992				
	Choose a file to upload Upload				
	Back Save Next				
	Privacy, C Web Accessibility, C Copyright and Disclaimer C C C C C C C C C C				
NOTE	When filing the Statement of Cross Claim online, users must upload the PDF version of Statement of Cross Claim (UCPR form 9). This form can be downloaded from the <u>UCPR Forms</u> webpage.				

Step	Action					
6	The Summary screen is an overview of all the details entered and allows users to edit sections before submitting.					
	Click Submit.					
	Dust Diseases Tribunal New South Wales Penny Wise @ Log out					
	Home - Statement of Cross-Claim Summary					
	This is an overview of what you have entered. You are able to edit sections of your form before submitting.	orm sections				
	Case details About Statement of Cross-Claim Case title Case details John Seena v James Pvt Ltd trading as JPL Case details Proceeding title Cross-claimant(s) Statement of Claim: John Seena v James Pvt Ltd trading as JPL Cross-claimant(s) Your reference Cross-defendant(s) 12345 Laleard desuments					
	Cross-claimant(s)	Summary				
	3 Gins GLC Cross-Genericant 3	· · ·				
	Uploaded documents					
	No. Type Document File Size Upload date					
	1 Statement of Cross- Claim (UCPR 9) Statement o 0.13 MB 16 Jan 2023					
	Back					
	Privacy, C Web Accessibility, C Copyright and Disclaimer C 🗗					
7	Once submitted, the filing party will receive an email with number and digital sealed copy attached.	the coversheet, case				

Step 9: Submitting the Notification of Plaintiff's Death

The Notification of Plaintiff's Death is used to record the receipt of the plaintiff's death.

This process outlines how users can file the Notification of Plaintiff's Death online.

Step	Action					
1	The <i>About Notification of Plaintiff's Death</i> screen display form. Click Next.	vs information on how to file this				
	Dust Diseases Tribunal Dust Diseases New South Wales Peter Perth @ Log out					
	Hame - Notification of Plaintiff's Death About Notification of Plaintiff's Death Introduction	Form sections				
	This form is used to notify the Tribunal of the Plaintiff's death pursuant to Regulation 18 of the <u>Dust Diseases</u> <u>Tribunal Regulation 2019</u> . Things you need to know to file this form	About Notification of Plaintiff's Death Case details				
	 You will be asked some basic questions about the form and will be asked to confirm party details. You will be given the opportunity to queload attachments in PDF format. Any information contained in the attachment must match the information added to the online form. You should save your completed form as a PDF file with maximum file size of SMB. You will receive an email to confirm that the form has been successfully filed. 	Filing details Upload documents & submit				
	If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Gattion Held Fact Sheet</u> .					
	Next					
2	The Case details screen will pre-populate with the e	existing case details.				
	 Case title Proceeding title Case/Proceeding number 					
	Penny Wise (+ Log out)					
	Case title Nathan Carter v Dodgy Bros Proceeding title	Form sections About Notification of Plaintiff's Death				
	Statement of Claim: Nathan Carter v Dodgy Bros Case/Proceeding number 2022/00000241-001	Filing details Upload documents & submit				
	Your reference					

Acti	on			
A re	ference number car < Next.	n be entered in the	non-mandato	ory Your reference field
	Your reference 12345 If you regularly deal with m can use this code to search The reference code will als to you after filing. Back	nultiple forms and cases, you may wish to enter 1 for the form later on. 10 appear on the court sealed document and the	your own reference code. You e tax invoice (if applicable) sent Save Next	Upload documents & submit
	Privac;	y, C* <u>Web Accessibility</u> , C* <u>Copyright</u>	and Disclaimer	
The	Filing details scree	n will pre-populate	with the exist	ing filing parties' details
The	Filing details scree	n will pre-populate	with the exist	ing filing parties' details
The	Evivac Filing details scree Dust Disease Tribunal New South Wale Home - Notification of Plaintiff's Deel Filing details This form is being filed for: Party no	en will pre-populate	with the exist	Ing filing parties' details
The	Filing details scree Dust Disease Tribunal New South Walk Home > Notification of Plaintiff's Deal Filing details This form is being filed for: Party no Party no Notification of Plaintiff's Deal This form is being filed for:	en will pre-populate	with the exist	Ing filing parties' details
The	Evivac Filing details scree Dust Disease Tribunal New South Wald Home > Notification of Plaintiff's Deat Filing details This form is being filed for: Party not Party n	x C WebAccessibility C Coovright m will pre-populate ss es ame Role Carter Plai ung Plai	with the exist	Ing filing parties' details
The	Filing details scree Dust Disease Tribunal New South Wale Home > Notification of Plaintiff's Deal Filing details This form is being filed for: Party no Party no Party no Con Art	x C I Web Accessibility C I Coovrieth m will pre-populate s es es ame Role Carter Plai ung Plai tist Plai	with the exist	Term sections About Notification of Plaintiff's Death Case details Filing details Upload documents & submit
The	E Filing details scree Dust Disease Tribunal New South Walk Home > Notification of Plaintiff's Dee Filing details This form is being filed for: Party no Party no Party no Party no Party no Con Art	x C Veb Accessibility C Coovciebr en will pre-populate ss es es ame Role Carter Plai ung Plai	with the exist	Ing filing parties' details

Step	Action				
4	Enter in all mandatory fields marked with an *. These are				
	i. Date of Plaintiff's death				
	The remaining non-mandatory fields are:				
	ii. Time of Plaintiff's death				
	Click Next.				
	Date of Plaintiff's death * Od-01-2023 Time of Plaintiff's death O5:30 AM Back Save Next Privacy C Veb Accessibility C Copyright and Disclaimer C				
5	The <i>Upload documents</i> screen allows supporting documents to be uploaded. Select Choose a file to upload, attach any supporting documents and then Click Upload . Click Submit.				
	Dust Diseases Tribunal New South Wales				
	Upload documents & submit				
	Supporting documents Form sections Please attach a PDF version of the Notification of Plaintiff's Death form. About Notification of Plaintiff's Death The information on the uploaded form MUST match the information added to the online form. Case details The maximum file size is 5MB. Filing details Choose a file to upload Upload				
	Back Save Submit				
6	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.				

Step 10: Where to resume a saved form

To resume a saved form, users can navigate to the <u>NSW Courts and Tribunals Online Registry</u> or the <u>Dust Diseases Tribunal</u> website.

Step	Action				
NOTE	 If resuming a saved form on any of the following forms, refer to the quick link on the How to file online page in the Dust Diseases Tribunal Website. DDT Statement of Claim The Plaintiff's Statement of Particulars Notification of Service of Statement of Particulars Defendant's Reply Summons Statement of Cross Claim Notification of Plaintiff's Death 				
1	<text></text>				
	Last Modified on 24/01/2023 10:45:16 Created on 24/01/2023 10:45:16 Not Remove draft				

Step	Action								
For the remaining saved forms, these can be accessed in the <u>NSW</u> <u>Tribunal Online Registry</u> under the Saved Forms tab.				e <u>NSW C</u>	<u>ourts an</u>	<u>d</u>			
	NSW Online Registry Courts and Tribunals Free Perth Lagout Search cases New case Saved forms Payments Filing history Online Court Court Lists Product Transcripts								
					Manage pri	ofile XML filing			
		Forms in progress							
		This is a list of partially complete forms. They h If you cannot see your partially completed form:	ave not been submitted to the court s in this list, please see the draft for	. You can also view form ms FAQs.	ns awaiting payme	nt.			
		Form type		Case	title				
		Your ref no. From (dd/mm/yy	yy) To (dd/mm/yyyy)		lear	30			
		Form type	Case title	Your ref.	Updated on+	Action			
		Statement of Claim (UCPR 3A/3B)	James Jenny v Mike Jimmy		20 Jan 2023	🖻 📝 😣			
		Statement of Claim (UCPR 3A/3B)	TBD v Sam Jo		01 Nov 2021				
		Statement of Facts and Contentions	Hugo Furst v Ballina Shire Council		13 Oct 2021				
		Affidavit (UCPR 40)	Kim Mcphee testing v John Jones		07 Oct 2021				
		Corporations Law Originating Process (Form 2)	TBD v TBD	UAT04 TESTING ON CASE	06 Oct 2021	🖻 🔟 😣			
		Affidavit (UCPR 40)	Jerry Mander v E-SUB TESTING PTY LTD		06 Oct 2021	🖻 ք 🗵			
		Subpoena to Produce Items Before Hearing (UCPR 26A)	Jerry Mander v E-SUB TESTING PTY LTD		06 Oct 2021	🖸 🔟 🗵			
		Application Class 1 2 3 (Form B)	jane Ko v TBD	Save 4	05 Oct 2021	2 📝 😣			
		Notice of Appointment of Solicitor (UCPR 77)	G8 EDUCATION LIMITED v Sara Test1	Pega123	01 Oct 2021	🖾 📝 😣			
		Notice of Appointment of Solicitor (UCPR 77)	G8 EDUCATION LIMITED v John JonesUAT04		01 Oct 2021	🖻 📝 😣			
		Statement	Goodway Car Insurance Pty Ltd		07 Jun 2021				*

5. Need more Information

For more information or support regarding how to use the online forms, DDT clients should contact the Registry via in person, phone, post, or email.

Tribunal Registry Address:	Level 12, John Maddison Tower 88 Goulburn Street SYDNEY NSW 2000
Registry Phone Number:	(02) 9337 5440
Registry Postal Address:	Locked Bag 16 HAYMARKET NSW 1240
Registry Email:	dust.diseases.tribunal@justice.nsw.gov.au

Help using Online Registry services

Email: onlineregistry_support@agd.nsw.gov.au

Feedback about the NSW Online Registry website and our services

Email: <u>onlineregistry support@agd.nsw.gov.au</u>

6 Appendix

Appendix A: Glossary

Acronym	Description
DDT	Dust Diseases Tribunal of NSW
DCJ	Department of Communities and Justice
CTSD	Courts, Tribunals and Service Delivery
ORW	Online Registry Website (NSW Courts and Tribunals Online Registry)
eOrg	Electronic Organisation (eOrganisation)
UCPR	Uniform Civil Procedure Rules
SOC	Statement of Claim
SOP	Statement of Particulars
SOCC	Statement of Cross Claim
FUI	Frequent User Identifier
СА	Contribution Assessor
BIS	Business Information Services
IDS	Information and Digital Services
DPT	Digital Portfolio Team

Appendix B: Support Services

- Hearing loop/Infra Red equipment for personal amplification
- Wheelchair access-court room
- Wheelchair access-bar table
- Person with a support person (cognitive disability)
- Person with a support person (psychiatric disability)
- Person with a support person (other disability)
- Preferred documents format braille
- Preferred documents format large print
- Preferred documents format audio (tape or CD-ROM)
- Preferred documents format electronic
- Extra help may be requested

Appendix C: Type of Claim

	Asbestos related claim	Other dust related disease	Asbestos related (Division 6)
• • • • •	Asbestos related pleural disease Asbestosis Carcinoma Compensation to Relatives Mesothelioma	 Asthma Bronchitis Chronic bronchitis Coal dust pneumoconiosis Compensation to Relatives Emphysema Hard metal pneumoconiosis Other pathological condition Silicosis 	 Asbestos related (Division 6)

7 Version Control Table

Version	Description	Name	Date
1.0	Initial document	Vallan Brandy	3 April 2023