

# **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

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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.

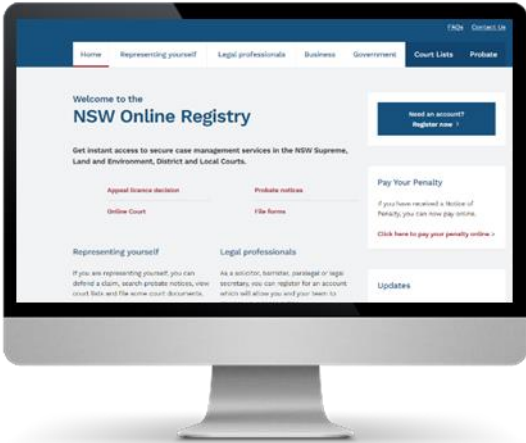

## 3. Who should use this document?

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

## 4. Process



### Step 1: Registration

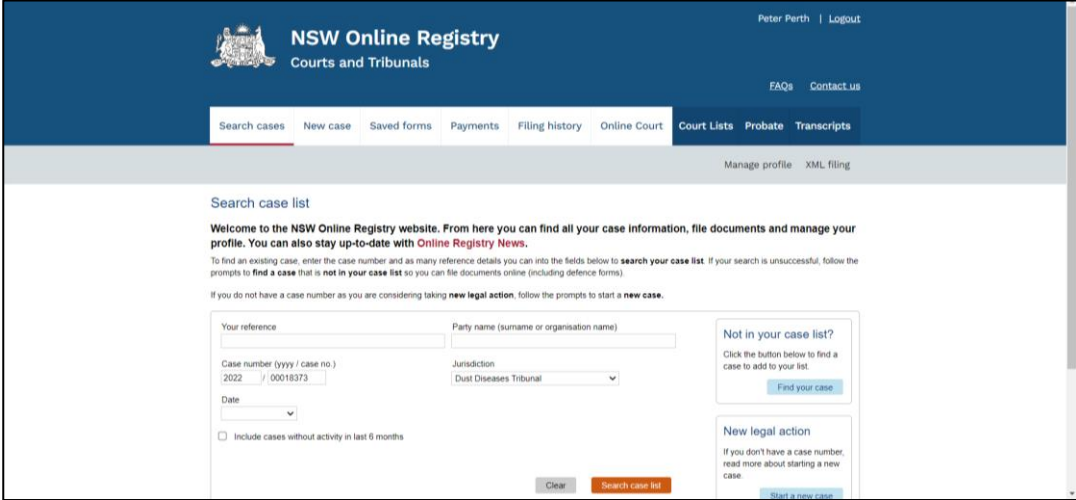
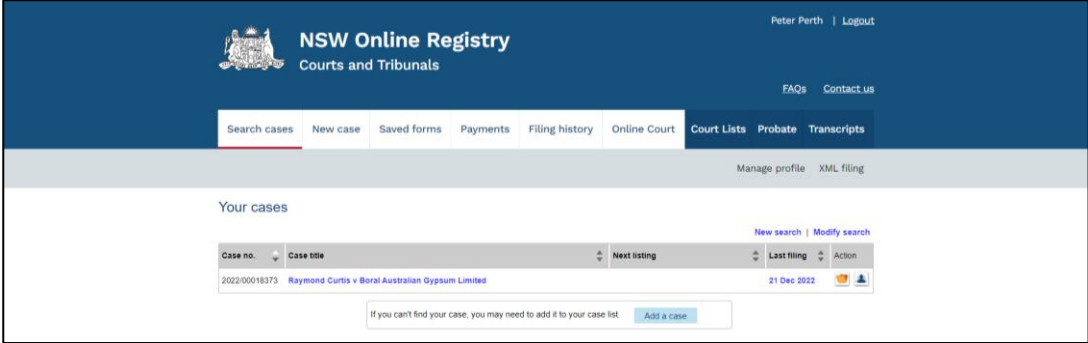
To be able to file online, users will need to register an account with the [NSW Courts and Tribunals Online Registry](#)

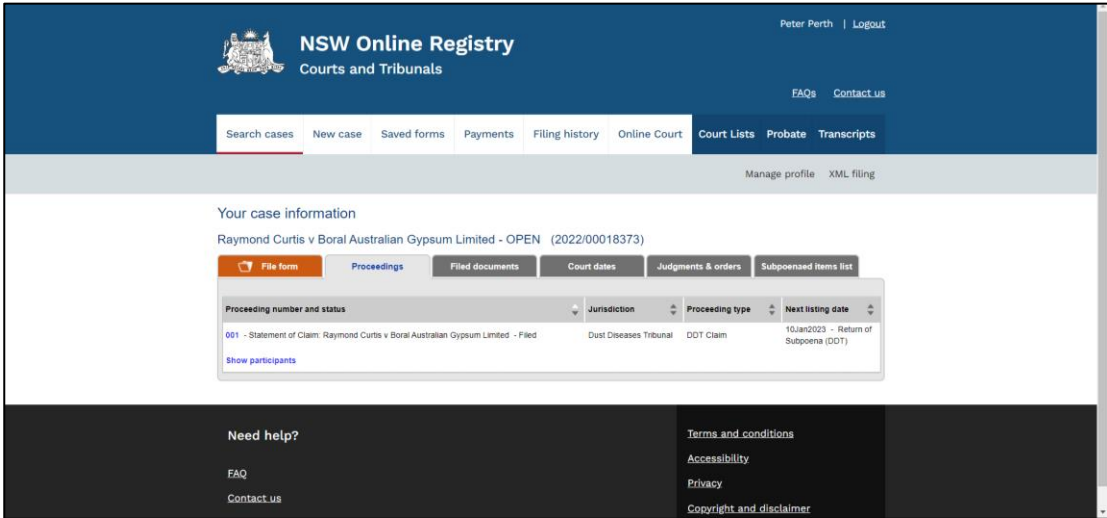
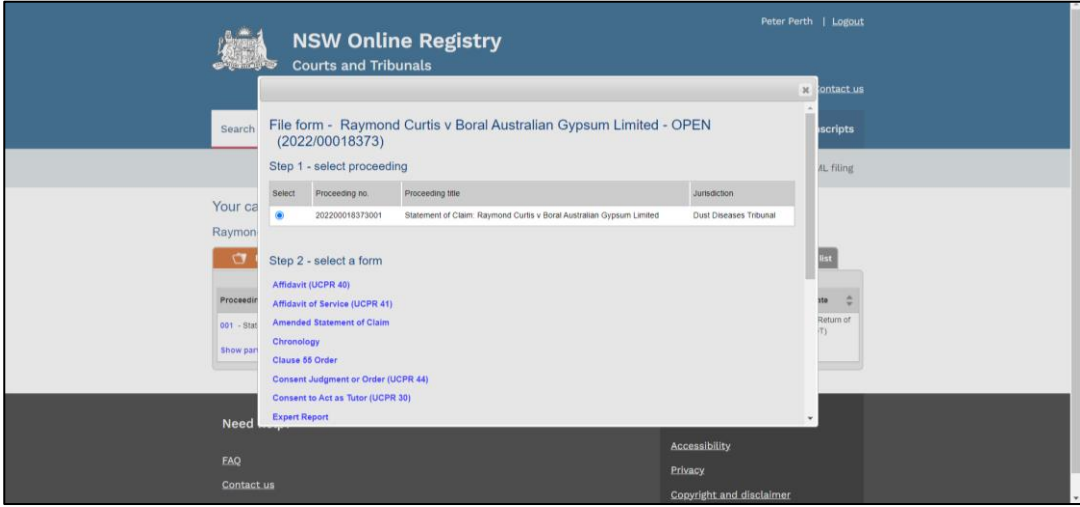
Step	Action
1	<p>Refer to the following resources for how to register an account with the <a href="#">NSW Courts and Tribunals Online Registry</a> (ORW) Website.</p> <ul style="list-style-type: none"> <li>• <a href="#">How to register for NSW Courts and Tribunals Online Registry?</a></li> <li>• <a href="#">How do I register an eOrganisation?</a></li> <li>• <a href="#">Which user type should I select when registering?</a></li> <li>• <a href="#">YouTube guide - NSW Online Registry eOrganisation Overview</a></li> <li>• <a href="#">YouTube guide - How to Register as a Legal Practitioner</a></li> <li>• <a href="#">YouTube guide - How to Register as a self-represented party</a></li> </ul> 
	<p>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.</p> <p>For additional registration support email: <a href="mailto:onlineregistry-support@justice.nsw.gov.au">onlineregistry-support@justice.nsw.gov.au</a></p>

## Step 2: Where to locate the forms online.

To commence online filing, users can navigate to the [NSW Courts and Tribunals Online Registry](#) or the [Dust Diseases Tribunal](#) website.

Step	Action
1	Users will need to navigate and log in to the <a href="#">NSW Courts and Tribunals Online Registry Website</a> (ORW).
	In order to file online, users will need to register an account with the <a href="#">NSW Courts and Tribunal Online Registry</a> . Refer to <a href="#">Step 1: Registration</a> on how to register an account with the ORW.
2	<p>The forms to originate a claim are listed on the right side of the New Case tab in Online Registry website.</p> 

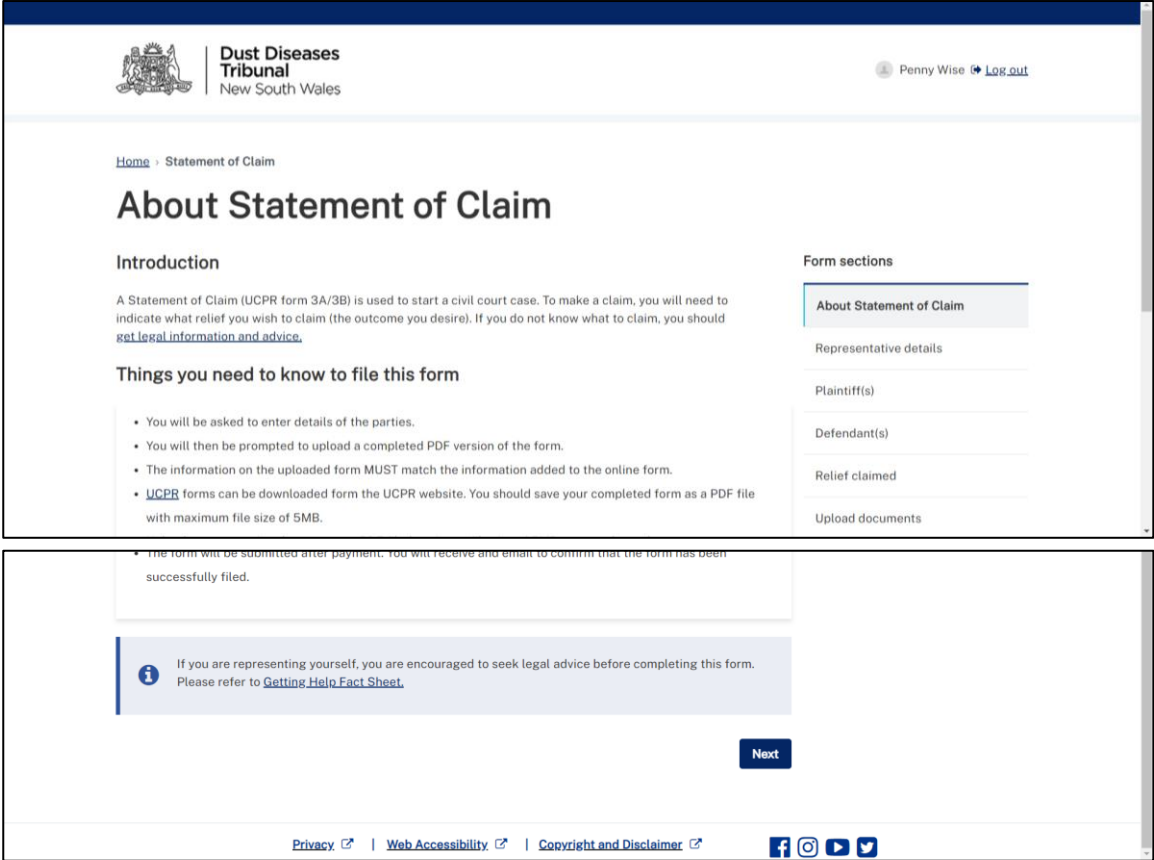
Step	Action
3	<p>For filing documents on an existing case, users will need to first search for the existing case.</p> <p>Select Search cases, enter the case number and in the Jurisdiction dropdown, then select Dust Diseases Tribunal.</p>  <p>Then select Search case list.</p>  <p>Then select the case.</p>

Step	Action
4	<p>The <i>Your Case Information</i> screen is displayed.</p> 
5.	<p>Select <i>File Form</i> tab.</p>  <p>Then select the form to begin.</p>

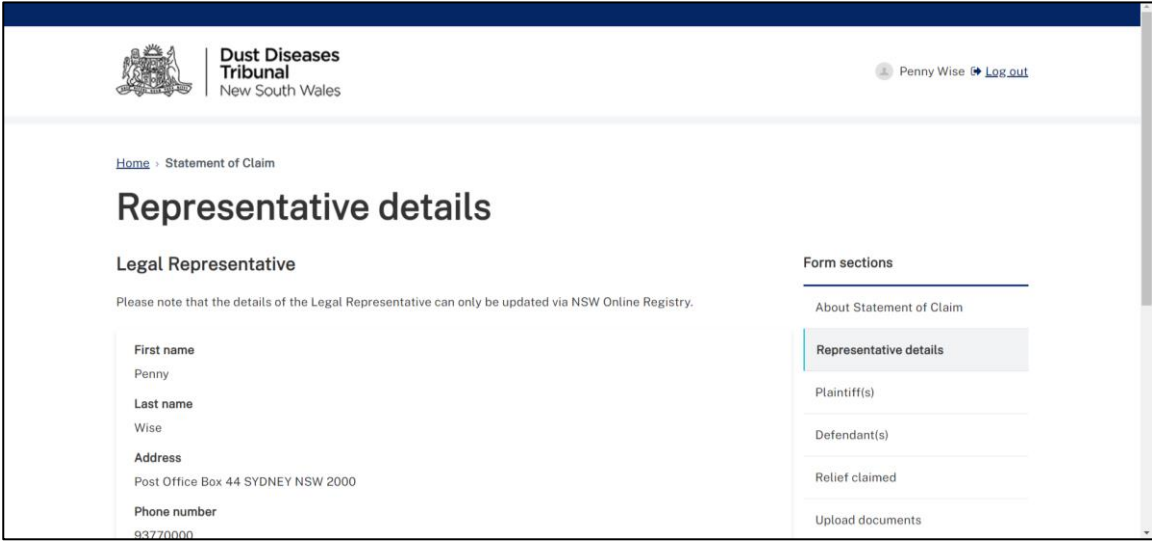

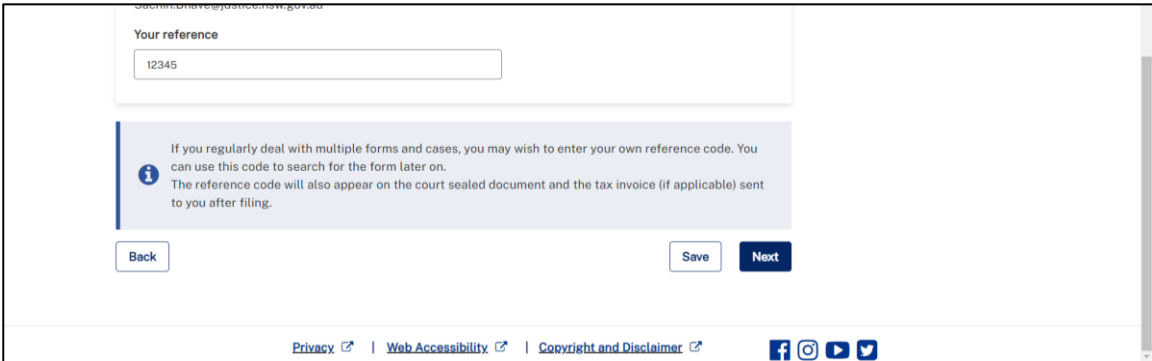
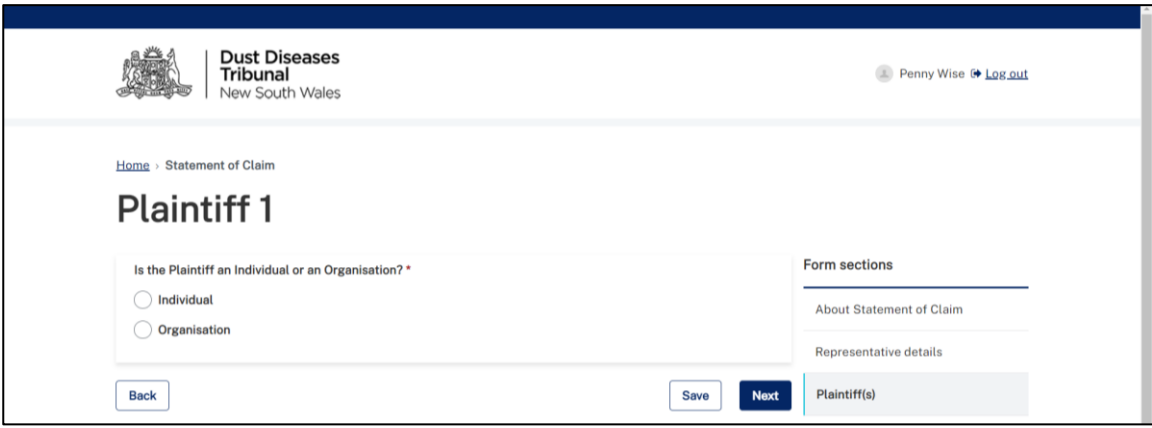
### Step 3: Submitting the DDT Statement of Claim


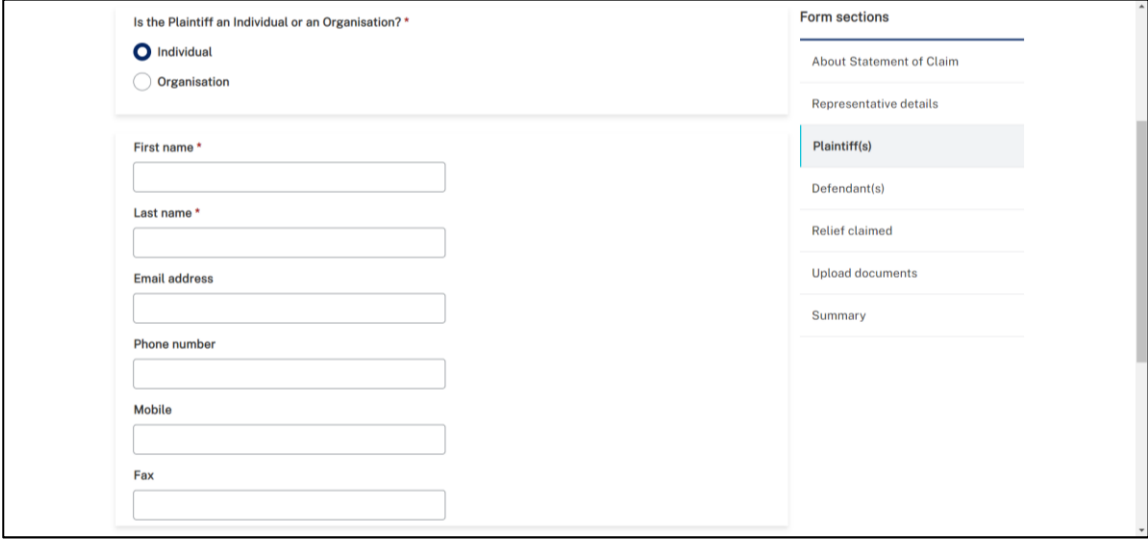


The Statement of Claim (SOC) is used to originate a claim and is lodged with the Tribunal along with the appropriate filing fee.

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

Step	Action
1	<p>The <i>About Statement of Claim</i> screen details information on how to file this form and hyperlinks to the UCPR forms and DDT filing fees.</p> <p>Click <b>Next</b>.</p>  <p>The screenshot shows the 'About Statement of Claim' page. At the top, there is the Dust Diseases Tribunal logo and the user name 'Penny Wise' with a 'Log out' link. The main heading is 'About Statement of Claim'. Below this, there is an 'Introduction' section and a 'Things you need to know to file this form' section with a bulleted list. A 'Form sections' sidebar on the right lists: 'About Statement of Claim', 'Representative details', 'Plaintiff(s)', 'Defendant(s)', 'Relief claimed', and 'Upload documents'. At the bottom of the main content area, there is a 'Next' button. The footer contains links for 'Privacy', 'Web Accessibility', and 'Copyright and Disclaimer', along with social media icons for Facebook, Instagram, YouTube, and Twitter.</p>



Step	Action
2	<p>The <i>Representative details</i> screen will pre-populate with the details of the Legal Representative who is filing the document.</p> 
	<p>A reference number can be entered into the non-mandatory <i>Your reference</i> field. Click <b>Next</b>.</p> 
3	<p>The <i>Plaintiff 1</i> details screen is displayed. Select if the plaintiff is an <i>Individual</i> or <i>Organisation</i></p> 

Step	Action
	<p>I. If Individual, proceed to step 4a.</p> <p>II. If Organisation, proceed to step 4b.</p>
<p>4a</p>	<p>For an individual, enter all mandatory fields marked with a red asterisk *. The mandatory fields are:</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Last name</li> <li>• Address (Australia or overseas)</li> </ul> 
	<p>For an Australian address an autocomplete field which pre-populates the address has been built into the application. Alternatively, the address details can be manually entered.</p> 

Step	Action
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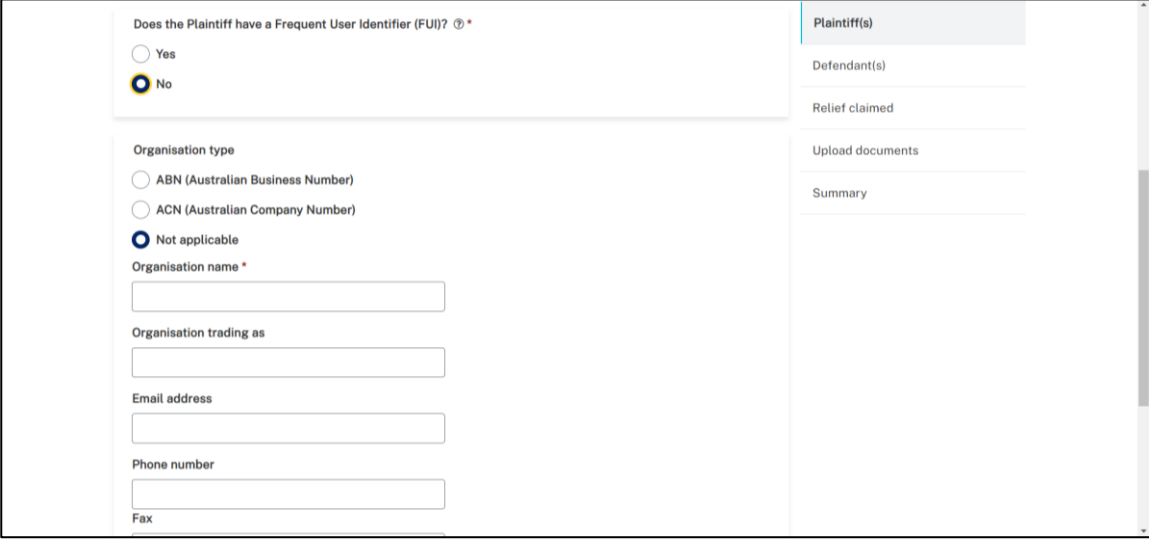
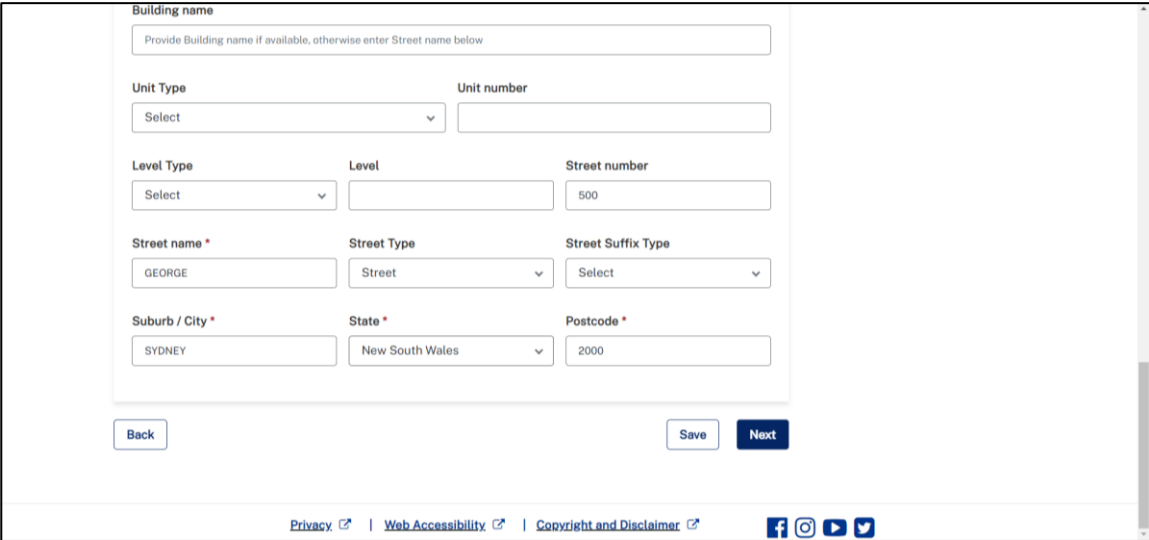
A number of support services are also available to be selected to assist the plaintiff. If a support service is required, then the type of support service can be selected from the drop-down list or added in the Other Support Services text field.

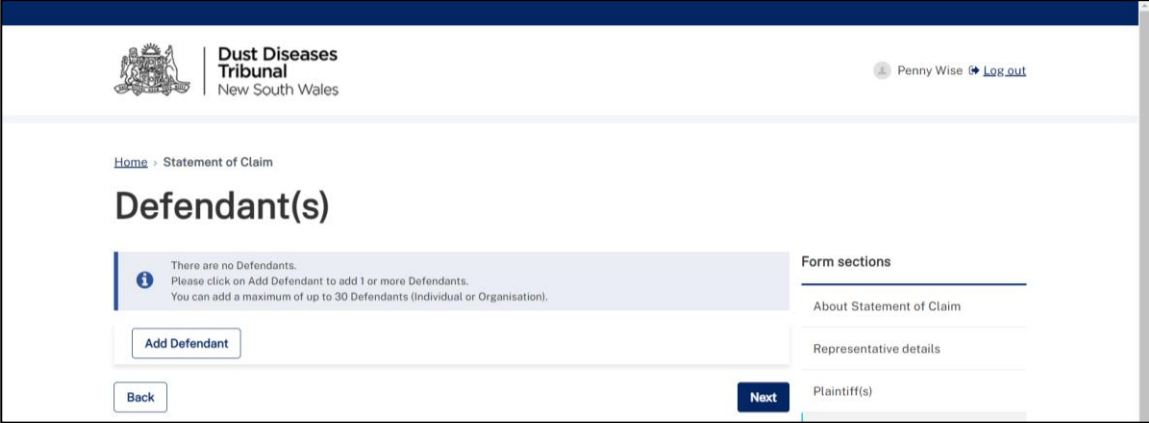
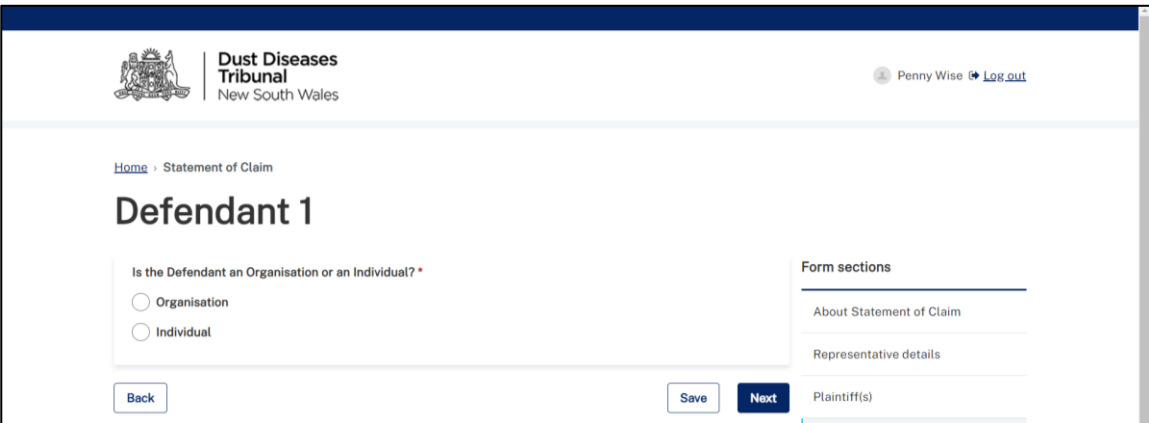
Refer to [Appendix B: Support Services](#) for full list of support services.

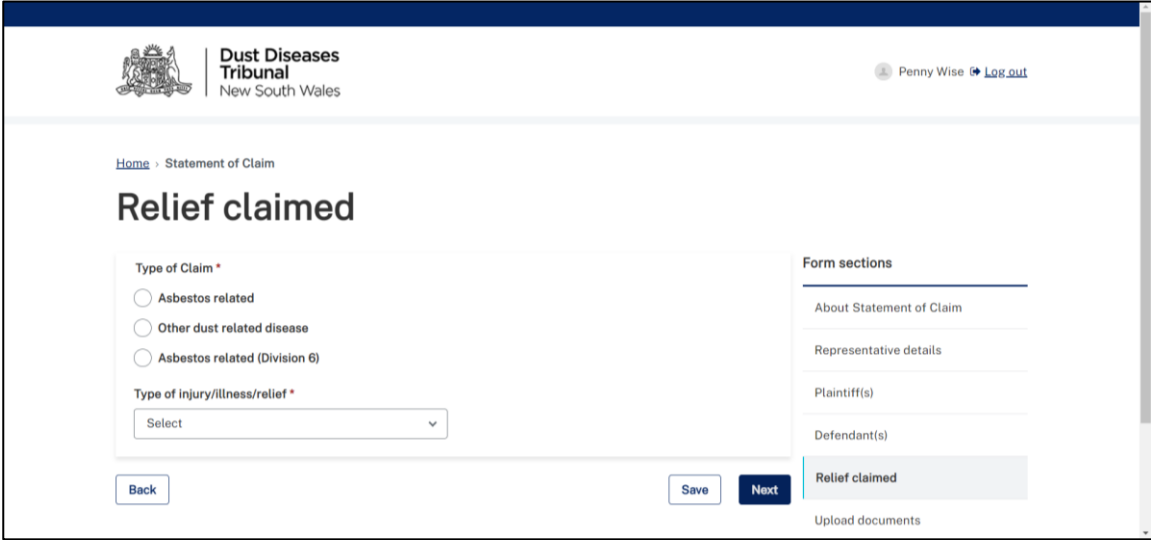

Click **Next**.

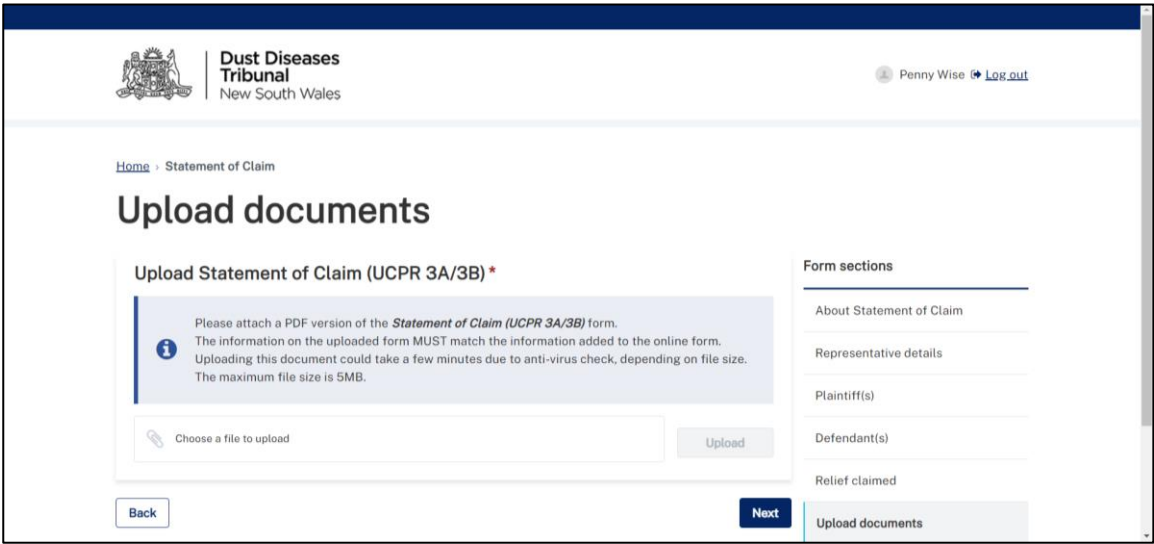

- i. If additional Plaintiff's, select Add Plaintiff.
- ii. If completed, select Next.

Step	Action
4b	<p>Where the plaintiff is an organisation, enter the Frequent User Identifier (FUI) or manually enter their details if a FUI does not exist.</p> <div data-bbox="279 347 1428 884" style="border: 1px solid black; padding: 10px;"> <p><a href="#">Home</a> &gt; Statement of Claim</p> <h2 style="margin: 0;">Plaintiff 2</h2> <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <p>Is the Plaintiff an Individual or an Organisation? *</p> <p><input type="radio"/> Individual</p> <p><input checked="" type="radio"/> Organisation</p> <hr/> <p>Does the Plaintiff have a Frequent User Identifier (FUI)? ⓘ *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Frequent User Identifier (FUI) *</p> <input type="text"/> <input type="button" value="Validate"/> <p>Organisation name *</p> <input type="text"/></div> <div style="width: 30%; border-left: 1px solid #ccc; padding-left: 10px;"> <p><b>Form sections</b></p> <hr/> <p>About Statement of Claim</p> <hr/> <p>Representative details</p> <hr/> <p><b>Plaintiff(s)</b></p> <hr/> <p>Defendant(s)</p> <hr/> <p>Relief claimed</p> <hr/> <p>Upload documents</p> <hr/> <p>Summary</p> <hr/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> </div> </div>

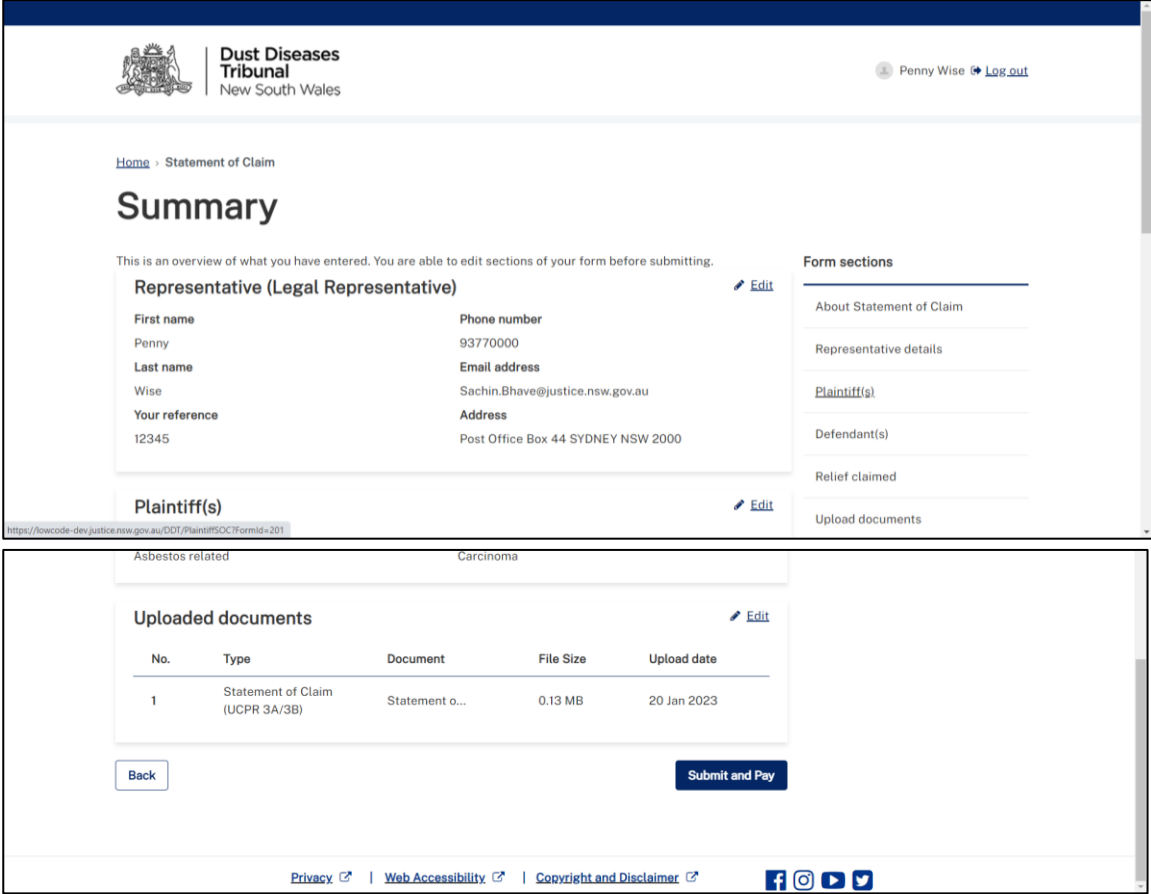

Step	Action
<p> <b>NOTE</b></p>	<p>Where a FUI does not exist the Organisation Type, Organisation Name and address (Australia or Overseas) is required.</p> <div data-bbox="279 347 1433 884">  </div> <div data-bbox="279 891 1433 1429">  </div> <p>Click <b>Next</b>.</p> <ul style="list-style-type: none"> <li>• If additional Plaintiff's, select Add Plaintiff.</li> <li>• If completed, click <b>Next</b>.</li> </ul>

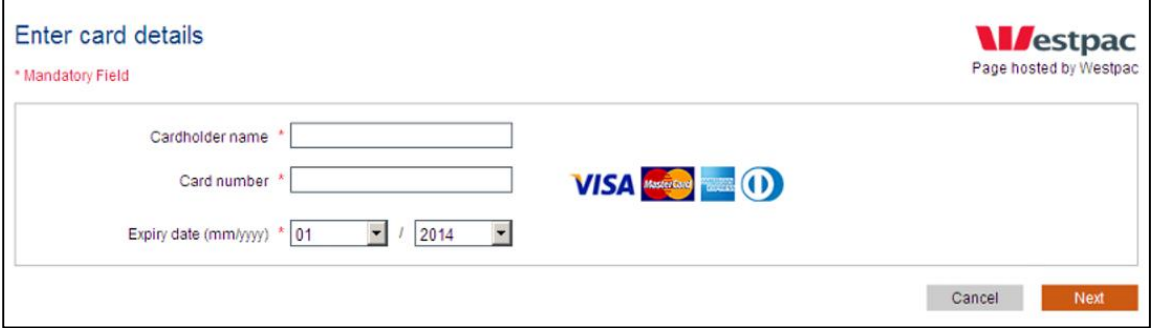
Step	Action
5	<p>The Defendant(s) page allows up to 30 Defendants (Individual and/or Organisation) to be added.</p> <p>Click <b>Add Defendant</b>.</p> 
6	<p>Select if the Defendant is an Individual or Organisation.</p> <ol style="list-style-type: none"> <li>i. If Individual, refer to step 4a.</li> <li>ii. If Organisation, refer to step 4b.</li> </ol> <p>Click <b>Next</b>.</p> 

Step	Action
7	<p>The <i>Relief claimed</i> screen allows details the type of claim.</p> <p>Select Type of Claim</p> <ul style="list-style-type: none"> <li>▪ Asbestos related</li> <li>▪ Other dust related disease</li> <li>▪ Asbestos related (Division 6)</li> </ul> <p>Click <b>Next</b>.</p> 
	<p>Refer to <a href="#">Appendix C: Type of Claim</a> for full list of claimable events</p>

Step	Action
8	<p>The <i>Upload documents</i> screen requires the PDF version of the Statement of Claim (UCPR form 3A/3B) to be uploaded.</p> <p>Select Choose a file to upload, attach the PDF version of the SOC and then select Upload.</p> <p>Click <b>Next</b>.</p> 
	<p>When filing the DDT Statement of Claim online, users must upload the PDF version of Statement of Claim (UCPR form 3A/3B). This form can be downloaded from the <a href="#">UCPR Forms</a> webpage.</p>



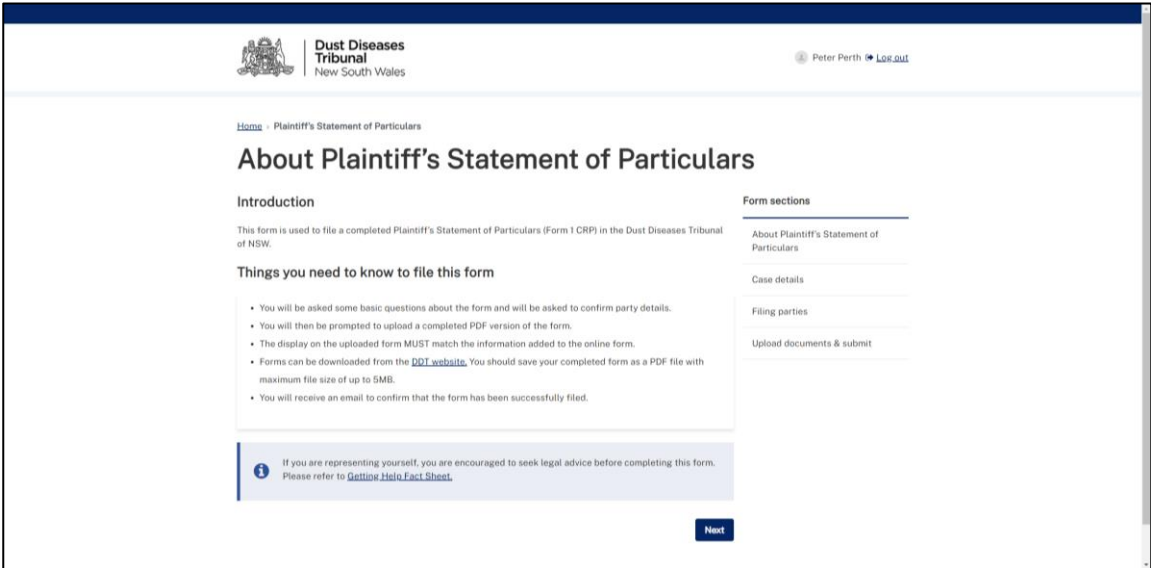
Step	Action
9	<p>The <i>Summary</i> page is displayed.</p> <p>This will provide an overview of all the details entered and allows users to edit sections before submitting.</p> 
	<p>Payment is calculated at the end of the application.</p> <ol style="list-style-type: none"> <li>i. If payment, select Submit and Pay then refer to step 10.</li> <li>ii. If no payment, select Submit and then refer to step 11.</li> </ol>

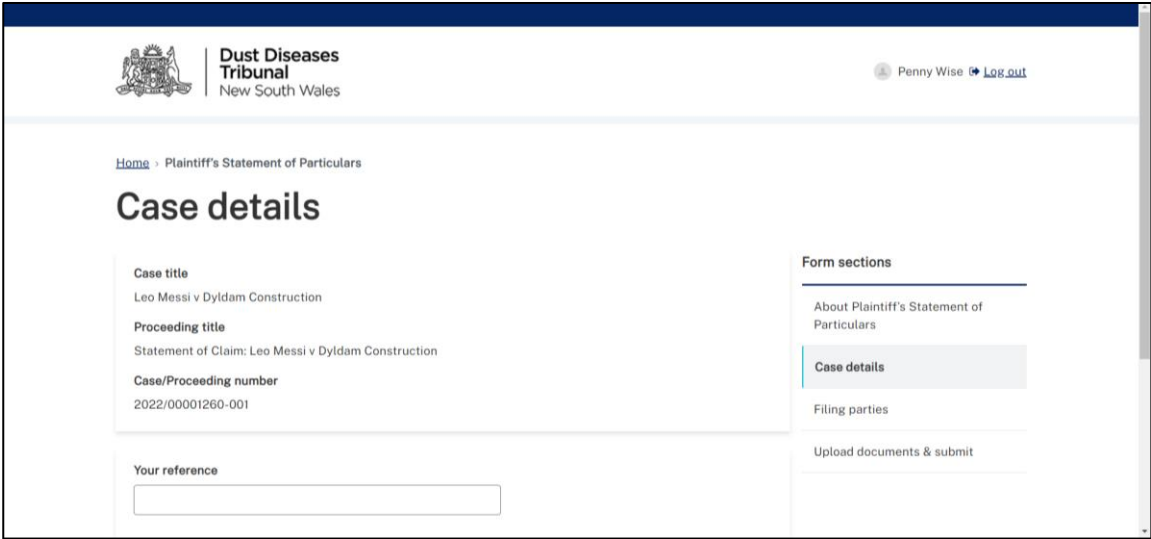

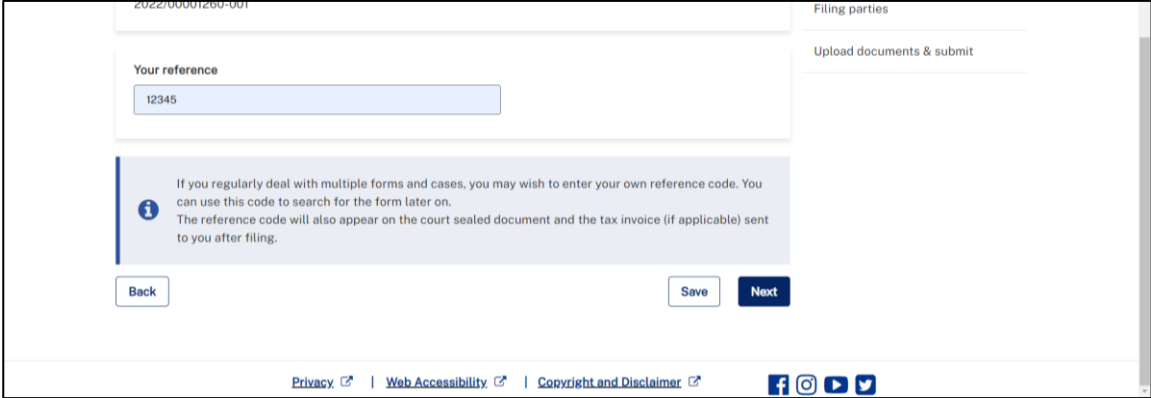
Step	Action
10	<p>The <i>Payment</i> screen allows for payment via Credit Card. Enter the card details. Click <b>Next</b>.</p> 
11	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached

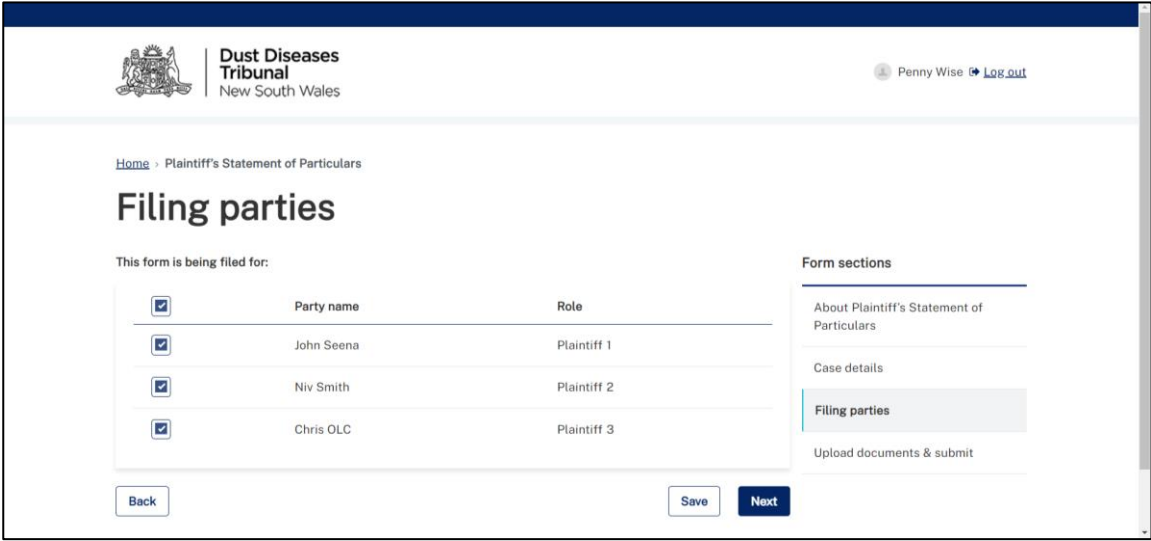
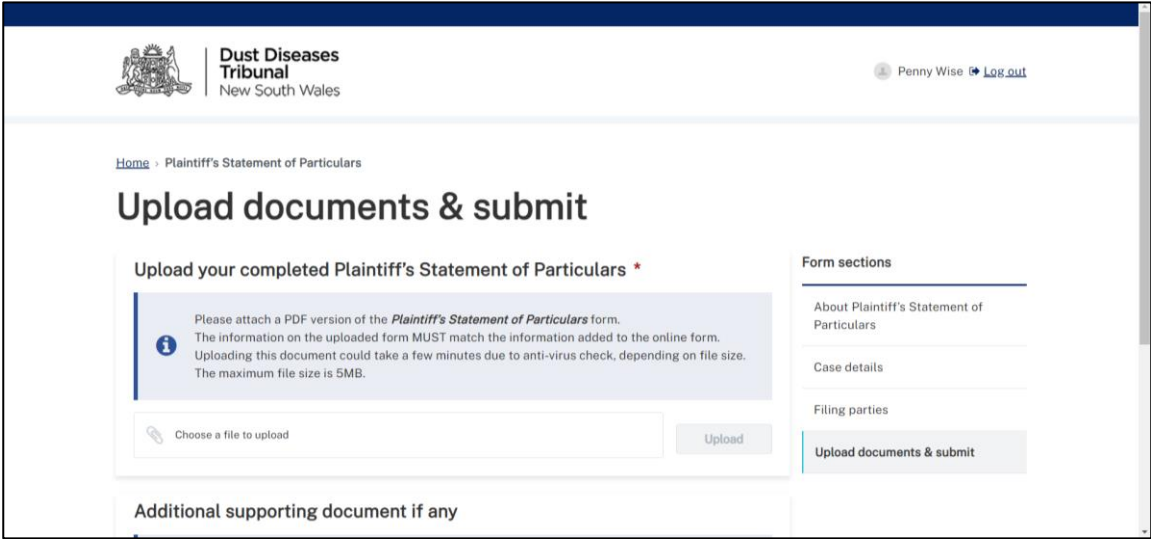
#### Step 4: Submitting the Plaintiff's Statement of Particulars

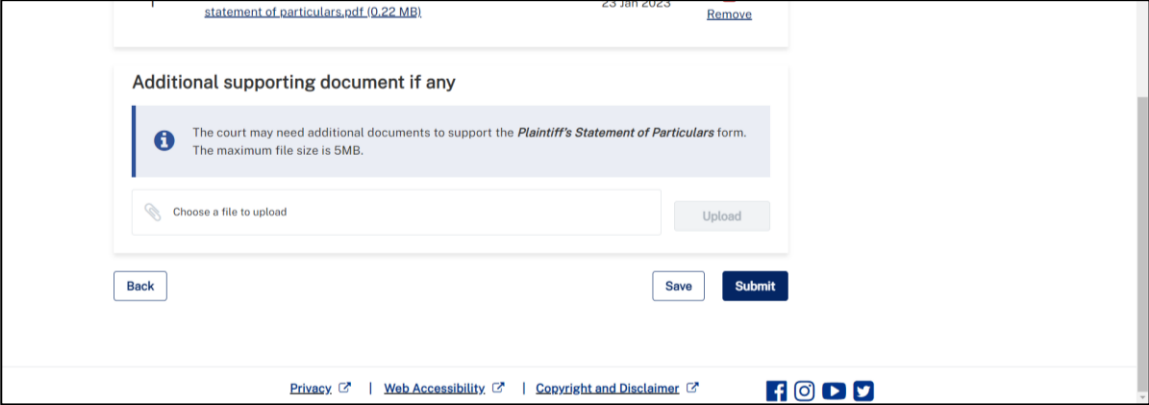

Where the claim is related to previous asbestos exposure, users may be required to file other prescribed forms such as the Plaintiff's Statement of Particulars (SOP).

This process outlines how this document can be filed online.

Step	Action
1	<p>The <i>About Plaintiff's Statement of Particulars</i> screen details information on how to file this form and hyperlinks to the UCPR form. Click <b>Next</b>.</p> 

Step	Action
2	<p>The <i>Case details</i> screen displays and will pre-populate with the existing case details.</p> <ul style="list-style-type: none"> <li>• Case title</li> <li>• Proceeding title</li> <li>• Case/Proceeding number</li> </ul> 
	<p>A reference number can be entered in the non-mandatory <i>Your reference</i> field. Click <b>Next</b>.</p> 

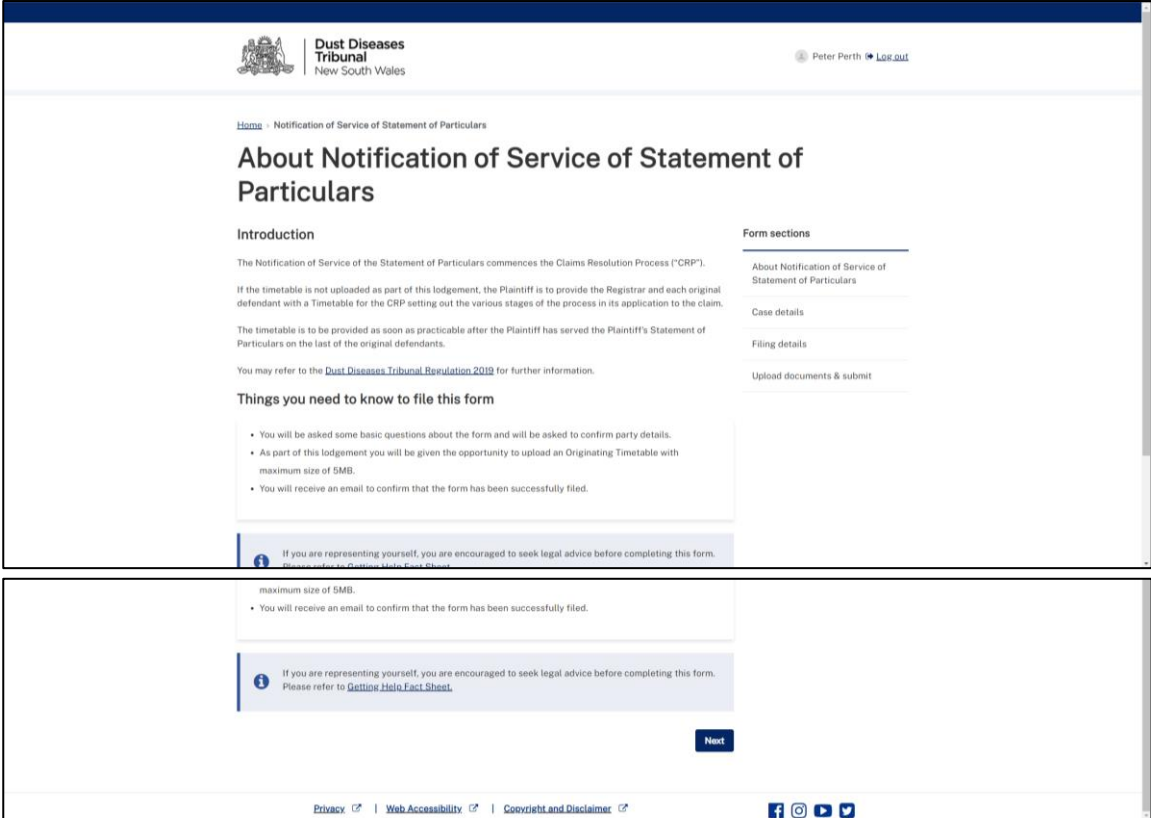
Step	Action
3	<p>The <i>Filing parties</i> screen will pre-populate with the existing filing parties' details. Click <b>Next</b>.</p> 
4	<p>The <i>Upload documents</i> screen requires the PDF version of the SOP to be uploaded.</p> <p>Select Choose a file to upload, attach the PDF version of the SOP and then click <b>Upload</b>.</p> 

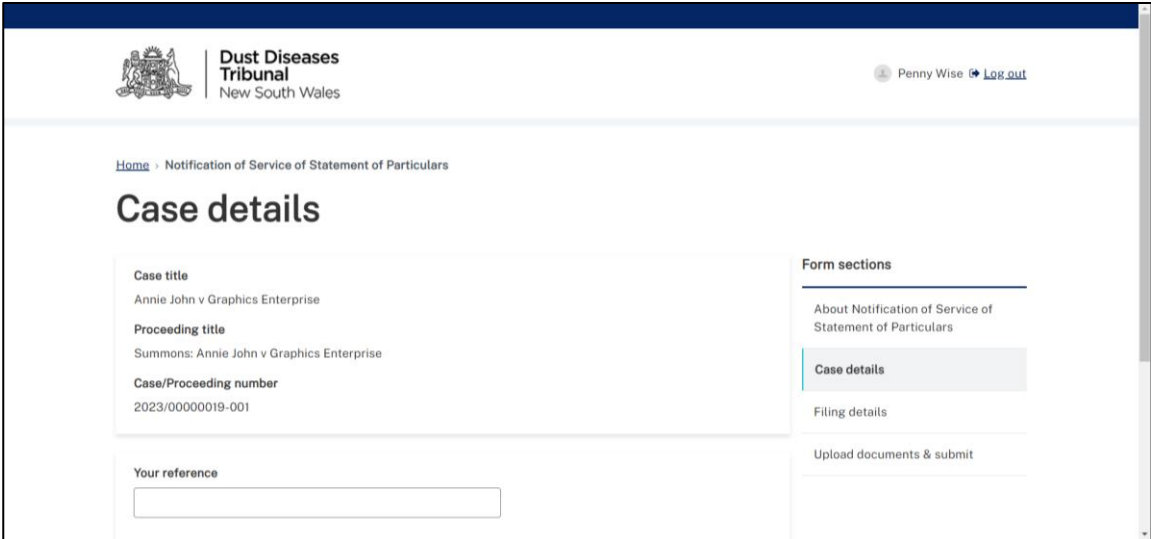

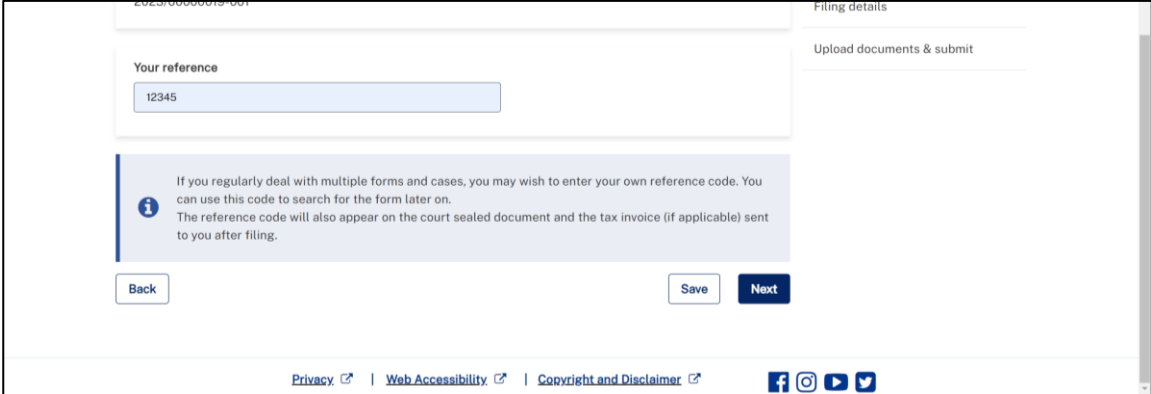
Step	Action
5	<p>Where supporting documents are required, these can be uploaded in the Additional Supporting document field</p> <p>Click <b>Submit</b>,</p> 
	<p>When filing the Plaintiff's Statement of Particulars online, users can upload the PDF version of the Plaintiff's Statement of Particulars (Form 1 in Schedule 2 of the Regulation). This form can be downloaded from the <a href="#">DDT forms and fees</a> webpage</p>
6	<p>Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.</p>

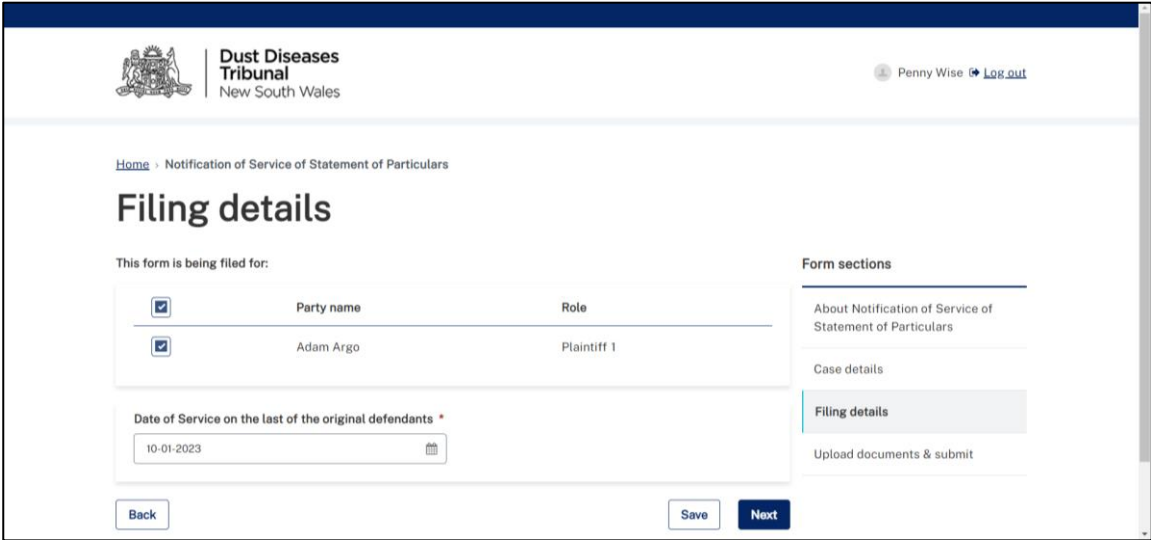
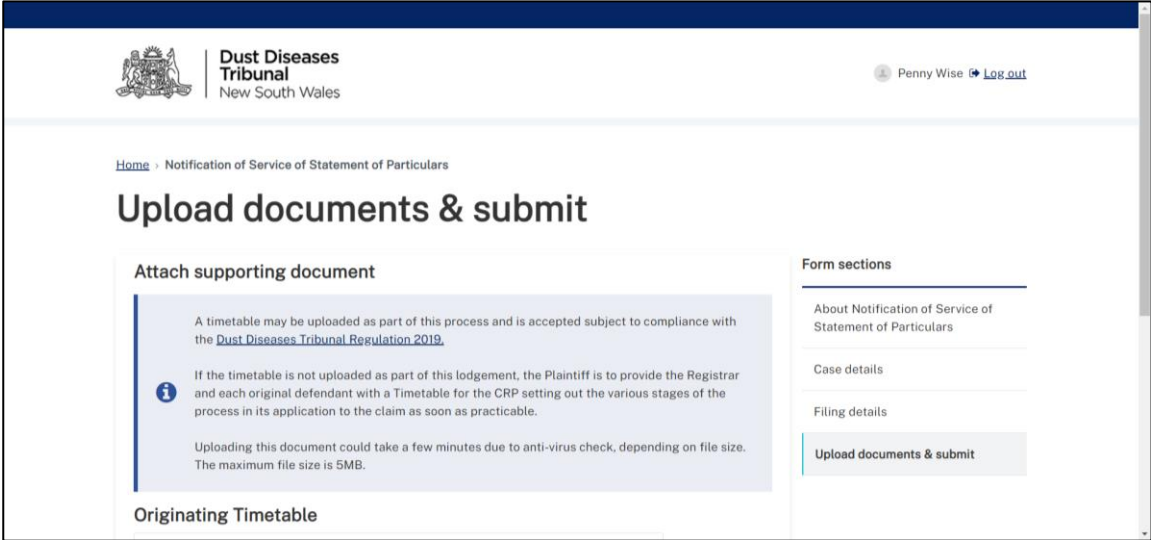
## Step 5: Submitting the Notification of Service of the Plaintiff's SOP

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

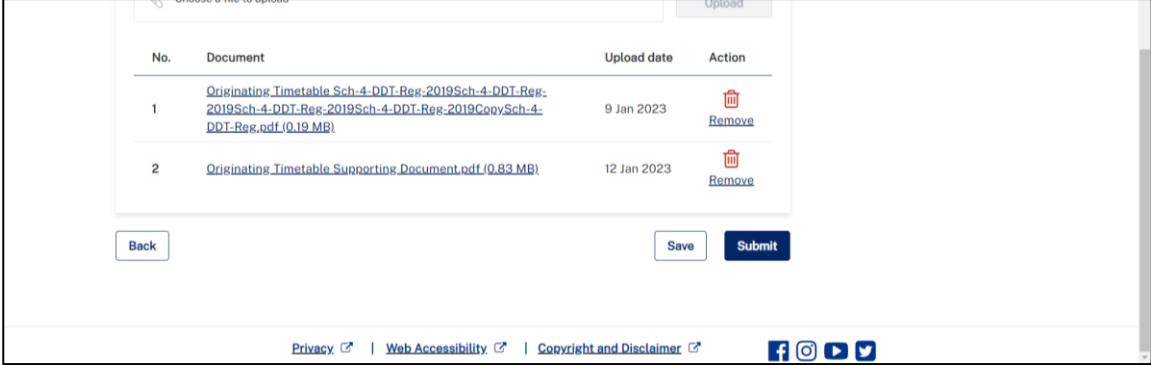
The following steps outline how users can file the Notification of Service of the SOP.

Step	Action
1	<p>The <i>About Notification of Service of SOP</i> screen details information on how to file this form as well as providing hyperlinks to the Dust Diseases Tribunal Regulations. Click <b>Next</b>.</p>  <p>The screenshot shows the 'About Notification of Service of Statement of Particulars' page. At the top, there is a header with the Dust Diseases Tribunal logo and 'New South Wales'. A user is logged in as 'Peter Perth'. The main heading is 'About Notification of Service of Statement of Particulars'. Below this, there is an 'Introduction' section explaining that the Notification of Service commences the Claims Resolution Process (CRP). A 'Form sections' sidebar on the right lists: 'About Notification of Service of Statement of Particulars', 'Case details', 'Filing details', and 'Upload documents &amp; submit'. A 'Things you need to know to file this form' section contains three bullet points: '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.', and 'You will receive an email to confirm that the form has been successfully filed.' At the bottom, there is a blue 'Next' button and a footer with links for Privacy, Web Accessibility, and Cookies and Disclaimer, along with social media icons.</p>

Step	Action
2	<p>The case details page will pre-populate with the existing case details.</p> <ul style="list-style-type: none"> <li>• Case title</li> <li>• Proceeding title</li> <li>• Case/Proceeding number</li> </ul> 
	<p>A reference number can be entered in the non-mandatory <i>Your Reference</i> field. Click <b>Next</b>.</p> 

Step	Action
3	<p>The <i>Filing details</i> screen is displayed and will pre-populate with the existing parties' details.</p> <p>The Date of Service on the last of the original defendant's field requires the date of service of the SOP to the last of the original defendants.</p> <p>Select the filing party and then enter the date of service.</p> <p>Click <b>Next</b>.</p> 
4	<p>The <i>Upload documents &amp; submit</i> screen is displayed.</p> <p>This screen allows for supporting documents as well as the PDF version of the Originating Timetable (non-mandatory).</p> 

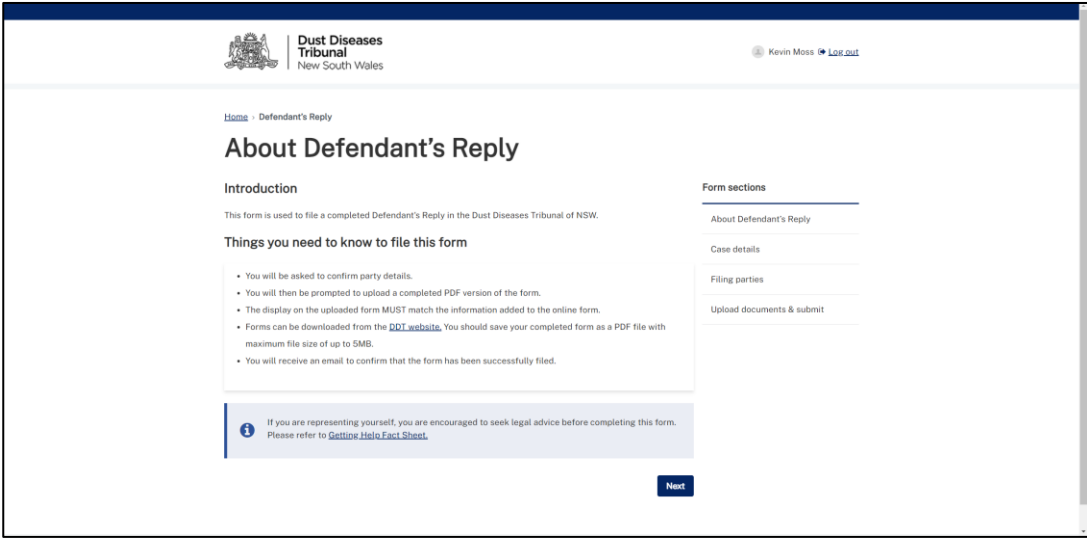
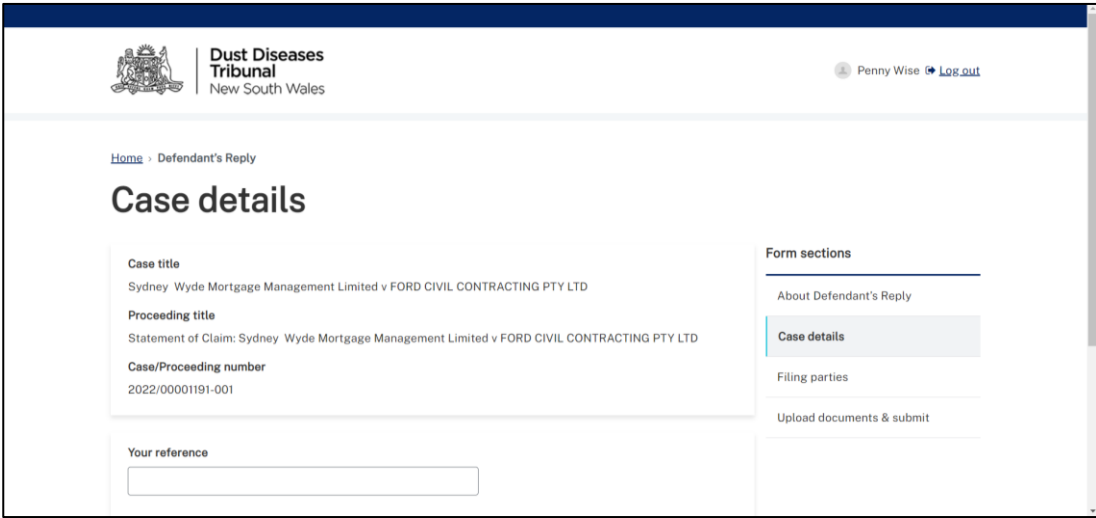



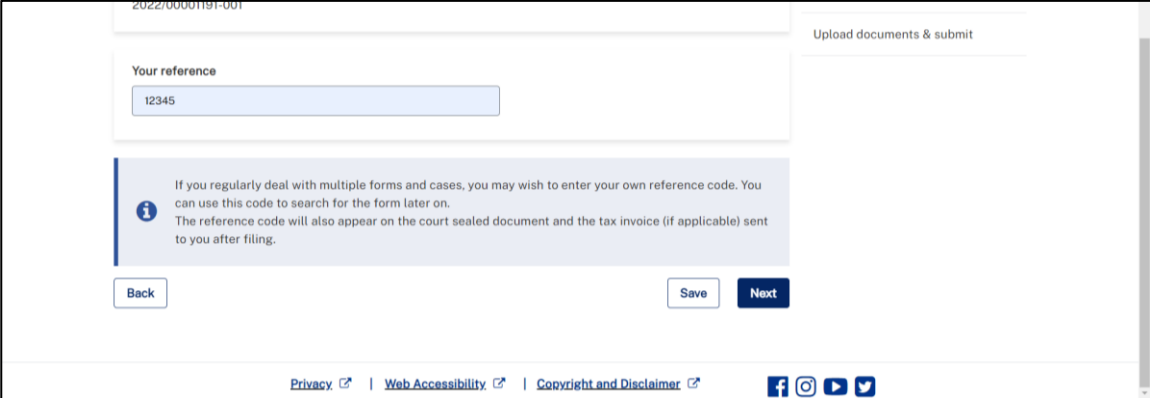
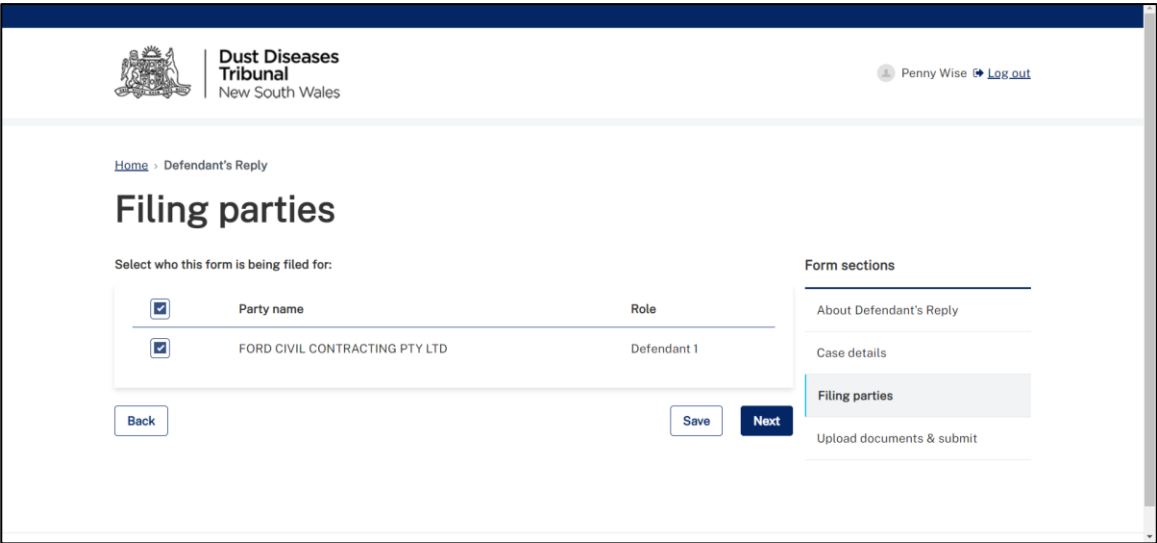
Step	Action												
5	<p>Select <b>Choose a file to upload</b>, attach any supporting documents and the PDF version of the Originating Timetable.</p> <p>Select <b>upload</b>.</p> <p>Click <b>Submit</b>.</p>  <p>The screenshot shows a web interface for uploading documents. At the top, there is a search bar and an 'Upload' button. Below is a table with the following content:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Document</th> <th>Upload date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Originating Timetable Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019CopySch-4-DDT-Reg.pdf (0.19 MB)</a></td> <td>9 Jan 2023</td> <td> <a href="#">Remove</a></td> </tr> <tr> <td>2</td> <td><a href="#">Originating Timetable Supporting Document.pdf (0.83 MB)</a></td> <td>12 Jan 2023</td> <td> <a href="#">Remove</a></td> </tr> </tbody> </table> <p>At the bottom of the table, there are three buttons: 'Back', 'Save', and 'Submit'. Below the table, there are links for 'Privacy', 'Web Accessibility', and 'Copyright and Disclaimer', along with social media icons for Facebook, Instagram, YouTube, and Twitter.</p>	No.	Document	Upload date	Action	1	<a href="#">Originating Timetable Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019CopySch-4-DDT-Reg.pdf (0.19 MB)</a>	9 Jan 2023	<a href="#">Remove</a>	2	<a href="#">Originating Timetable Supporting Document.pdf (0.83 MB)</a>	12 Jan 2023	<a href="#">Remove</a>
No.	Document	Upload date	Action										
1	<a href="#">Originating Timetable Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019Sch-4-DDT-Reg-2019CopySch-4-DDT-Reg.pdf (0.19 MB)</a>	9 Jan 2023	<a href="#">Remove</a>										
2	<a href="#">Originating Timetable Supporting Document.pdf (0.83 MB)</a>	12 Jan 2023	<a href="#">Remove</a>										
6	<p>Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.</p>												

## 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	<p>The <i>About Defendant's Reply</i> screen details information on how to file this form and hyperlinks to DDT website.</p> <p>Click <b>Next</b>.</p> 
2	<p>The <i>Case details</i> screen will pre-populate with the existing case details.</p> <ul style="list-style-type: none"> <li>▪ Case title</li> <li>▪ Proceeding title</li> <li>▪ Case/Proceeding number</li> </ul> 

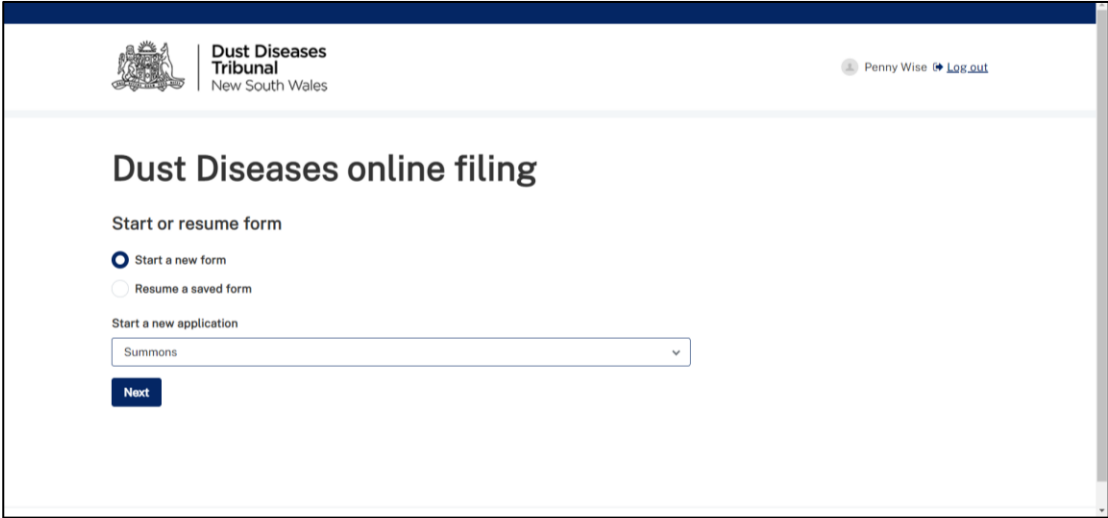
Step	Action
	<p>A reference number can be entered in the non-mandatory Your reference field. Click <b>Next</b>.</p> 
<p>3</p>	<p>The <i>Filing parties</i> screen will pre-populate with the existing filing parties' details. Note: Only those parties being represented can be selected. Select the filing party and then click <b>Next</b>.</p> 

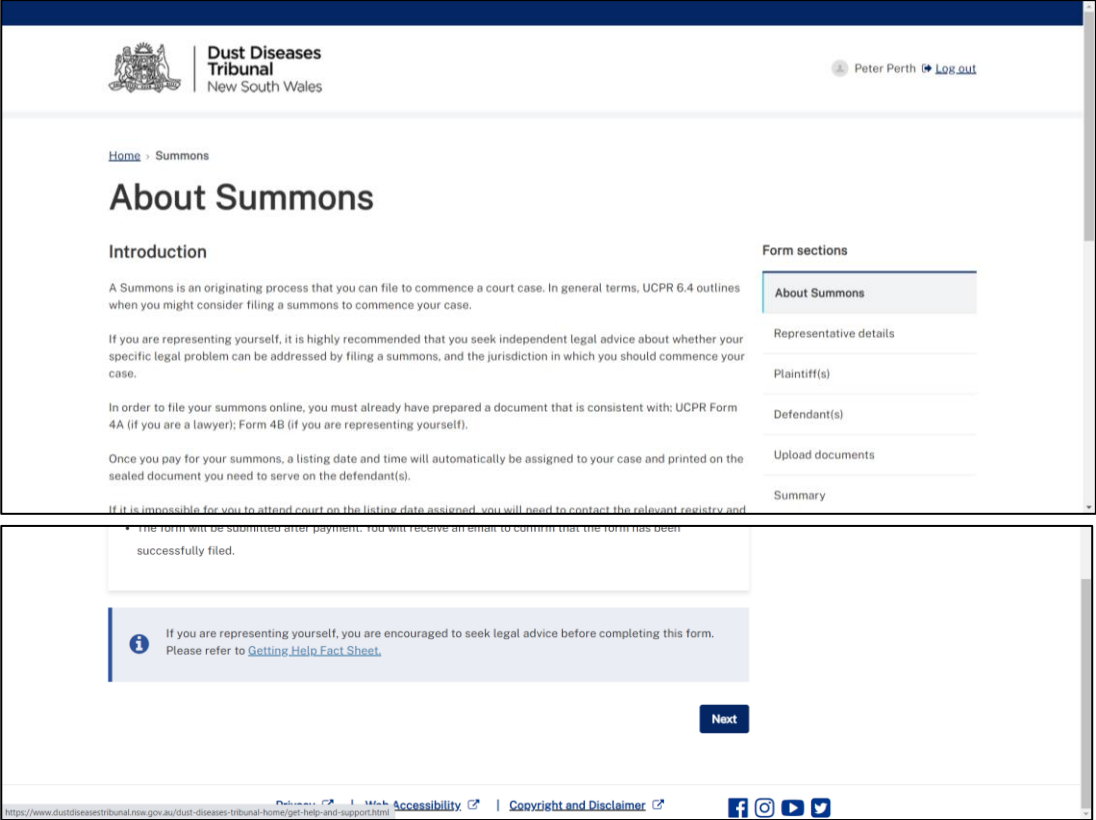
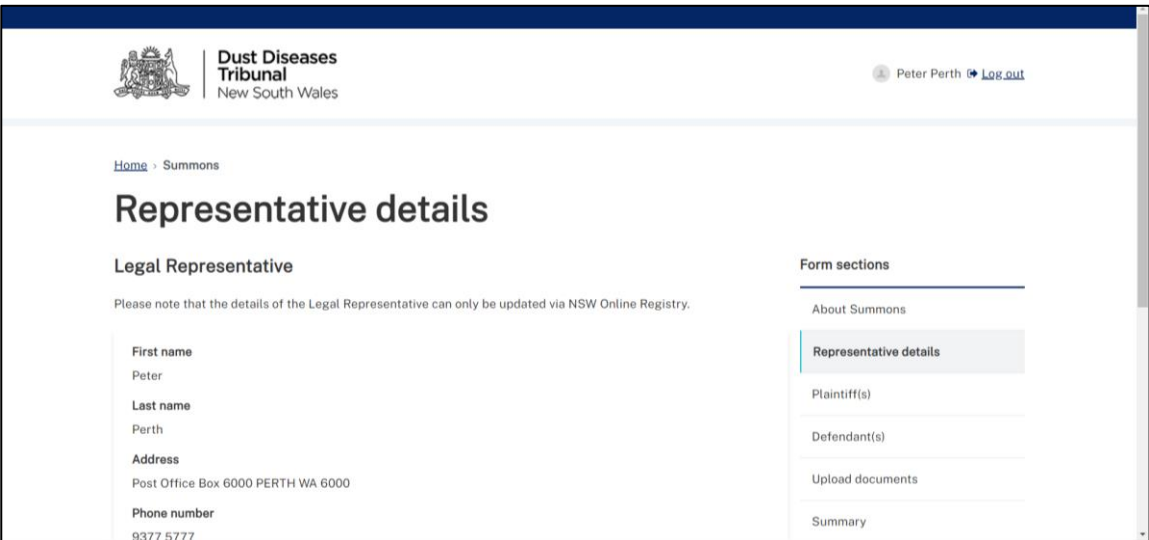
Step	Action
4	<p>The <i>Upload documents &amp; submit</i> screen requires the PDF version of the Defendant's Reply to be uploaded.</p> <p>Select <i>Choose a file to upload</i>, attach the PDF version of the Defendant's Reply and then click <b>Upload</b>.</p> 
	<p>If any additional documents are required by the court, this can be uploaded in the Additional supporting document field.</p> <p>Click <b>Submit</b>.</p> 
	<p>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 <a href="#">DDT forms and fees</a> webpage.</p>
5	<p>Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.</p>


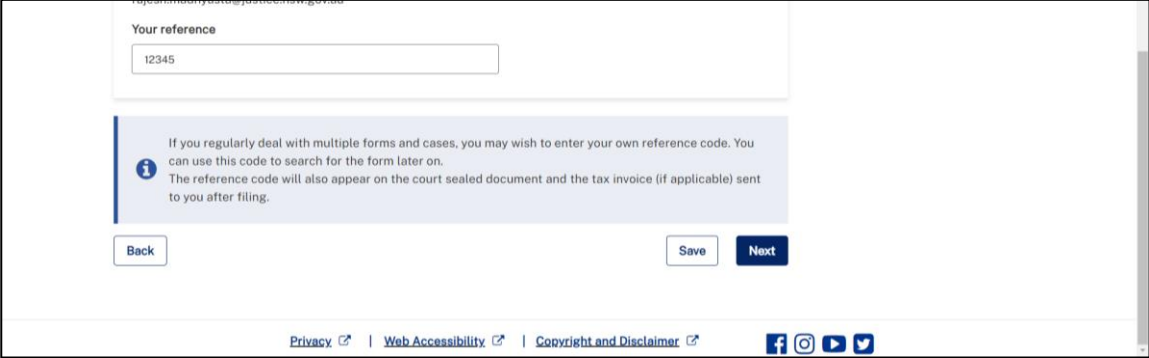
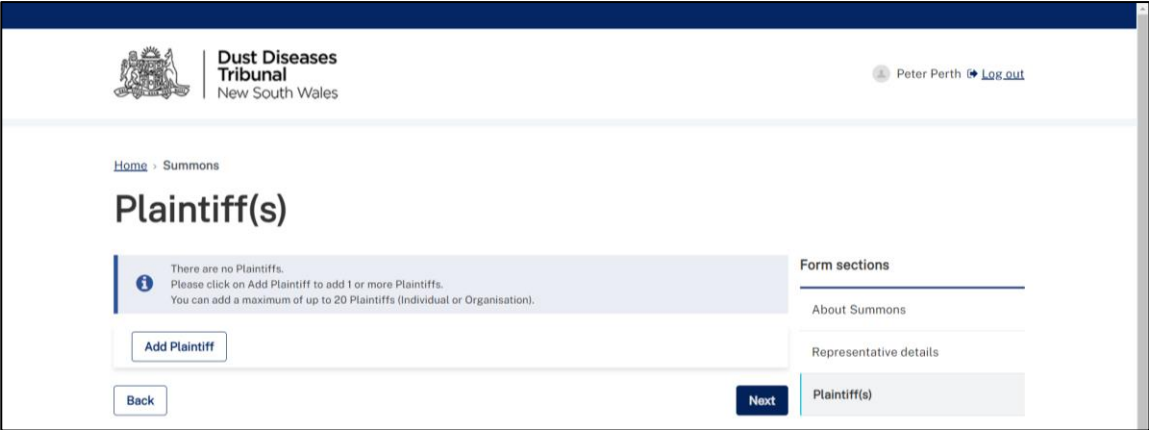
## Step 7: Submitting the Summons

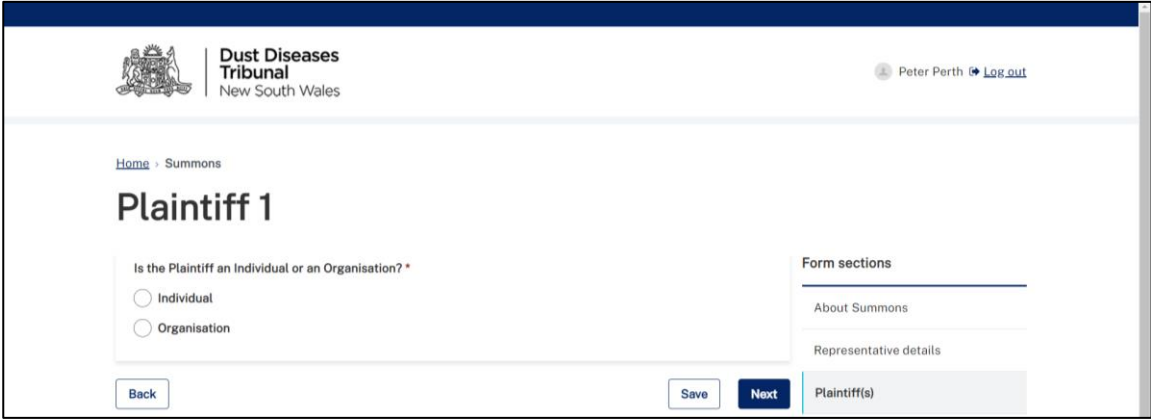
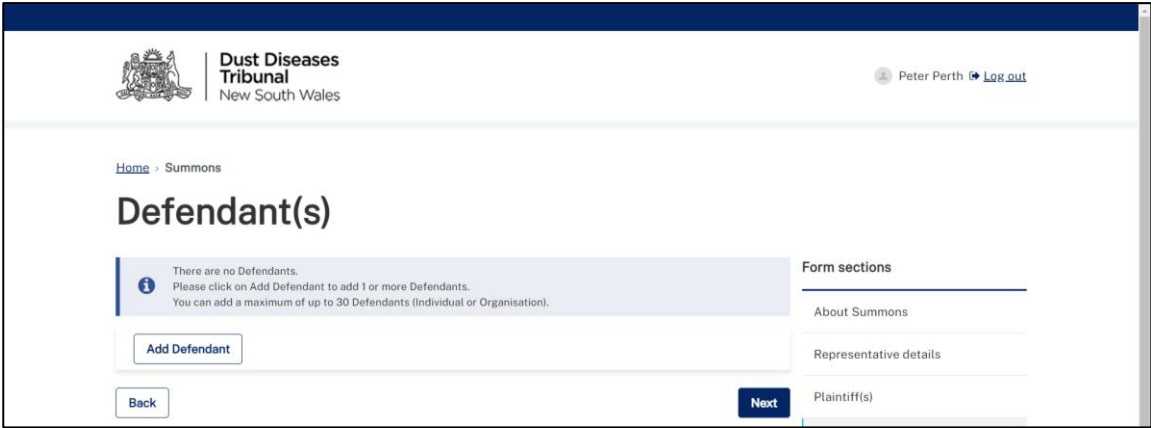
The Summons can also be used to begin a claim and is lodged at the Tribunal Registry along with a filing fee.

This process outlines how users can file the Summons online.

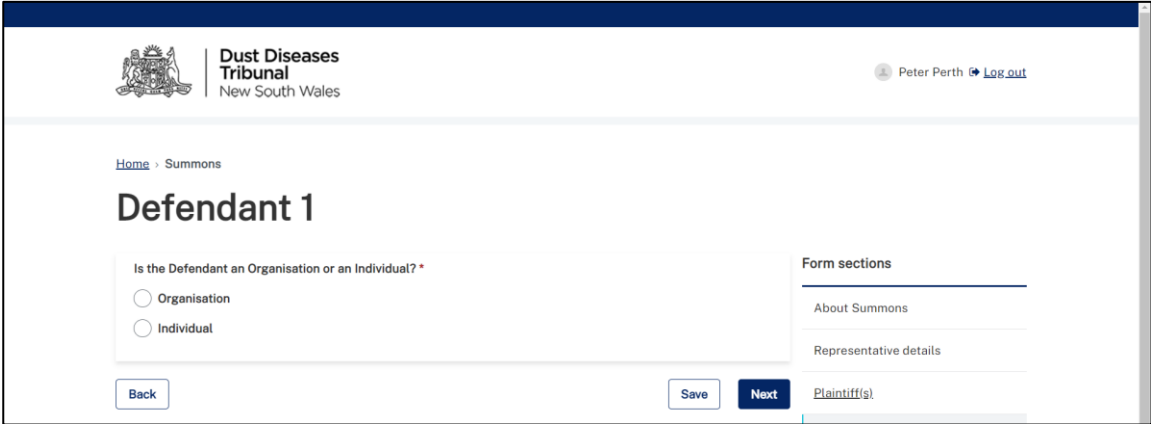
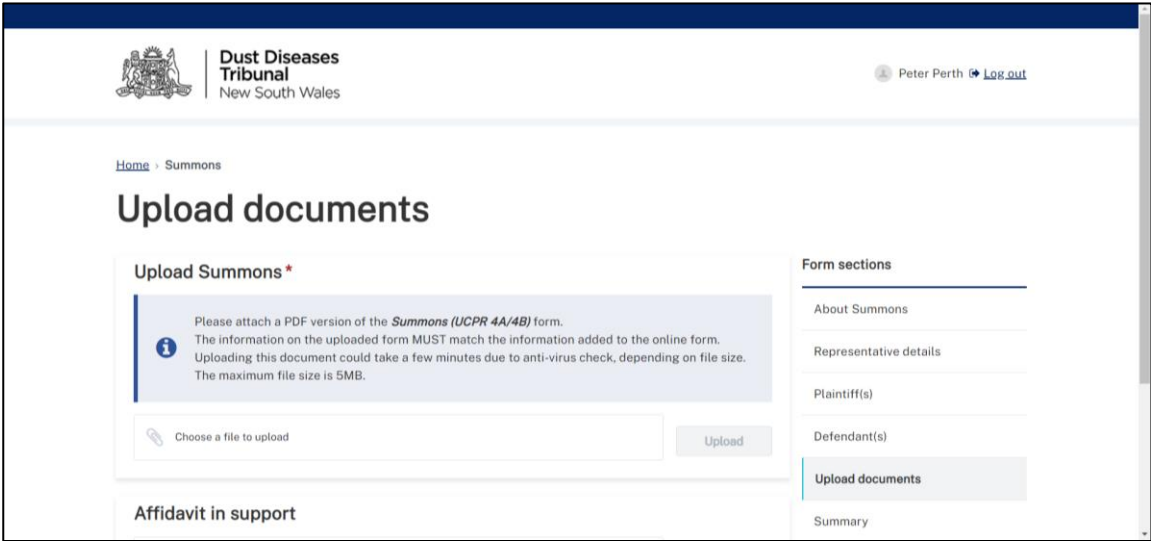
Step	Action
1	<p>From the <i>Dust Diseases online filing</i> screen, select Start a new form and then select Summons.</p>  <p>The screenshot shows the 'Dust Diseases online filing' interface. At the top left is the Dust Diseases Tribunal logo and name. At the top right, the user 'Penny Wise' is logged in with a 'Log out' link. The main heading is 'Dust Diseases online filing'. Below this, there are two sections: 'Start or resume form' with radio buttons for 'Start a new form' (selected) and 'Resume a saved form'; and 'Start a new application' with a dropdown menu showing 'Summons' and a 'Next' button below it.</p>



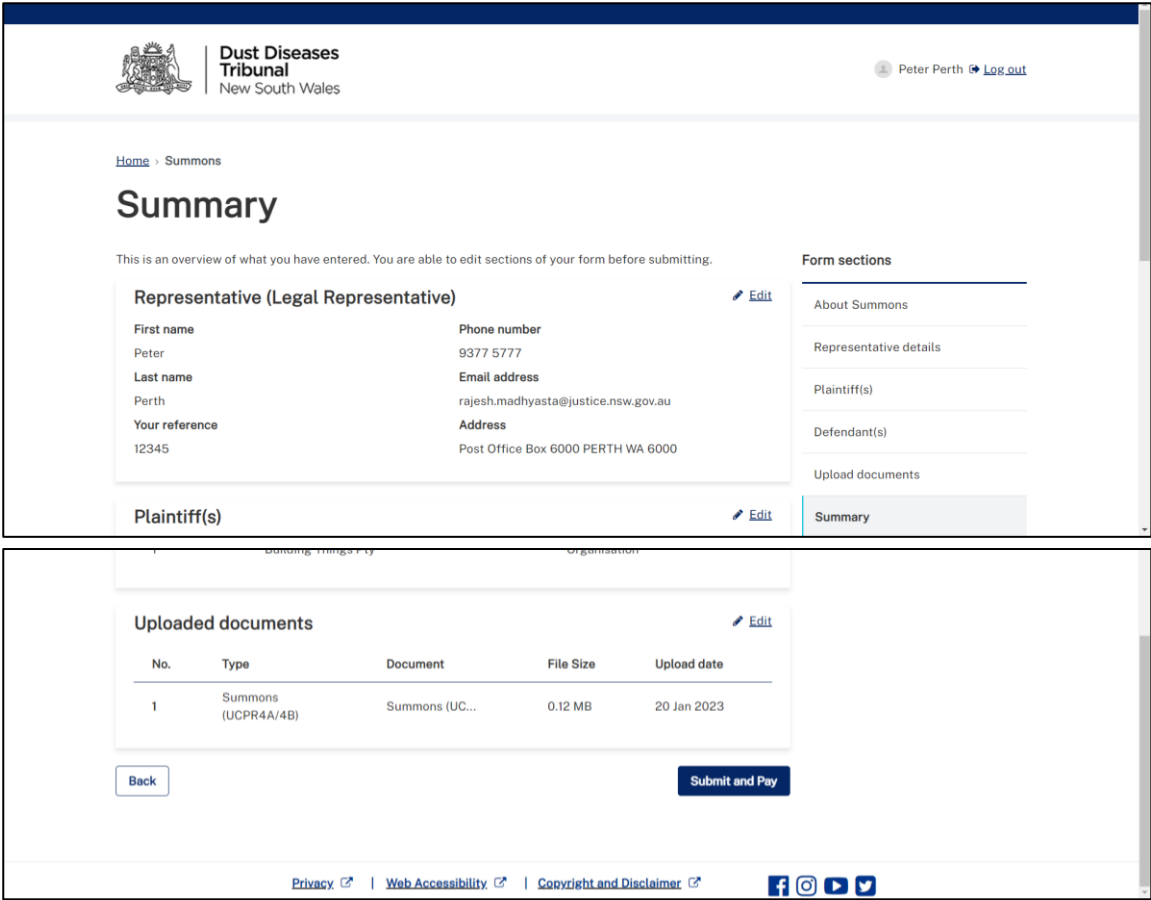
Step	Action
2	<p>The <i>About Summons</i> screen provides information on how to file this form and hyperlinks to UCPR forms and DDT filing fees.</p> <p>Click <b>Next</b>.</p> 
3	<p>The <i>Representative details</i> will pre-populate with the Legal Representative details.</p> 







Step	Action
	<p>A reference number can be entered in the non-mandatory Your reference field.</p> <p>Click <b>Next</b>.</p> 
<p>4</p>	<p>The <i>Plaintiff(s)</i> screen allows up to 20 Plaintiffs (Individual and/or Organisation) to be added.</p> <p>Select Add Plaintiff</p> 

Step	Action
5	<p>Select if the Plaintiff is either an Individual or Organisation.</p>  <ol style="list-style-type: none"> <li>i. If Individual, refer to <a href="#">Step 2: Submitting the DDT Statement of Claim</a> step 4a.</li> <li>ii. If Organisation, refer to <a href="#">Step 2: Submitting the DDT Statement of Claim</a> step 4b.</li> </ol>
6	<p>The <i>Defendant(s)</i> screen allows up to 30 Defendants (Individual and/or Organisation) to be added.</p> <p>Click <b>Add Defendant</b>.</p> 



Step	Action
7	<p>Select if the Defendant is either an Individual or Organisation.</p>  <p>i. If Individual, refer to <a href="#">Step 2: Submitting the DDT Statement of Claim</a> step 4a.</p> <p>ii. If Organisation, refer to <a href="#">Step 2: Submitting the DDT Statement of Claim</a> step 4b.</p> <p>Then click <b>Next</b>.</p>
8	<p>The <i>Upload documents</i> screen requires the PDF version of the Summons (UCPR form 4A/4B) to be uploaded.</p> <p>Select Choose a file to upload, attach the PDF version of the Summons and then click <b>Upload</b>.</p> 

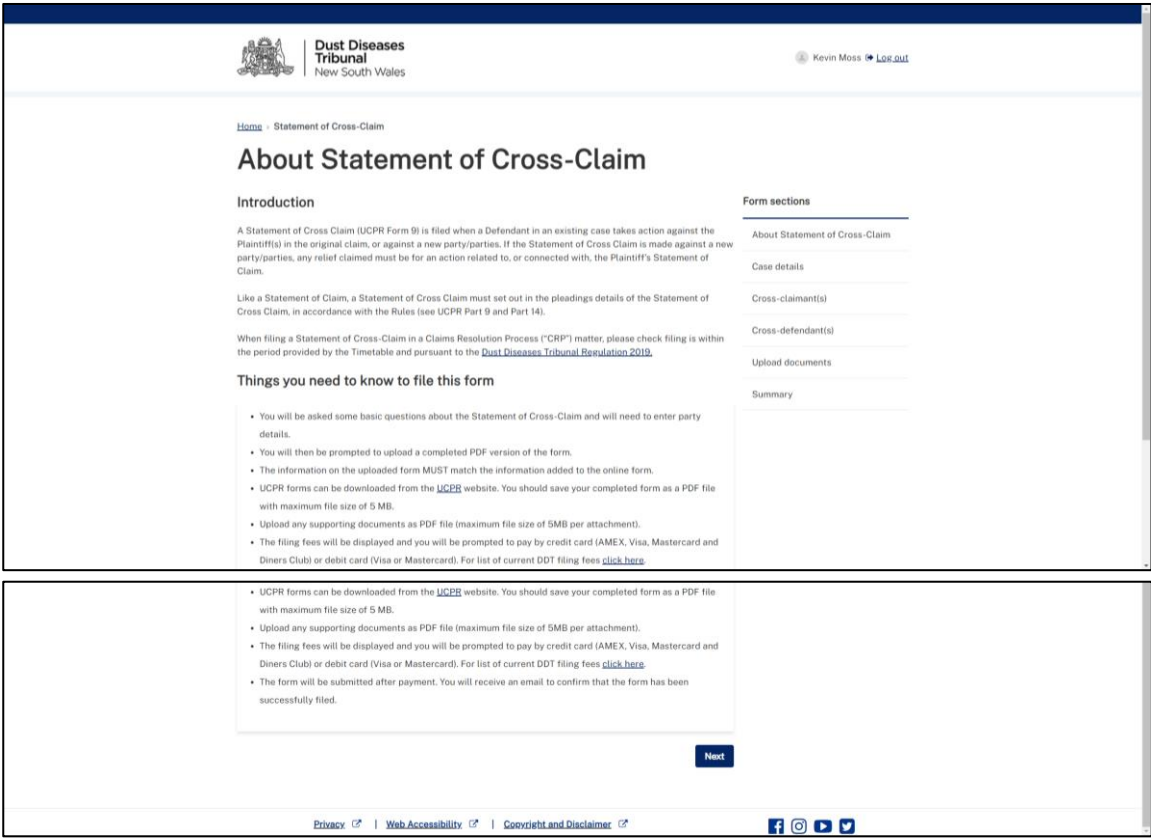
Step	Action
9	<p>An Affidavit can be attached in the non-mandatory Affidavit in support field.</p> <p>Click <b>Next</b>.</p> 
	<p>When filing the Summons online, users must upload the PDF version of Summons (UCPR form 4A/4B). This form can be downloaded from the <a href="#">UCPR Forms</a> webpage.</p>
10	<p>The <i>Summary</i> screen is an overview of all the details entered and allows users to edit sections before submitting.</p>  <p>The screenshot shows the 'Summary' page for a summons. The page title is 'Summary' and it includes a breadcrumb 'Home &gt; Summons'. Below the title, it states: 'This is an overview of what you have entered. You are able to edit sections of your form before submitting.' There are two main sections: 'Representative (Legal Representative)' and 'Plaintiff(s)'. The 'Representative' section includes fields for First name (Peter), Last name (Perth), Your reference (12345), Phone number (9377 5777), Email address (rajesh.madhyasta@justice.nsw.gov.au), and Address (Post Office Box 6000 PERTH WA 6000). The 'Plaintiff(s)' section is currently empty. To the right, there is a 'Form sections' sidebar with options: About Summons, Representative details, Plaintiff(s), Defendant(s), Upload documents, and Summary (which is selected). Below this, there is an 'Uploaded documents' table with one entry: Summons (UCPR4A/4B), 0.12 MB, uploaded on 20 Jan 2023. At the bottom, there are 'Back' and 'Submit and Pay' buttons.</p>

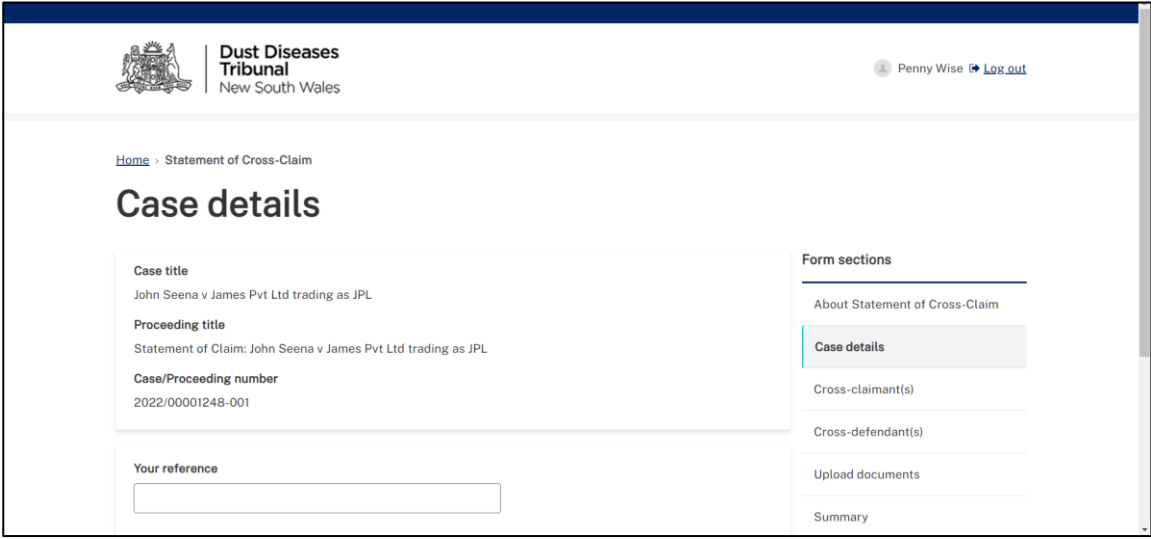

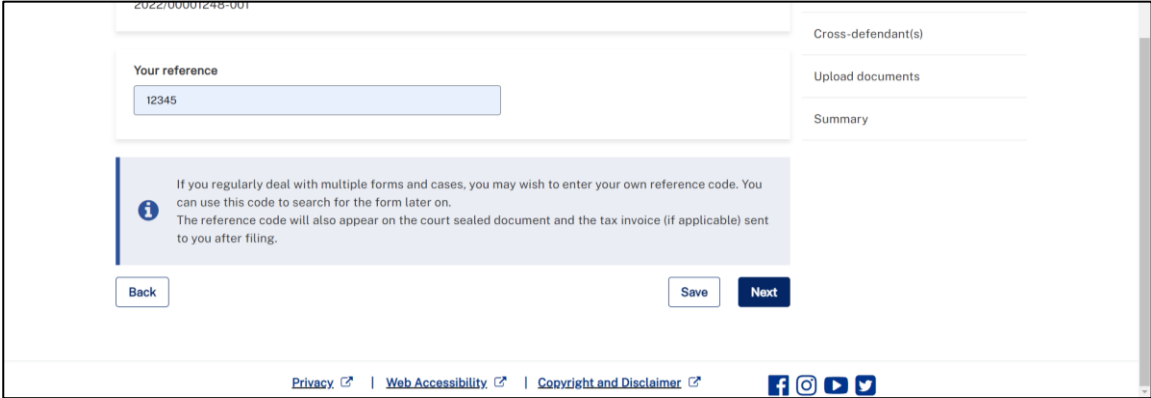
Step	Action
	<p>Payment is calculated at the end of the application.</p> <ol style="list-style-type: none"> <li>I. If payment, select Submit and Pay then refer to step 11.</li> <li>II. If no payment, select Submit and then refer to step 12.</li> </ol>
11	<p>The Payment page allows for payment via Credit Card. Enter the card details. Click <b>Next</b>.</p> <div data-bbox="277 604 1431 931" style="border: 1px solid black; padding: 10px;"> <p><b>Enter card details</b> <span style="float: right;"> Page hosted by Westpac</span></p> <p><small>* Mandatory Field</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Cardholder name * <input type="text"/></p> <p>Card number * <input type="text"/>    </p> <p>Expiry date (mm/yyyy) * 01 / 2014</p> </div> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Next"/></p> </div>
12	<p>Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.</p>

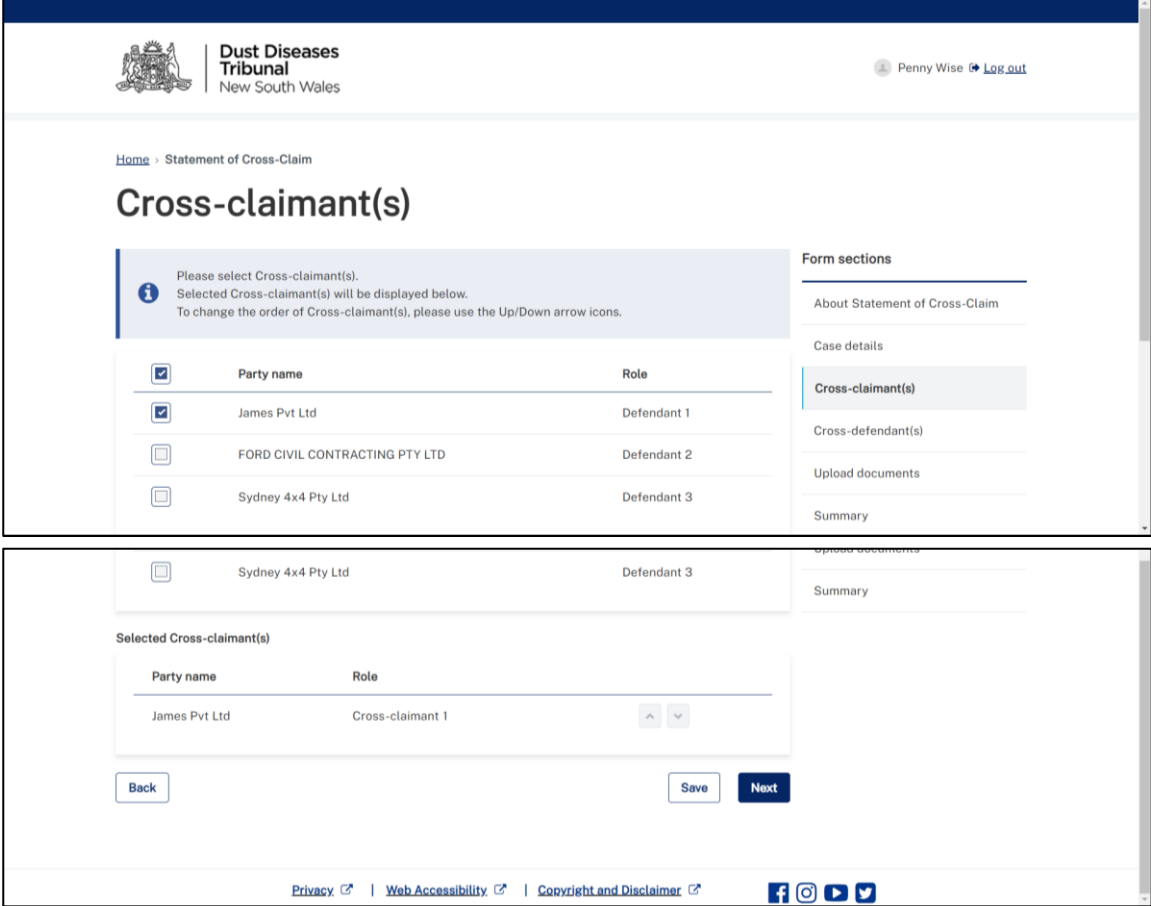
## Step 8: Submitting the Statement of Cross Claim

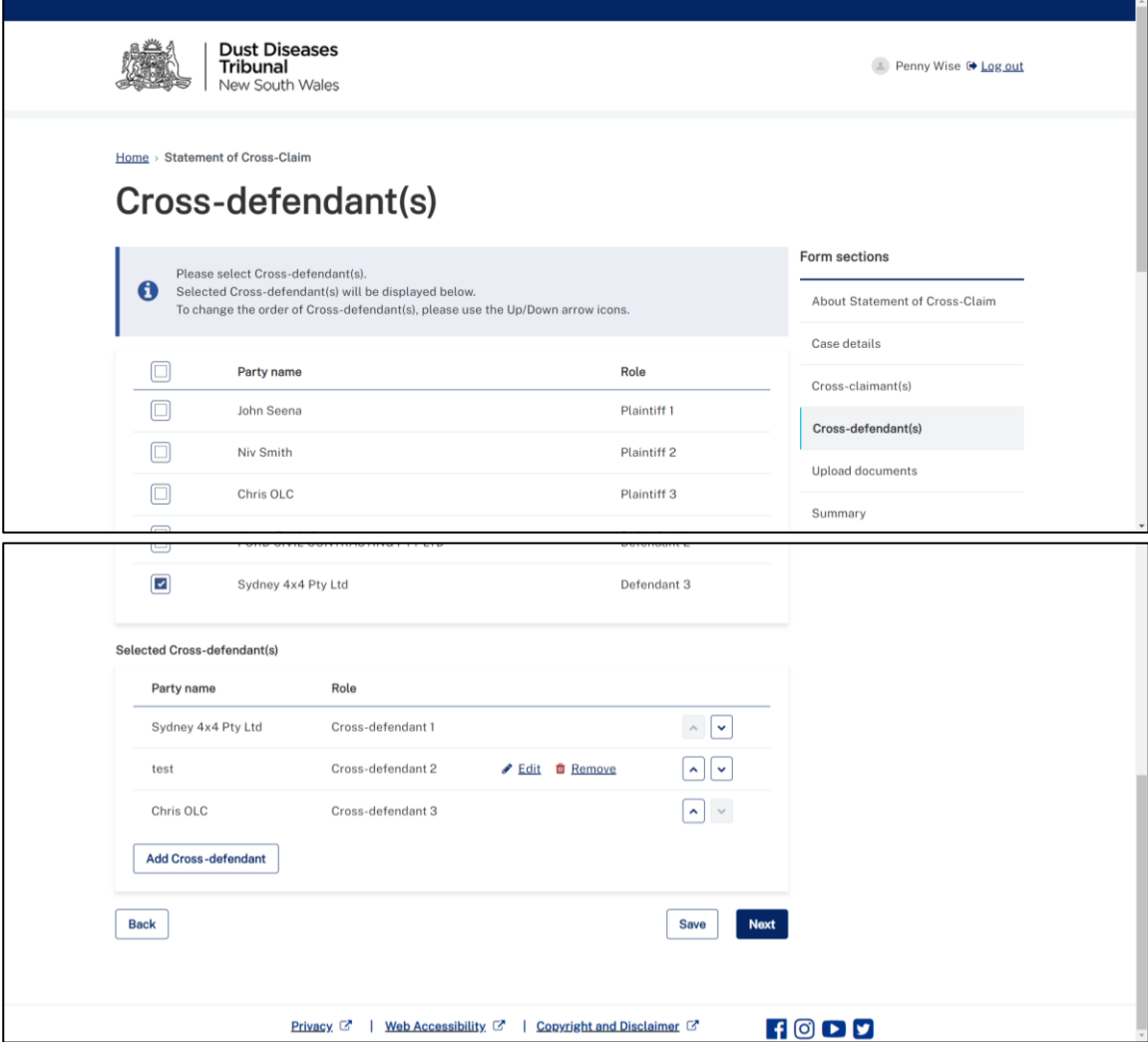

The Statement of Cross Claim (SOCC) is used in case management and lodged with the Tribunal Registry along with a filing fee.

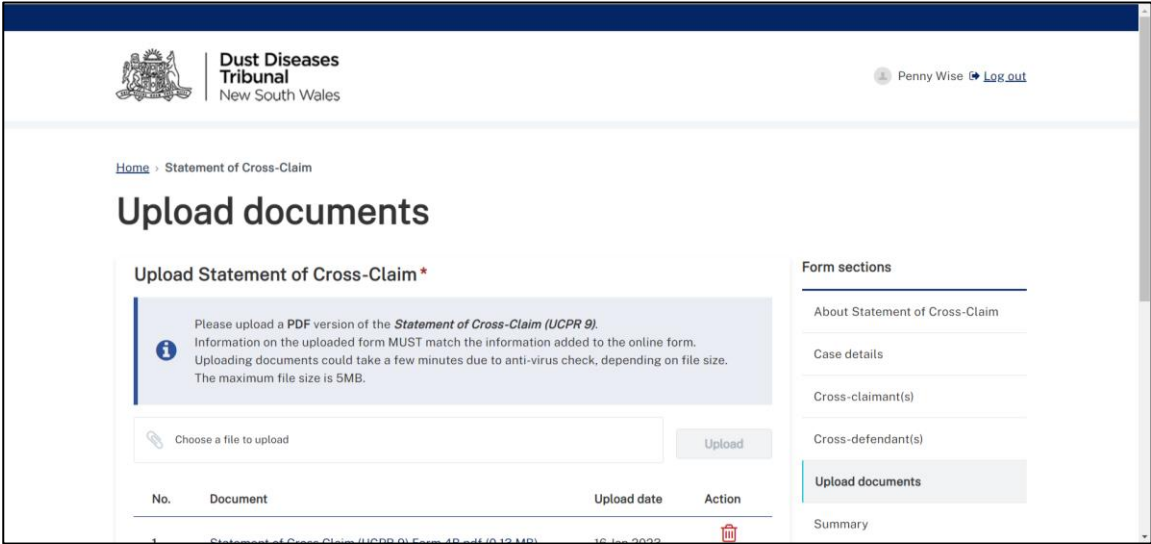



This process outlines how users can file the Statement of Cross Claim online

Step	Action
1	<p>The <i>About Statement of Cross Claim</i> screen details information on how to file this form and hyperlinks to UCPR forms.</p> <p>Click <b>Next</b>.</p> 

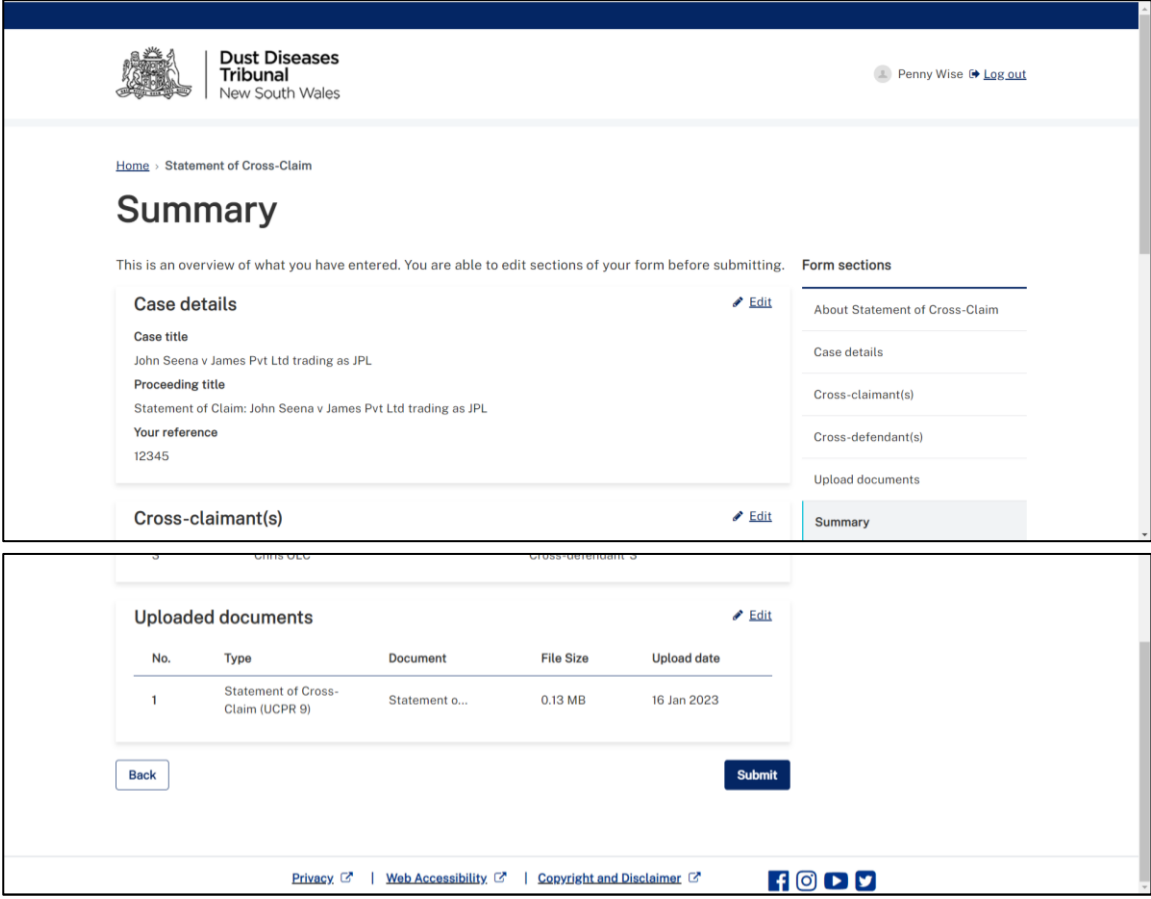
Step	Action
2	<p>The <i>Case details</i> screen will pre-populate with the existing case details.</p> <ul style="list-style-type: none"> <li>▪ Case title</li> <li>▪ Proceeding title</li> <li>▪ Case/Proceeding number</li> </ul> 
	<p>A reference number can be entered in the non-mandatory Your reference field.</p> <p>Click <b>Next</b>.</p> 

Step	Action
3	<p>The <i>Cross-claimant's details</i> screen will pre-populate with the existing parties' details.</p> <p>Select the Cross-claimant and click <b>Next</b>.</p> 

Step	Action
4	<p>The <i>Cross-defendant(s)</i> details screen will pre-populate with the existing parties' details.</p> <p>Select the Cross defendant(s).</p> 
	<p>Additional Cross-defendants can be added. Select Add Cross-defendant.</p> <ol style="list-style-type: none"> <li>i. If Individual, refer to <a href="#">Step 2: Submitting the DDT Statement of Claim</a> step 4a.</li> <li>ii. If Organisation, refer to <a href="#">Step 2: Submitting the DDT Statement of Claim</a> step 4b.</li> </ol> <p>Then click <b>Next</b>.</p>

Step	Action
5	<p>The <i>Upload documents</i> screen requires the PDF version of the Statement of Cross Claim (UCPR form 9) to be uploaded.</p> <p>Select Choose a file to upload, attach the PDF version of the SOCC and then click <b>Upload</b>.</p> 
	<p>If any additional supporting documents, this can be uploaded in the Additional supporting document field.</p> <p>Click <b>Next</b>.</p> 
	<p>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 <a href="#">UCPR Forms</a> webpage.</p>

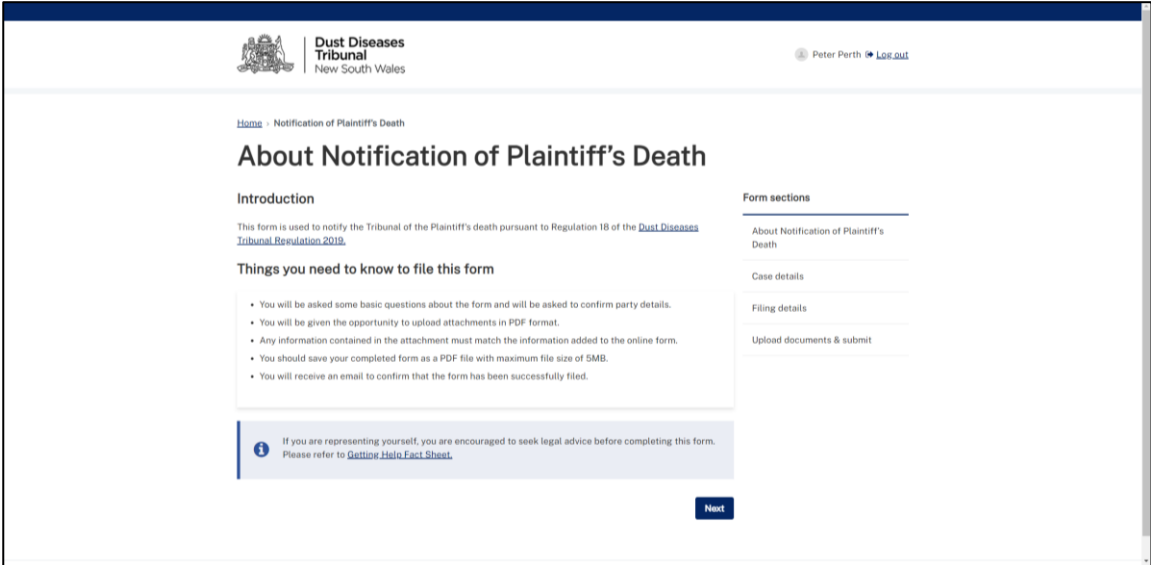
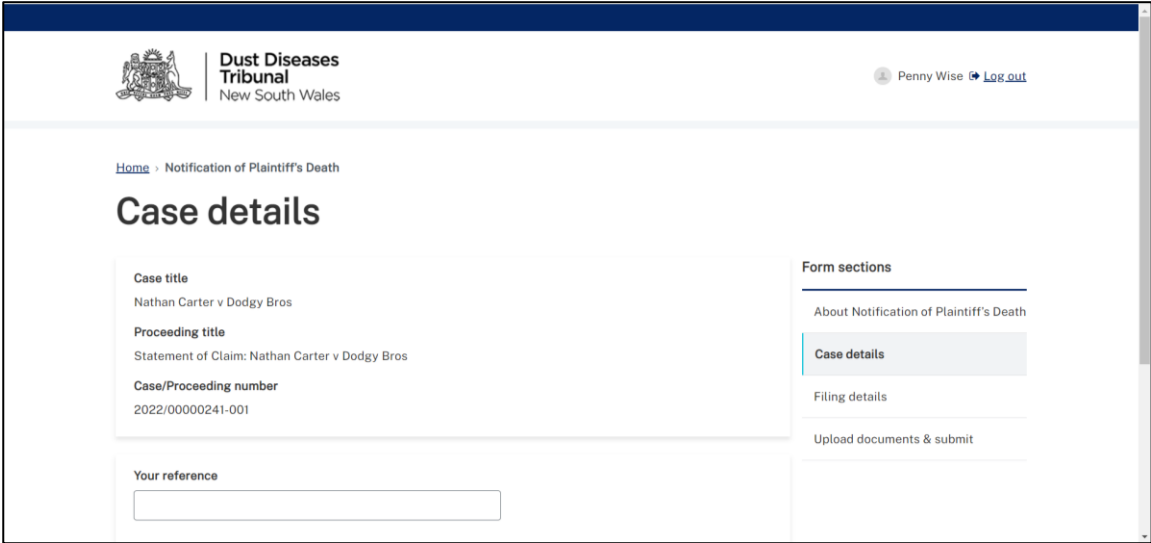



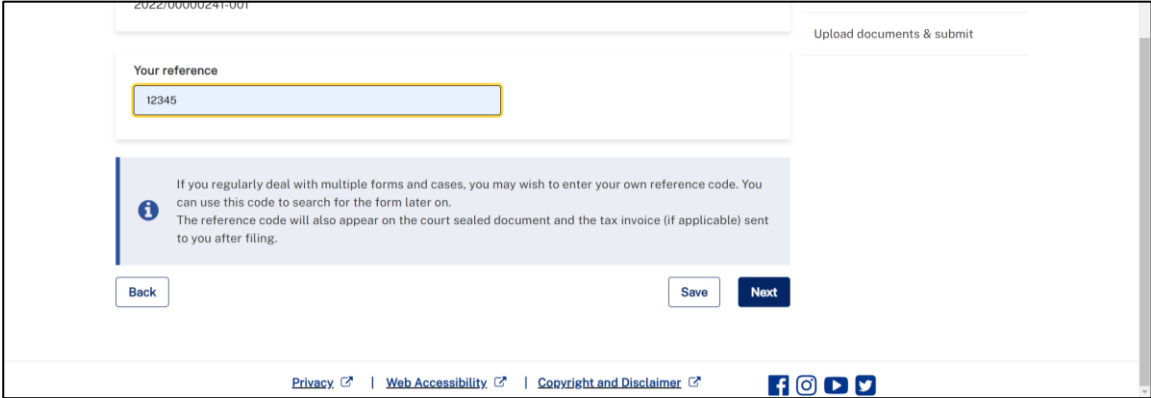
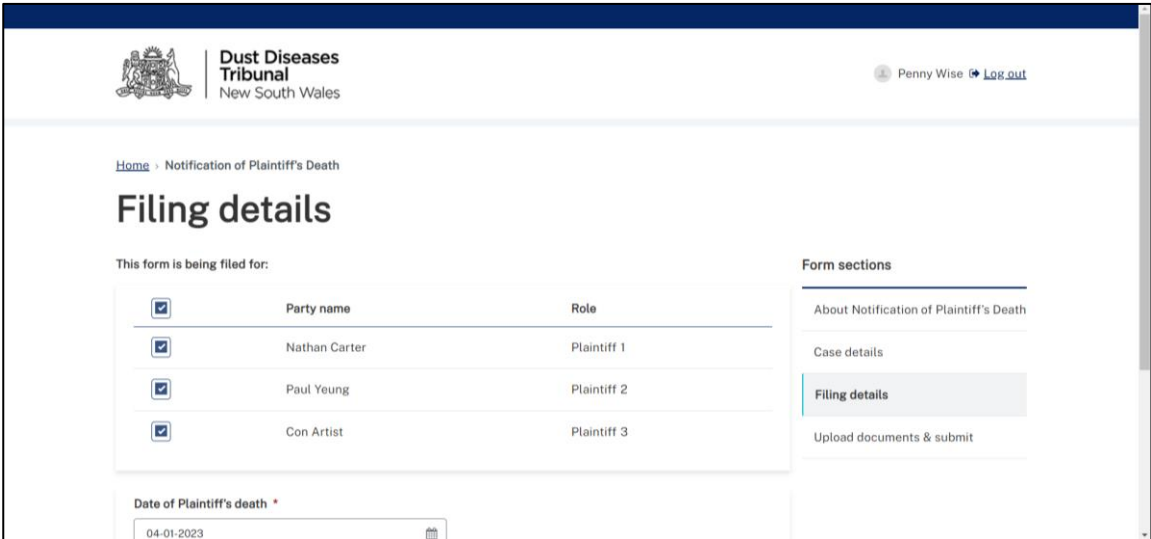
Step	Action
6	<p>The <i>Summary</i> screen is an overview of all the details entered and allows users to edit sections before submitting.</p> <p>Click <b>Submit</b>.</p> 
7	<p>Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.</p>

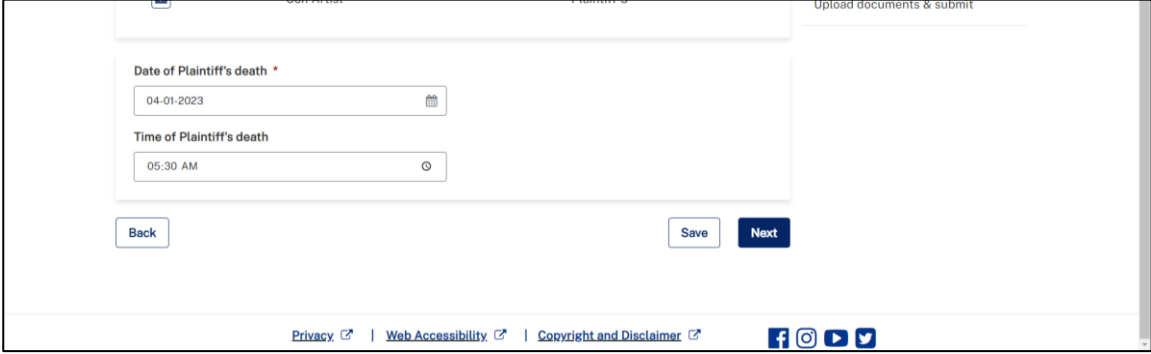
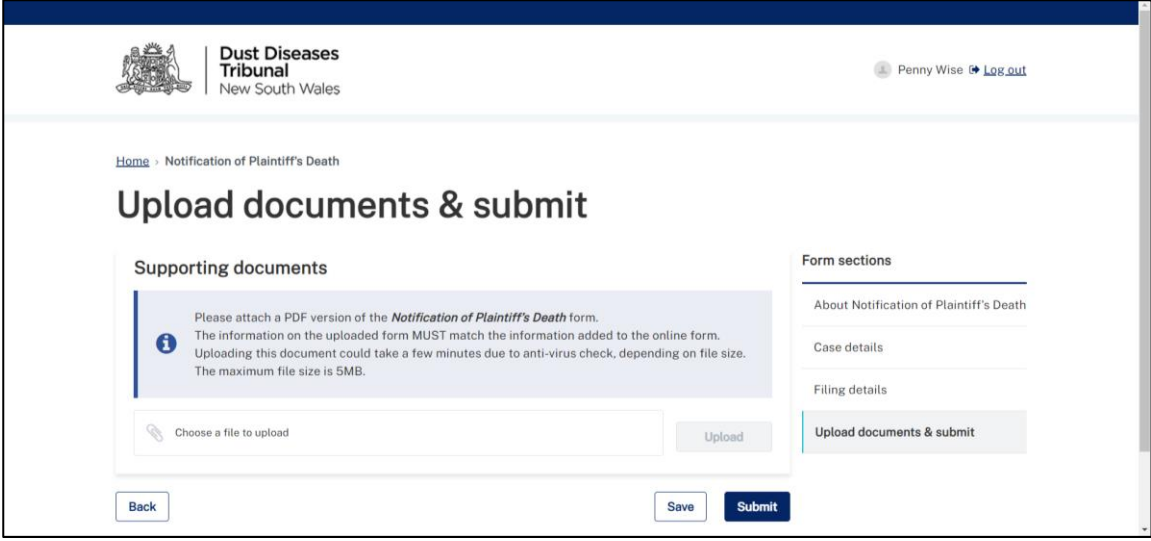
## Step 9: Submitting the Notification of Plaintiff's Death

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.


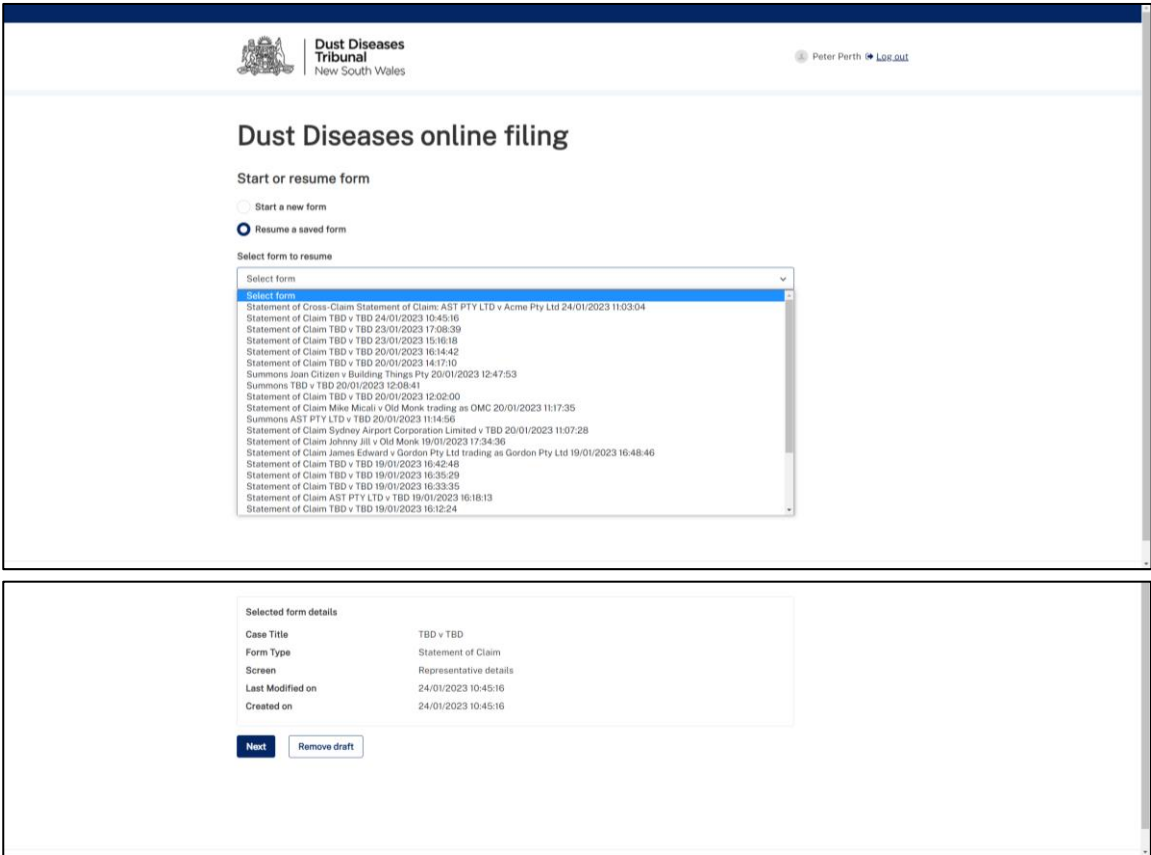
Step	Action
1	<p>The <i>About Notification of Plaintiff's Death</i> screen displays information on how to file this form.</p> <p>Click <b>Next</b>.</p> 
2	<p>The <i>Case details</i> screen will pre-populate with the existing case details.</p> <ul style="list-style-type: none"> <li>▪ Case title</li> <li>▪ Proceeding title</li> <li>▪ Case/Proceeding number</li> </ul> 


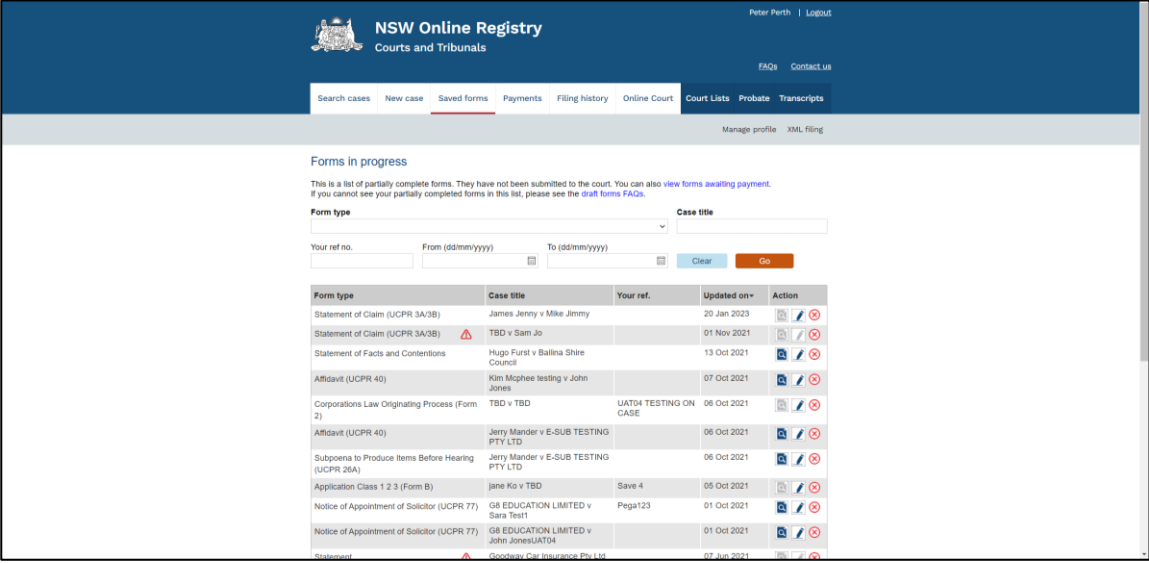
Step	Action
	<p>A reference number can be entered in the non-mandatory Your reference field. Click <b>Next</b>.</p> 
3	<p>The <i>Filing details</i> screen will pre-populate with the existing filing parties' details.</p> 

Step	Action
4	<p>Enter in all mandatory fields marked with an *. These are</p> <ul style="list-style-type: none"> <li>i. Date of Plaintiff's death</li> </ul> <p>The remaining non-mandatory fields are:</p> <ul style="list-style-type: none"> <li>ii. Time of Plaintiff's death</li> </ul> <p>Click <b>Next</b>.</p> 
5	<p>The <i>Upload documents</i> screen allows supporting documents to be uploaded.</p> <p>Select <i>Choose a file to upload</i>, attach any supporting documents and then Click <b>Upload</b>.</p> <p>Click <b>Submit</b>.</p> 
6	<p>Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.</p>

## Step 10: Where to resume a saved form

To resume a saved form, users can navigate to the [NSW Courts and Tribunals Online Registry](#) or the [Dust Diseases Tribunal](#) website.

Step	Action
	<p>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.</p> <ul style="list-style-type: none"> <li>• DDT Statement of Claim</li> <li>• The Plaintiff's Statement of Particulars</li> <li>• Notification of Service of Statement of Particulars</li> <li>• Defendant's Reply</li> <li>• Summons</li> <li>• Statement of Cross Claim</li> <li>• Notification of Plaintiffs Death</li> </ul>
1	<p>To resume a saved form, click <b>Resume a saved form</b> and then select the form. Click <b>Next</b>.</p> 

Step	Action																																																												
	<p>For the remaining saved forms, these can be accessed in the <a href="#">NSW Courts and Tribunal Online Registry</a> under the Saved Forms tab.</p>  <table border="1"> <thead> <tr> <th>Form type</th> <th>Case title</th> <th>Your ref.</th> <th>Updated on</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Statement of Claim (UCPR 3A/3B)</td> <td>James Jenny v Mike Jimmy</td> <td></td> <td>20 Jan 2023</td> <td> </td> </tr> <tr> <td>Statement of Claim (UCPR 3A/3B)</td> <td>TBD v Sam Jo</td> <td></td> <td>01 Nov 2021</td> <td> </td> </tr> <tr> <td>Statement of Facts and Contentions</td> <td>Hugo Furst v Ballina Shire Council</td> <td></td> <td>13 Oct 2021</td> <td> </td> </tr> <tr> <td>Affidavit (UCPR 40)</td> <td>Kim Moghee testing v John Jones</td> <td></td> <td>07 Oct 2021</td> <td> </td> </tr> <tr> <td>Corporations Law Originating Process (Form 2)</td> <td>TBD v TBD</td> <td>UAT04 TESTING ON CASE</td> <td>06 Oct 2021</td> <td> </td> </tr> <tr> <td>Affidavit (UCPR 40)</td> <td>Jerry Mander v E-SUB TESTING PTY LTD</td> <td></td> <td>06 Oct 2021</td> <td> </td> </tr> <tr> <td>Subpoena to Produce Items Before Hearing (UCPR 26A)</td> <td>Jerry Mander v E-SUB TESTING PTY LTD</td> <td></td> <td>06 Oct 2021</td> <td> </td> </tr> <tr> <td>Application Class 1 2 3 (Form B)</td> <td>Jane Ko v TBD</td> <td>Save 4</td> <td>05 Oct 2021</td> <td> </td> </tr> <tr> <td>Notice of Appointment of Solicitor (UCPR 77)</td> <td>G8 EDUCATION LIMITED v Sara Test1</td> <td>Pega123</td> <td>01 Oct 2021</td> <td> </td> </tr> <tr> <td>Notice of Appointment of Solicitor (UCPR 77)</td> <td>G8 EDUCATION LIMITED v John JonesUAT04</td> <td></td> <td>01 Oct 2021</td> <td> </td> </tr> <tr> <td>Statement</td> <td>Goodway Car Insurance Pty Ltd</td> <td></td> <td>07 Jun 2021</td> <td> </td> </tr> </tbody> </table>	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 Moghee 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		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		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	
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Statement	Goodway Car Insurance Pty Ltd		07 Jun 2021																																																										

## 5. Need more Information

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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.

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

### ***Help using Online Registry services***

Email: [onlineregistry\\_support@agd.nsw.gov.au](mailto:onlineregistry_support@agd.nsw.gov.au)

### ***Feedback about the NSW Online Registry website and our services***

Email: [onlineregistry\\_support@agd.nsw.gov.au](mailto:onlineregistry_support@agd.nsw.gov.au)

## 6 Appendix

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### 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
CA	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)
<ul style="list-style-type: none"> <li>• Asbestos related pleural disease</li> <li>• Asbestosis</li> <li>• Carcinoma</li> <li>• Compensation to Relatives</li> <li>• Mesothelioma</li> </ul>	<ul style="list-style-type: none"> <li>• Asthma</li> <li>• Bronchitis</li> <li>• Chronic bronchitis</li> <li>• Coal dust pneumoconiosis</li> <li>• Compensation to Relatives</li> <li>• Emphysema</li> <li>• Hard metal pneumoconiosis</li> <li>• Other pathological condition</li> <li>• Silicosis</li> </ul>	<ul style="list-style-type: none"> <li>• Asbestos related (Division 6)</li> </ul>

## 7 Version Control Table

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