

Form 1
(Section 16)

Service and Execution of Process Act 1992

Notice to Respondent

Please read this notice and the attached document very carefully.

If you have any trouble understanding them you should get legal advice as soon as possible.

Attached to this notice is an application/referral ("the attached process") issued out of the Queensland Civil and Administrative Tribunal at Queensland.

Service of the attached process outside Queensland is authorised by the *Service and Execution of Process Act 1992*.

Your rights

If a court of a State or Territory other than Queensland is the appropriate court to determine the claim against you set out in the attached process, you may be able to have the proceeding stayed by applying to Queensland Civil and Administrative Tribunal (Tribunal).

If you think the proceeding should be stayed or transferred you should get legal advice as soon as possible.

Contesting this claim

If you want to contest this claim, you must:

- a) take any action set out in the attached process as being necessary to contest the claim
- b) file a response in the Queensland Civil and Administrative Tribunal.

For a minor civil dispute (minor debt) matter you have only 28 days after receiving the attached process to do so.

The response must contain an address in Australia where documents can be left for you or sent to you.