

## Principal Registrar (Magistrates Court) – Approval 2 of 2018

### Electronic filing of documents under the *Uniform Civil Procedure Rules 1999*

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#### ***Exempt sworn or affirmed documents – rule 975D(3)***

This approval is given under rule 975D(3) and is limited to sworn or affirmed documents in proceedings in which the claim have been electronically filed by a service provider on behalf of a party. The Principal Registrar of the Magistrates Court approves the following sworn or affirmed documents as exempt documents and the following information as prescribed information for the documents:

1. **In relation to requests for default judgment under rule 283 UCPR:**

- (i) Document: Affidavit of service of the claim on the defendant

Prescribed information for the document:

- (a) the full name of the person who served the claim;
- (b) the time, day, date and place of service of the claim on the defendant;
- (c) the manner of service on the defendant;
- (d) how the defendant was identified;
- (e) the name of the person before whom the affidavit was sworn; and
- (f) the date and place the affidavit was sworn.

- (ii) Document: Affidavit of debt

Prescribed information for the document:

- (a) the full name of the person who made the affidavit;
- (b) whether the debt is still owing;
- (c) if some payment has been made, when payment was made, the amount of the payment and how much of the debt is still owing;
- (d) the name of the person before whom the affidavit was sworn; and
- (e) the date and place the affidavit was sworn.

2. **In relation to applications for enforcement hearings under rule 808 UCPR**

- (i) Document: Affidavit in Support of Enforcement Hearing application

Prescribed information for the document:

- (a) the full name of the person who made the affidavit;
- (b) the unpaid amount of the money order;
- (c) whether the enforcement creditor has received a completed statement of financial position from the enforcement debtor;
- (d) if the enforcement creditor has received a completed statement of financial position from the enforcement debtor, why the enforcement creditor is not satisfied with the information given in the statement;
- (e) the full name of the person before whom the affidavit was sworn;
- (f) the date and place the affidavit was sworn.

**3. In relation to applications for enforcement warrants under rule 817 UCPR**

- (i) Document: A Statement in Support of an Enforcement Warrant application

Prescribed information for the document:

- (a) the full name of the person who made the statement;
- (b) the date the money order was made;
- (c) the amount for which the order was made;
- (d) the date and amount of any payment made under the order;
- (e) the costs incurred in previous enforcement proceedings in relation to the order debt;
- (f) any interest due at the date the statement is sworn;
- (g) any other details necessary to calculate the amount payable under the order at the date the statement is sworn and how the amount is calculated;
- (h) the daily amount of any interest that, subject to any future payment under the order, will accrue after the date the statement is sworn;
- (i) any other information necessary for the warrant being sought;
- (j) the full name of the person before whom the statement was sworn;
- (k) the date and place the statement was sworn.



Angela Moy  
A/Principal Registrar  
Magistrates Courts Service  
Date: 27 September 2018