



File No:

**Form 21** | Notice of Representation and/or Address for Service

**NOTICE OF REPRESENTATION AND/OR ADDRESS FOR SERVICE**

**SECTION 1 – MATTER INFORMATION**

File Number(s):

Respondent(s)

**SECTION 2 – PARTY INFORMATION**

Name:

I am the \_\_\_\_\_ in this matter.

Address for correspondence (postal address):

Suburb:	State:	Postcode:
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Contact number(s):

Email address:

**SECTION 3 – REPRESENTATION**

Are you: *(please select the relevant option)*

- Representing yourself** *(the court and other parties will use details in Section 2 to serve documents on you)*
- Being represented by a solicitor** *(go to Section 4)*
- Being represented by an agent** *(go to Section 5)*

Note: All court notices and correspondence will be sent to you and all documents filed by another party will be served on you, unless you are represented by a solicitor or an authorised agent, in which case, they will be sent to and served on you solicitor or agent.



#### SECTION 4 – REPRESENTED BY A SOLICITOR

Name of firm:

Name of solicitor:

Address for Service:

	Suburb:	State:	Postcode:
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Contact number(s):

Email address:

#### SECTION 5 – REPRESENTED BY AN AUTHORISED AGENT

Name of firm: *(if applicable)*

Name of agent:

Address for Service:

	Suburb:	State:	Postcode:
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Contact number(s):

Email address:

- I have attached the authorisation form and understand unless “Attachment 1” is attached, the Court will not accept the agent as the address for service and documents will be sent to the address in Section 2. *(Attachment 1 – Representation by an authorised agent)*



## SECTION 6 – DECLARATION

I have read and understood the Privacy Statement below.

### Privacy Statement

The Land Court and Tribunal Registry (which forms part of the Department of Justice and Attorney-General) is collecting information provided on and with this form to assess the suitability of the matter for the Land Court.

Any information you provide will only be used by the Registry for the purpose for which it was provided. For more information about how DJAG manages personal information please refer to DJAG's [Privacy Guide](#).

Please ensure that the personal information you provide on this form is true and correct, including the information you provide about other parties. I certify the above information provided is accurate and correct.

## SECTION 7 – DECLARATION SIGNATURE

Signed by: *(please select one)*

**Company** *(please specify the company name and your position below)*

Position within company:

*(this form may be signed via digital ID in the space provided below, otherwise please print the form and sign it by hand)*

X

Name of signatory:

Description: (of signatory)

Date:

## SECTION 8 – PROCEDURE FOR FILING

You or your representative must file this **Form 21** in the Land Court. Please submit this completed **Form 21**, which may be sent via email to [landcourt@justice.qld.gov.au](mailto:landcourt@justice.qld.gov.au) or:

In Person:  
**Land Court Registry**  
Level 8  
363 George Street  
BRISBANE QLD 4000

By Post:  
**The Registrar**  
Land Court Registry  
GPO Box 5266  
BRISBANE QLD 4001

By Fax:  
**The Registrar**  
Land Court Registry  
(07) 3738 7434



## ATTACHMENT 1

### Only complete if being represented by an authorised agent

Parties appearing in the Land Court often engage the services of a solicitor to represent them. Solicitors offer clients professional skills and expertise. They are accountable to their professional bodies and to the Court. They are also covered by insurance for any potential liability claims made against them by their clients.

However, a party may choose to represent themselves or be represented by an agent.

Before deciding to be represented by an agent, you should give careful consideration to the suitability and skill of the agent. You should be aware that an agent (unlike a solicitor) is not required to have professional indemnity insurance cover when representing clients before the Land Court. If you hire an agent and they have no professional indemnity insurance, you may find it difficult to get compensation if serious errors are made by the agent.

In some proceedings in the Land Court, costs are awarded against the unsuccessful party. If the successful party has engaged an agent to represent them, then it is unlikely the agent's fees can be recovered from the unsuccessful party.

You may be asked by your agent to sign a waiver to remove your right to make a claim against them if you are dissatisfied with the outcome of the proceedings. You should be aware that you are engaging an agent who may not have to accept any responsibility for the outcome of the proceedings.

I have read and understood the information above

#### My agent's authority to represent me is

*(if limited, please provide details)*

**Signed by appellant:** *(if Company, please specify full name and description of signatory below)*

**Position within company:**

**Name of signatory:**

X  
\_\_\_\_\_

*(please select date of signing)*