

President of Land Court of Queensland – Approval of forms

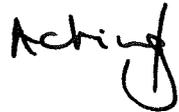
Pursuant to s77B of Land Court Act 2000

The President **approves** the following amended forms for use under the *Land Court Act 2000* in accordance with the following attachments.

- Form 21 – Notice of Representation and/or address for service
- ADR Form 4 – Mediator’s Certificate
- ADR Form 7 – CMEE Convenor Report

The following forms are **revoked** from use:

- LC Form 19 – Mediator’s Certificate
- LC Form 20 – Authority to act as an agent
- LC Form 35 – CMEE Convenor Report


Acting President



6 July 2018



MEDIATOR'S CERTIFICATE

Date of request:

File No:

Applicant/Appellant: *(As per Originating Process)*

AND

Respondent: *(As per Originating Process)*

I, *(insert name of Mediator)*

certify that:

1. On *(insert date)* I conducted a court supervised mediation in this case pursuant to the order made by *(insert name)* on *(insert date)*

2. The following persons attended the mediation: *(insert names and roles of all persons who attended and on behalf of which party, eg. Mr Smith, applicant; Ms Jones, solicitor for the applicant; Mrs King, expert witness).*

3. The outcome of the mediation was: *(tick whichever is applicable)*

- The mediation has been adjourned for a further mediation session on: *(insert date)*
- The mediation has been concluded without the parties reaching agreement on any issue.
- The parties have reached agreement on all/the following issue(s): *(please specify)*

In accordance with: *(tick whichever is applicable)*

- the proposed consent orders
- the agreement enclosed in the attached sealed envelope marked: **"Mediation Agreement. Not to be opened without an order of the Land Court of Queensland, Court File No..."**;
- another type of agreement *(eg. a confidential agreement the parties have agreed not to provide to the court - please specify).*

- (tick if applicable)* After consultation with the parties, I recommend the following directions are made for the further conduct of the case: *(insert proposed directions and attach any agreed documents, eg. statement of agreed facts or list of issues of fact and law)*



I have read and understood the Privacy Statement below.

Signed

Date

MEDIATOR'S CERTIFICATE

Filed on Behalf of the Mediator

Name:

Address:

Phone No:

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 dispute resolution services.

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

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](#).



Receipt No:

ADR Form 07 | CMEE Convenor Report

CMEE CONVENOR REPORT

File No:

Applicant/Appellant: *(As per originating process)*

AND

Respondent: *(As per originating process)*

I, *(insert name of Convenor)* certify that:

- The following person(s) attended the case management conference and/or meeting of experts held on: *(insert names and roles of all persons who attended below)*

- I am providing this report following the CMEE because: *(tick applicable)*

I have made directions by consent and they are on the Court file.

Refer directions order dated:

The CMEE may not conclude in time for the hearing to proceed on the dates listed or reserved in the Court calendar: *(provide details)*

The following issue(s) have arisen in the CMEE and the parties do not agree how to resolve or manage the issue(s): *(provide details)*

The parties request that I report to you as follows: *(provide details)*



3. I confirm I have:

Advised the parties I intend to make this report.

Provided the parties with a draft report.

Heard from the parties before finalising the report.

Additional pages *(no. of sheets attached)*

Signature:

Date:

NOTICE OF REPRESENTATION AND/OR ADDRESS FOR SERVICE

SECTION 1 – MATTER INFORMATION

File No(s):

Applicant / Appellant:

AND

Respondent:

SECTION 2 – PARTY INFORMATION

Name:

I am the [applicant/appellant/respondent] in this matter.

Residential or business address:

Post Code:

Contact number:

Email address:

SECTION 3 – REPRESENTATION

Are you:

- Representing yourself (*the Court and other parties will use the 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 your solicitor or agent.

SECTION 4 – SOLICITOR DETAILS

Name of firm:

Solicitor:

Address:

Post Code:

Contact number:

Email address:



SECTION 5 – AUTHORISED AGENT DETAILS

Name of agent:	Name of firm: <i>(if applicable)</i>	
<input type="text"/>	<input type="text"/>	
Address:	<input type="text"/>	Post Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number:	Email address:	
<input type="text"/>	<input type="text"/>	

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 - PROCEDURE FOR FILING

You or your representative must file this **Form 21** in the Land Court.

Please submit this completed **Form 21**, send via email to landcourt@justice.qld.gov.au or:

In person:	By Post:
<input type="text" value="Land Court Registry
Level 8
363 George Street
BRISBANE QLD 4000"/>	<input type="text" value="The Registrar
Land Court Registry
GPO Box 5266
BRISBANE QLD 4001"/>

SECTION 7 – DECLARATION

I have read and understood the Privacy Statement below

Privacy Statement

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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](#).

I certify the above information provided is accurate and correct.

SECTION 7 – DECLARATION SIGNATURE

Signed by: *(please select one)*

<input type="checkbox"/> Applicant / Appellant / Respondent <i>(delete which is not applicable)</i>	<input type="text"/>	
<input type="checkbox"/> Solicitor / authorised agent <i>(delete which is not applicable)</i>	<input type="text"/>	
<input type="checkbox"/> Company <i>(please specify the company name and your position below)</i>	<input type="text"/>	

Company:	<input type="text"/>	Position:	<input type="text"/>
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Signature:	<input type="text"/>	Date:	<input type="text"/>
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Name:	<input type="text"/>
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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 [limited / unlimited]

(If limited please provide details)

Signed by:

Applicant / Appellant / Respondent

Signature:

Date:

Name: