File No:

(Court Use Only)

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

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

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| **SECTION 1 – MATTER INFORMATION** |
| **File Number(s):** |
| |  | | --- | | Click to enter file numbers. | |
| Please select **Applicant** or **Appellant**. |
| |  | | --- | | Click to enter Applicant / Appellant name. | |
| **Respondent(s)** |
| |  | | --- | | Click to enter respondent name. | |

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| **SECTION 2 – PARTY INFORMATION** |
| **Name:** |
| |  | | --- | | Click to enter name. | |
| **I am the** Click to select an option. **in this matter.** |
| **Address for correspondence (postal address):** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Contact number(s):** |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | |
| **Email address:** |
| |  | | --- | | Click to enter email address. | |

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| **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. | |

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| **SECTION 4 – REPRESENTED BY A SOLICITOR** |
| **Name of firm:** |
| |  | | --- | | Click to enter name of firm. | |
| **Name of solicitor:** |
| |  | | --- | | Click to enter name of solicitor. | |
| **Address for Service:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Contact number(s):** |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | |
| **Email address:** |
| |  | | --- | | Click to enter email address. | |

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| **SECTION 5 – REPRESENTED BY AN AUTHORISED AGENT** | |
| **Name of firm:** *(if applicable)* | |
| |  | | --- | | Click to enter name of firm. | | |
| **Name of agent:** | |
| |  | | --- | | Click to enter name agent. | | |
| **Address for Service:** | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | | |
| **Contact number(s):** | |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | | |
| **Email address:** | |
| |  | | --- | | Click to enter 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** |
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| **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.](https://www.justice.qld.gov.au/corporate/publications-policies/information-and-privacy)  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. |

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| **SECTION 7 – DECLARATION SIGNATURE** | |
| **Signed by:** *(please select one)* | |
|  | Click to select an option. |
|  | **Company** *(please specify the company name and your position below)* |
| Click to enter company name. | |
| **Position within company:** | |
| Click to enter position. | |
| *(this form may be signed via digital ID in the space provided below, otherwise please print the form and sign it by hand)* | |
|  | |
| **Name of signatory:** | |
| |  | | --- | | Click to enter name. | | |
| **Description: (of signatory)** | |
| |  | | --- | | Click to enter text. | | |
| **Date:** | |
| |  | | --- | | Click to enter date. | | |

| **SECTION 8 – PROCEDURE FOR FILING** | | |
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| 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**

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| 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** Choose an item. | |
| *(if limited, please provide details)* | |
| Click here to enter text. | |
| **Signed by appellant:** *(if Company, please specify full name and description of signatory below)* | |
| **Position within company:** | |
| Click to enter position within the company. | |
| **Name of signatory:** | |
| Click to enter name. | |
|  | |
| Click here to select date of signing. | |