File No:

(Court Use Only)

**ADR Form 03** | Preliminary Conference Certificate

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| **PRELIMINARY CONFERENCE CERTIFICATE** |

| **Date of Certificate:** | Click here to enter date. | **File Number:** | Click here to enter text. |
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| **Choose an item.** | (*As per Originating Process*) | Click here to enter text. |
| --- | --- | --- |
|  |  | **AND** |
| **Respondent** | (*As per Originating Process*) | Click here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I,** (*insert name of conference chair*) Click here to insert name of conference chair., | | | | |  | | --- | | Choose an item. | |
| **of the Land Court of Queensland, certify that:** | | | | |
| **1. On** Click here to enter date.**, I conducted a preliminary conference in this case (pursuant to the order made by** Click here to enter name. Choose an item. on Click here to enter date.**)** | | | | |
| **2. The following persons attended the Preliminary Conference:**  *(insert names and roles of all persons who attended and on behalf of which party, e.g. Mr Smith, Applicant; Ms Jones, Solicitor for the Applicant; Mrs King, Expert Witness)* | | | | |
| |  | | --- | | Click here to enter text. | | | | | |
|  | | | | |
| **3. The outcome of the Preliminary Conference was:** *(tick whichever is applicable)* | | | | |
|  | **The Preliminary Conference has been adjourned for a further mediation session on:**  Click here to enter date. | | | |
|  | **The Preliminary Conference 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: “*Confidential Preliminary Conference Agreement…*”** | |
|  | |  | **another type of agreement:** *(e.g. a confidential agreement the parties have agreed not to provide to the court – please specify)* | |
| |  | | --- | | Click here to enter text. | | | | | |
|  | | | | |
|  | (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)* | | | |
| |  | | --- | | Click here to enter text. | | | | | |

| **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 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.](https://www.justice.qld.gov.au/corporate/publications-policies/information-and-privacy) | |

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| **DECLARATION SIGNATURE** |
| **Name of signatory:** |
| Click to enter name. |
|  |
| Click here to select date of signing. |

| **PROCEDURE FOR FILING** | | |
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| This **ADR Form 03** must be filled in the Land Court. The Form may be submitted via email to: [Landcourt@justice.qld.gov.au](mailto:ADRPanel.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  (07) 3738 7434 |