(Court Use Only)

**ADR Form 01** | Request for ADR Convenor / ADR Process

*[refer PD 4 of 2020]*

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| **REQUEST FOR ADR CONVENOR / ADR PROCESS** |
| **Active court matter:** Click to enter Land Court file number(s)  or  **Statutory pre-filing matter** |

| **SECTION 1 – APPLICANT DETAILS** | |
| --- | --- |
| **Name of applicant(s):** | |
| |  | | --- | | Click to enter name | | |
| **Address of applicant(s) for correspondence (postal address):** | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | | |
| **Contact number(s) of applicant(s):** | |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | | |
| **Email address of applicant(s):** | |
| |  | | --- | | Click to enter email address. | | |
| **Are you ‘Self-Represented’?** | |
|  | **Yes (go to Section 3)** |
|  | **No (go to Section 2)** |

| **SECTION 2 – APPLICANT REPRESENTATION DETAILS** |
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| **Name of representative:** |
| |  | | --- | | Click to enter name of representative. | |
| **Representative company name:** |
| |  | | --- | | Click to enter representative company name. | |
| **Address of representative company:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Contact number(s) of representative:** |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | |
| **Email address of representative:** |
| |  | | --- | | Click to enter email address. | |

| **SECTION 3 – RESPONDENT DETAILS & REPRESENTATION** | |
| --- | --- |
| **Does this case involve more than two parties?** | |
|  | **Yes** |
|  | **No** |
| **If ‘Yes’, please click the plus button at the bottom right of the table to add additional respondents as applicable** | |

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| **Name of respondent:** |
| |  | | --- | | Click to enter name of respondent(s). | |
| **Address of respondent(s):** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Contact number(s) of respondent:** |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | |
| **Email address of respondent:** |
| |  | | --- | | Click to enter email address. | |
| **Name of representative:** |
| |  | | --- | | Click to enter name of representative. | |
| **Responding representative company name:** |
| |  | | --- | | Click to enter representative company name. | |
| **Address of responding representative company:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Contact number(s) of responding representative:** |
| |  |  | | --- | --- | | Click to enter telephone number. | Click to enter mobile phone number. | |
| **Email address of responding representative:** |
| |  | | --- | | Click to enter email address. | |

| **SECTION 4 – DISPUTE INFORMATION** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Please indicate the category which best describes the nature of your dispute:** | | | | | | |
|  | **Land Valuation** |  | | **Land Access** |  | **Rating Categorisation** |
|  | **Land Acquisition** |  | | **Compensation** |  | **Mining / Environmental Objections** |
|  | **Other (please specify below):** | | | | | |
| |  | | --- | | Click to specify other dispute type. | | | | | | | |
| **Please summarise the nature of your dispute:** | | | | | | |
| |  | | --- | | **Nature of Issues in Dispute:**  Click to enter text e.g. complexity, sales evidence, compensation items/outlays, owners time, losses suffered, carrying capacity, fencing, access track maintenance, environmental authority, ground water, land use, category definition, soil types, land disabilities, mining impacts, financial capacity, biodiversity. | | | | | | | |
| **Choice of ADR Process:**  **Have the parties mutually agreed to a process?**  **No (Please go to Section 5)**  **Yes (Please select below and have the respondent(s) sign to indicate their agreement)** | | | | | | |
|  | **Mediation** | |  | **Case Appraisal**  (Note: Case Appraisal only available for land access disputes and before an application is made to the Land Court to determine a conduct and compensation agreement) | | |
| **If there is a disagreement regarding the ADR process, please provide details:**  Click to enter text. | | | | | | |
|  | | | | | | |
| **Have the parties mutually agreed to a Convenor?** | | | | | | |
|  | **No (Please go to Section 5)** | | | | | |
|  | **Yes (Enter the name of the Convenor below and have the respondent(s) sign to indicate their agreement)** | | | | | |
|  | | | | | | |
| **Name of agreed Convenor:**  *(for a full list of available Convenors on the ADR panel please see the* [*Land Court’s website*](https://www.courts.qld.gov.au/courts/land-court/resolving-disputes-without-a-hearing/adr-panel-of-convenors)*)* | | | | | | |
| |  | | --- | | Click to enter name of agreed Convenor. | | | | | | | |
| **Signature of respondent(s):**  *(please click the plus button at the bottom right of the table to add additional respondents’ signatures as applicable)* | | | | | | |

|  |  |
| --- | --- |
|  | Click to enter name of signatory.  Click here to enter date of signing. |

| **SECTION 5 – PREFERENCES** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Please complete this section to assist the Judicial Registrar in nominating a Convenor:** | | | | | |
| **My three preferences for a Convenor are (ordered one to three, with one being the highest):**  *(for a full list of available Convenors on the ADR panel please see the* [*Land Court’s website*](https://www.courts.qld.gov.au/courts/land-court/resolving-disputes-without-a-hearing/adr-panel-of-convenors)*)* | | | | | |
| **1.** | Click to enter name of first preference. | | | | |
| **2.** | Click to enter name of second preference. | | | | |
| **3.** | Click to enter name of third preference. | | | | |
|  | | | | | |
| **The Judicial Registrar will nominate a Convenor if the parties cannot agree, taking into account matters such as:**   * **the nature of the dispute** * **location of the parties, the mediation, and the subject land,** * **availability of convenor and participants,** * **financial circumstances of the parties** * **actual or perceived conflicts of interest,** * **preferences for Convenors and** * **any other relevant considerations.** | | | | | |
| |  | | --- | | Click to enter details of the above matters. | | | | | | |
| **Please indicate your preference or latest date you would like the ADR Process to be conducted:** | | | | | |
|  | **Within 7 days** |  | **Within 2 weeks** |  | **Within 30 days** |
|  | **Later than 30 days** |  | **Specific date (please specify)** Click here to select a date. | | |

| **SECTION 6 – DECLARATION** | |
| --- | --- |
|  | **I / We have given a copy of this form to the responding parties and I/we have informed them that they need to advise the Judicial Registrar of their preference for a Convenor and any other relevant factors for consideration within five (5) business days of receiving this form.** |
|  | **I / We 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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| **SECTION 7 – DECLARATION SIGNATURE** |
| **Signature of applicant(s):**  *(please click the plus button at the bottom right of the table to add additional applicant’s signatures as applicable)* |

|  |  |
| --- | --- |
|  | Click to enter name of signatory.  Click here to enter date of signing. |

| **PROCEDURE FOR SUBMISSION** | |
| --- | --- |
| Please submit this completed form via email to the Land Court registry at [ADRPanel.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 |