Communities and Justice Courts, Tribunals and Service Delivery



Dust Diseases Tribunal of NSW User Guide Online Filing

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Note that screens and processes documented in this guide are accurate at the time of publishing; however, due to changes and updates occurring to the NSW Online Registry, processes documented in this guide may appear different to those on the live site.

Introduction

In 2023, the Dust Diseases Tribunal (DDT) of NSW will introduce digital capabilities that enables their clients to access, file and manage documents online.

2. Document Purpose

This guide provides an overview on the new forms and how parties can access and file documents online.

3. Who should use this document?

- Legal Representatives
- Self-represented litigants
- Registry staff
- Registrars

4. Process

Step 1: Registration

To be able to file online, users will need to register an account with the <u>NSW Courts and Tribunals</u> <u>Online Registry</u>

Step	Action			
1	Refer to the following resources for how to register an account with the <u>NSW Courts and Tribunals Online Registry</u> (ORW) Website. How to register for NSW Courts and Tribunals Online Registry? How do I register an eOrganisation? Which user type should I select when registering? YouTube guide - NSW Online Registry eOrganisation Overview YouTube guide - How to Register as a Legal Practitioner YouTube guide - How to Register as a self-represented party 			
NOTE	All organisations who are party to a proceeding will need to register their electronic organisation (eOrganisation) through the ORW website. The purpose of this is to allow nominated users representing an organisation to file forms on behalf of that organisation. For additional registration support email: <u>onlineregistry-support@justice.nsw.gov.au</u>			

Step 2: Where to locate the forms online.

To commence online filing, users can navigate to the <u>NSW Courts and Tribunals Online Registry</u> or the <u>Dust Diseases Tribunal</u> website.

Step	Action			
1	Users will need to navigate and log in to the <u>NSW Courts and Tribunals Online</u> <u>Registry Website</u> (ORW).			
NOTE	In order to file online, users will need to register an account with the <u>NSW</u> <u>Courts and Tribunal Online Registry</u> . Refer to <u>Step 1: Registration</u> on how to register an account with the ORW.			
2	The forms to originate a claim are listed on the right side of the New Case tab in Online Registry website.			
	Peter Perth Logout NSW Online Registry Courts and Tribunals EAQs Contact Us			
	Search cases New case Saved forms Payments Filing history Online Court Court Lists Probate Manage profile			
	 Starting a new case There are a number of forms that you can file to start a civil legal action online. The form that you choose will depend on whether: your dispute can be easily defined only one court can determine your dispute, or you have a choice you wish to appeal a decision made against you. Styreme, District and Local courts Styreme, District and Local Courts Starement of Claim (UCPR form 3A/3B) Summons Originating Process (form 2) Supreme Court (Corporations) Rules 1998 Certificate of Judgment or Order (UCPR form 45) Licence or Value Registration Appeal 			
	If someone has started legal action against you and you disagree with those claims, you can take steps to defend yourself online. Land and Environment Court The form that you need to file will depend on whether: • Application Class 1,2,3 (Form B) • you were served with a Statement of Claim or Cross Claim, or • Statement of Claim			
	you were served with a Summons or Cross Summons, or an Application Class 1,2,3 (Form B) has been filed against you in the Land and Environment Court. If you were served with a Statement of Claim or Cross Claim, you need to file a Defence. If you need more details about the claim being made against you before you write your Defence you can ask the plaintiff for more information			

Action	Action	
For filing documents on an existing case, users will need to first sear existing case.		
Select S	Search cases, enter the case number and in the Jurisdiction dropdow	
	ect Dust Diseases Tribunal.	
	Peter Perth Logout NSW Online Registry Courts and Tribunals	
	FAQe Contactus	
	Search cases New case Saved forms Payments Filing history Online Court Lists Probate Transcripts	
	Manage profile XML filing	
	To find an exoluting cale, enter the case number and as many reference details you can into the fields below to search your case list. If your search is unsuccessful, follow the prompts to find a case that is not in your case list so your can the documents online (including detence forms). If you do not have a case number as you are considering taking new legal action, follow the prompts to sint a new case . Your reference Party name (surname or organisation name)	
	Case number (yyy) / case no.) Jurisdiction case to add to your fast 2022 // 00018373 Dust Diseases Tribunal Pind your case	
	Include cases without activity in last 6 months Mexic cases Mexic case Mexic ca	
	elect Search case list.	
THEIT SE		
	Peter Perth Logaut NSW Online Registry Courts and Tribunals	
	FAQs Contact.us	
	Search cases New case Saved forms Payments Filing history Online Court Lists Probate Transcripts	
	Manage profile XML filing	
	Your cases New search Modify search	
Case no. 🖕 Case title 🗘 Kext Bisting 🗘 Last Tilling 🗘 Action 2022/00018373 Raymond Curtis v Boral Australian Orysum Limited 21 Dec 2022 💆 🏝		

Step	Action		
4	The Your Case Information screen is displayed.		
	Peter Perth Logout NSW Online Registry Courts and Tribunals		
	FAQs Contact us Search cases New case Saved forms Payments Filing history Online Court Lists Probate Transcripts		
	Manage profile XML flüng		
	Your case information Raymond Curtis v Boral Australian Gypsum Limited - OPEN (2022/00018373) The form Proceedings Filed documents Court dates Judgments & orders Subgeenaud Rems list Proceeding number and status Proceeding type Next Instand date Next Instand date Instand date 001 - Statement of Clam: Raymond Curts v Boral Australian Gypsum Lambed - Fied Dust Diseases Tribunal DDT Clam 10/20023 - Ratum of to 3ubpore. (D0T)		
	Show participants Need help? Terms and conditions EAQ EAQ Contact us Copyright and disclaimer		
5.	Select <i>File Form</i> tab.		
	NSW Online Registry Peter Peth Logout Courts and Tribunals antact us Search File form - Raymond Curtis v Boral Australian Gypsum Limited - OPEN (2022/00018373) seripts Step 1 - select proceeding seripts Step 1 - select proceeding the autedictor		
	YOUR Ca 20202001337001 Statement of Claim Raymond Curls v Soral Australian Grypsum Limited Dust Diseases Tribunal Raymon Step 2 - select a form Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Dust Diseases Tribunal Vour Ca Step 2 - select a form Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Dust Diseases Tribunal Vour Ca Step 2 - select a form Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Vour Ca Amended Statement of Claim Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Image: Control Claim Raymond Curls v Soral Australian Grypsum Limited Vour Ca Amended Statement of Claim Claim Raymond Claim Raymond Curls v Soral Australian Grypsum Limited Image: Control Claim Raymond Claim Raymond Curls v Soral Australian Grypsum Limited Voet Ca Consert Soral Graph Raymond Graph (UCPR 40) Image: Control Claim Raymond Raymond Claim Raymond		
	Then select the form to begin.		

Step 3: Submitting the DDT Statement of Claim

The Statement of Claim (SOC) us used to originate a claim and is lodged with the Tribunal along with the appropriate filing fee.

This process outlines how users can file the DDT Statement of Claim online.

Step	Action	
1	The <i>About Statement of Claim</i> screen details information on hyperlinks to the UCPR forms and DDT filing fees. Click Next.	now to file this form and
	Dust Diseases Tribunal New South Wales	Penny Wise (# Log out
	Home - Statement of Claim About Statement of Claim	
	Introduction	Form sections
	A Statement of Claim (UCPR form 3A/3B) is used to start a civil court case. To make a claim, you will need to indicate what relief you wish to claim (the outcome you desire). If you do not know what to claim, you should	About Statement of Claim
	get legal information and advice. Things you need to know to file this form	Representative details
		Plaintiff(s)
	You will be asked to enter details of the parties.You will then be prompted to upload a completed PDF version of the form.	Defendant(s)
	 The information on the uploaded form MUST match the information added to the online form. <u>UCPR</u> forms can be downloaded form the UCPR website. You should save your completed form as a PDF file 	Relief claimed
	with maximum file size of 5MB.	Upload documents
	The form will be submitted after payment. Too will receive and email to commit that the form has been successfully filed.	
	 If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Getting Halo Fact Sheet</u>. 	
	Privacy, C ² Web Accessibility, C ² Copyright and Disclaimer, C ²	0 🕨 🖌

Step	Action		
2	The <i>Representative details</i> screen will pre-populate with the details of the Legal Representative who is filing the document.		
	Dust Diseases Tribunal New South Wales	Penny Wise (* Log out	
	Home → Statement of Claim		
	Representative details		
	Legal Representative	Form sections	
	Please note that the details of the Legal Representative can only be updated via NSW Online Registry.	About Statement of Claim	
	First name Penny	Representative details	
	Last name	Plaintiff(s)	
	Wise Address	Defendant(s)	
	Post Office Box 44 SYDNEY NSW 2000 Phone number	Relief claimed Upload documents	
	93770000	Ŧ	
NOTE	A reference number can be entered into the non-mandatory Click Next. Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing. Back	Your reference field.	
	Dack Save Next		
	Privacy, C Web Accessibility, C Copyright and Disclaimer C		
3	The <i>Plaintiff 1</i> details screen is displayed. Select if the plaintiff is an <i>Individual</i> or <i>Organisation</i>	8	
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out)	
	Home > Statement of Claim Plaintiff 1		
	Is the Plaintiff an Individual or an Organisation? *	Form sections	
	O Individual	About Statement of Claim	
		Representative details	
1	Back Save Next	Plaintiff(s)	

Step	Action		
	Ι.	If Individual, proceed to step 4a.	
NOTE	١١.	If Organisation, proceed to step 4b.	
4a	For ai fields	n individual, enter all mandatory fields marked with a rearce:	d asterix *. The mandatory
	•	First name	
	•	Last name	
	•	Address (Australia or overseas)	
		Is the Plaintiff an Individual or an Organisation? *	Form sections
			About Statement of Claim
		Organisation	Representative details
		First name *	Plaintiff(s)
			Defendant(s)
		Last name *	Relief claimed
		Ernail address	Upload documents
			Summary
		Phone number	
		Mobile	
		Fax	
			,
NOTE		n Australian address an autocomplete field which pre-po built into the application. Alternatively, the address deta	-
		Address* O Australia O Overseas	۸. ۱
		Address Autocomplete	
		400 George St, Sydney	
		400 GEORGE ST, SYDNEY NSW 2000	

Step	Action		
NOTE	A number of support services are also available to be selected to assist the plaintiff. If a support service is required, then the type of support service can be selected from the dro down list or added in the Other Support Services text field.	op-	
	Unit Type Unit number Select Invest Street Type Level Street number Street Support services Desc the plantiff need a support service for a physical, cognitive, psychiatric, or other disability? Ves No Back Street Refer to Appendix B: Support Services for full list of support services. Click Next. Click Next.	•	
	Home > Statement of Claim Form sections Image: Type Full About Statement of Claim No. Name Type Full About Statement of Claim Image: Type Full Representative details Plaintiff(s) Defendant(s) Back Next Relief claimed	*	
	i. If additional Plaintiff's, select Add Plaintiff.ii. If completed, select Next.		

Step	Action			
4b	Where the plaintiff is an organisation, enter the Frequent User Identifier (FUI) or man enter their details if a FUI does not exist.			
	Home > Statement of Claim			
	Plaintiff 2			
	Is the Plaintiff an Individual or an Organisation? *	Form sections		
		About Statement of Claim		
	O Organisation	Representative details		
	Does the Plaintiff have a Frequent User Identifier (FUI)? \textcircled{O}^*	Plaintiff(s)		
	Ves	Defendant(s)		
	Frequent User Identifier (FUI) *	Relief claimed		
	Validate	Upload documents		
	Organisation name *	Summary		
	Back Save Next			
		*		

Does the Plaintiff have a Frequent User Identifier (FUI)? ⊕* Plaintiff(s) ○ Yes Defendant(s)
Relief claimed
Organisation type Upload documents
ABN (Australian Business Number)
ACN (Australian Company Number)
O Not applicable
Organisation name *
Organisation trading as
Email address
Phone number
Fax
Building name
Provide Building name if available, otherwise enter Street name below
Unit Type Unit number
Select v
Level Type Level Street number
Select 🗸
Street name * Street Type Street Suffix Type
GEORGE Street V Select V
Suburb / City * State * Postcode *
SYDNEY New South Wales V 2000
Back Save Next
Privacy & Web Accessibility & Convright and Disclaimer &
Privacy, C Web Accessibility, C Copyright and Disclaimer C 🛛 🧗 🔘 💟

Step	Action		
5	The Defendant(s) page allows up to 30 Defendants (Individual and/or Organisation) to be added.		
	Click Add Defendant.		
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out	
	Home - Statement of Claim Defendant(s)		
	There are no Defendants. Please click on Add Defendant to add 1 or more Defendants.	Form sections	
	You can add a maximum of up to 30 Defendants (Individual or Organisation).	About Statement of Claim	
	Back	Representative details Plaintiff(s)	
6	Select if the Defendant is an Individual or Organisation. i. If Individual, refer to step 4a. ii. If Organisation, refer to step 4b.		
	Click Next.		
	Dust Diseases Tribunal New South Wales	Penny Wise 6+ Log out	
	Home - Statement of Claim Defendant 1		
	Is the Defendant an Organisation or an Individual? *	Form sections	
	Organisation Individual	About Statement of Claim Representative details	
	Back Save Next	Plaintiff(s)	

Step	Action		
7	The Relief claimed screen allows details the type of claim.		
	Select Type of Claim		
	 Asbestos related Other dust related disease Asbestos related (Division 6) 		
	Click Next.		
	Dust Diseases Tribunal New South Wales Penny Wise @ Log out		
	Home - Statement of Claim Relief claimed		
	Type of Claim *	Form sections	
	Asbestos related Other dust related disease	About Statement of Claim	
	Asbestos related (Division 6)	Representative details	
	Type of injury/illness/relief *	Plaintiff(s)	
	Select *	Defendant(s)	
	Back	Next Relief claimed	
		Upload documents	
NOTE	Refer to Appendix C: Type of Claim for full list of clai	mable events	

Step	Action		
8	The Upload documents screen requires the PDF version of the Statement of Claim (UCPR form 3A/3B) to be uploaded.		
	Select Choose a file to upload, attach the PDF version of the SOC and then select Upload.		
	Click Next.		
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out)	
	Home - Statement of Claim Upload documents		
	Upload Statement of Claim (UCPR 3A/3B) *	Form sections	
	Please attach a PDF version of the <i>Statement of Claim (UCPR 3A/3B)</i> form.	About Statement of Claim	
	The information on the uploaded form MUST match the information added to the online form. Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Representative details	
		Plaintiff(s)	
	Choose a file to upload Upload	Defendant(s)	
	Back	Relief claimed	
	DdCK	Upload documents ~	
NOTE	When filing the DDT Statement of Claim online, users version of Statement of Claim (UCPR form 3A/3B). The from the UCPR Forms webpage.	•	

Step	Action	
9	The <i>Summary</i> page is displayed. This will provide an overview of all the details entered and allows users to edit sections before submitting.	
	Dust Diseases Tribunal New South Wales	
	Long → Statement of Claim Summary This is an overview of what you have entered. You are able to edit sections of your form before submittine. Representative (Legal Representative) First name Penny Panny 9377000 Last name Your reference 1245 Post Office Box 44 SYDNEY NSW 2000 Plaintiff(s) Patertiff(s) Putput/howcode due yutatement approximation Patertiff(s) Putput/howcode due yutatement approximation	
	Asbestos related Carcinoma Uploaded documents <pre> </pre> No. Type Document File Size Upload date 1 Statement of Claim (UCPR 3A/3B) Statement o 0.13 MB 20 Jan 2023 Back Submit and Pay Privacy: Web Accessibility: Y Y To the privace of the pri	
NOTE	Payment is calculated at the end of the application. i. If payment, select Submit and Pay then refer to step 10. ii. If no payment, select Submit and then refer to step 11.	

Step	Action
10	The Payment screen allows for payment via Credit Card. Enter the card details. Click Next.
11	Expiry date (mm/yyy) * 01 2014 Cancel Next

Step 4: Submitting the Plaintiff's Statement of Particulars

Where the claim is related to previous asbestos exposure, users may be required to file other prescribed forms such as the Plaintiff's Statement of Particulars (SOP).

This process outlines how this document can be filed online.

Action		
The About Plaintiff's Statement of Particulars screen details information on how to file this form and hyperlinks to the UCPR form. Click Next.		
Dust Diseases Tribunal New South Wales	Peter Perth & Los aut	
Liong - Plaintiff's Statement of Perticulars About Plaintiff's Statement of Particula	rs	
Introduction	Form sections	
This form is used to fife a completed Plaintiff's Statement of Particulars (Form 1 CRP) in the Dust Diseases Tribunal of NSW.	About Plaintiff's Statement of Particulars	
Things you need to know to file this form	Case details	
You will be asked some basic questions about the form and will be asked to confirm party details.	Filing parties	
The display on the uploaded form MUST match the information added to the online form.	Upload documents & submit	
maximum file size of up to 5MB.		
You will receive an email to confirm that the form has been successfully filed.		
If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Gattion Hald Fact Elbest</u> .		
Next		
	The About Plaintiff's Statement of Particulars screen deta form and hyperlinks to the UCPR form. Click Next.	

Step	Action	
2	 The Case details screen displays and will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 	
	Dust Diseases Tribunal New South Wales	Penny Wise (* Log.out)
	Home > Plaintiff's Statement of Particulars	
	Case title Leo Messi v Dyldam Construction Proceeding title Statement of Claim: Leo Messi v Dyldam Construction Case/Proceeding number 2022/00001260-001	Form sections About Plaintiff's Statement of Particulars Case details Filing parties
	Your reference	Upload documents & submit
NOTE	A reference number can be entered in the non=mandatory Y Click Next.	our reference field.
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing. Back Save	Filing parties Upload documents & submit
	Privacy, C Web Accessibility, C Copyright and Disclaimer, C	© D 9

Step	Action	
3	3 The <i>Filling parties</i> screen will pre-populate with the existing filing parties' detail Click Next.	
	Dust Diseases Tribunal New South Wales	Penny Wise @ Log out
	Home > Plaintiff's Statement of Particulars Filing parties	
	This form is being filed for:	Form sections
	Party name Role	About Plaintiff's Statement of Particulars
	John Seena Plaintiff 1	Case details
	Niv Smith Plaintiff 2	Filing parties
	Chris OLC Plaintiff 3	Upload documents & submit
	Back	Next
4	The Upload documents screen requires the PDF vers uploaded. Select Choose a file to upload, attach the PDF versio Upload.	n of the SOP and then click
	Home > Plaintiff's Statement of Particulars	Penny Wise 6 Log out
	Upload documents & submit	
	Upload your completed Plaintiff's Statement of Particulars *	Form sections
	Please attach a PDF version of the <i>Plaintiff's Statement of Particulars</i> form. The information on the uploaded form MUST match the information added to the online form. The information added to the destination of the statement of the stateme	About Plaintiff's Statement of Particulars
	Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Case details
	Choose a file to upload Upload	Filing parties
1	Uptoed	Upload documents & submit
l	Additional supporting document if any	

Step	Action
5	Where supporting documents are required, these can be uploaded in the Additional Supporting document field Click Submit ,
	Additional supporting document if any Additional supporting document if any The court may need additional documents to support the Plaintiff's Statement of Particulars form. The maximum file size is 5MB. C Choose a file to upload Upload Back Save Submit Privacy C Veb Accessibility C Contrright and Disclaimer C V C C Contright and Disclaimer C V C C C C C C C C C C C C C C C C C
NOTE	When filing the Plaintiff's Statement of Particulars online, users can upload the PDF version of the Plaintiff's Statement of Particulars (Form 1 in Schedule 2 of the Regulation). This form can be downloaded from the <u>DDT forms and fees</u> webpage
6	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.

Step 5: Submitting the Notification of Service of the Plaintiff's SOP

The Notification of Service of the Statement of Particulars commences the Claims Resolution Process.

The following steps outline how users can file the Notification of Service of the SOP.

р	Action	
	The About Notification of Service of SOP screen details as well as providing hyperlinks to the Dust Diseases Tr Click Next.	
	Dust Diseases Tribunal New South Wales	2 Peter Perth (# Los out
	Home - Notification of Service of Statement of Particulars About Notification of Service of Statement Particulars	ment of
	Introduction	Form sections
	The Notification of Service of the Statement of Particulars commences the Claims Resolution Process ("CRP"). If the timetable is not uploaded as part of this lodgement, the Plaintiff is to provide the Registrar and each origin defendant with a Timetable for the CRP setting of the various stages of the process in its application to the cla	About Notification of Service of Statement of Perticulars
	The timetable is to be provided as soon as practicable after the Plaintiff has served the Plaintiff's Statement of Particulars on the last of the original defendants.	Case details
	You may refer to the <u>Dust Diseases Tribunal Regulation 2019</u> for further information.	Upload documents & submit
	Things you need to know to file this form	
	 You will be asked some basic questions about the form and will be asked to confirm party details. As part of this lodgement you will be given the opportunity to upload an Originating Timetable with maximum size of SMB. You will receive an email to confirm that the form has been successfully filed. 	
	H you are representing yourself, you are encouraged to seek legal advice before completing this form Reave refer to disting Melo East Shoat	
	maximum size of 5MB. • You will receive an email to confirm that the form has been successfully filed.	
	If you are representing yourself, you are encouraged to seek legal advice before completing this form Please refer to <u>GetTion Held Fact Sheat</u> .	
		ad
	Privacy 🧭 Web Accessibility 🧭 Grevriett and Disclaimer 🧭	f 🖸 🗅 💟

Step	Action	
2	 The case details page will pre-populate with the existing case Case title Proceeding title Case/Proceeding number 	e details.
	Dust Diseases Tribunal New South Wales	😰 Penny Wise 🕪 <u>Log out</u>
	Home > Notification of Service of Statement of Particulars	
	Case title	Form sections
	Annie John v Graphics Enterprise Proceeding title	About Notification of Service of Statement of Particulars
	Summons: Annie John v Graphics Enterprise Case/Proceeding number	Case details
	2023/00000019-001	Filing details
	Your reference	Upload documents & submit
NOTE	A reference number can be entered in the non-mandatory Yo Click Next .	Pur Reference field.
	12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing.	
	Back Save Next Privacy C Web Accessibility C Copyright and Disclaimer C f	© 🕨 🔽 🗸

Action		
The <i>Filing details</i> screen is displayed and will pre-populate with the existing parties" details.		
The Date of Service on the last of the original defendant's find of the SOP to the last of the original defendants.	eld requires the date of service	
Select the filing party and then enter the date of service.		
Dust Diseases Tribunal New South Wales	Penny Wise & Log out	
Home > Notification of Service of Statement of Particulars		
This form is being filed for:	Form sections	
Party name Role	About Notification of Service of Statement of Particulars	
Adam Argo Plaintiff 1	Case details	
Date of Service on the last of the original defendants *	Filing details	
10-01-2023	Upload documents & submit	
Back Save Nex		
Timetable (non-mandatory).	PDF version of the Originating	
Tribunal New South Wales	Penny Wise in Log out	
Home > Notification of Service of Statement of Particulars Upload documents & submit		
Attach supporting document	Form sections	
A timetable may be uploaded as part of this process and is accepted subject to compliance with the <u>Dust Diseases Tribunal Regulation 2019</u> .	About Notification of Service of Statement of Particulars	
If the timetable is not uploaded as part of this lodgement, the Plaintiff is to provide the Registrar and each original defendant with a Timetable for the CRP setting out the various stages of the process in its application to the claim as soon as practicable.	Case details Filing details	
Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Upload documents & submit	
Originating Timetable		
	The <i>Filing details</i> screen is displayed and will pre-populate verters of the SOP to the last of the original defendants. The Date of Service on the last of the original defendants. Select the filing party and then enter the date of service. Click Next.	

Step	Action	
5	Select Choos the Originatin Select upload Click Submit .	
	No.	Document Upload date Action
	1	Originating: Timetable Sch-4-DDT-Reg-2019Sch-4-DDT-Reg- 9 Jan 2023 DDT-Reg.odf (0.19 MB) Ban 2023
	2	Originating Timetable Supporting Document.odf.(0.83 MB). 12 Jan 2023
	Back	Save Submit
		Privacy, C Web Accessibility, C Copyright and Disclaimer C 🗗 🕜 🗅 💟
6		tted, the filing party will receive an email with the coversheet, case digital sealed copy attached.

Step 6: Submitting the Defendant's Reply

Where a claim is related to previous asbestos exposure, users may be required to file prescribed forms such as the Defendant's Reply.

This process outlines how users can file the Defendant's Reply online.

Step	Action	
1	The About Defendant's Reply screen details information on how to file this form and hyperlinks to DDT website. Click Next.	
	Dust Diseases Pribunal New South Wales Hame - Defendant's Reply About Defendant's Reply	
	Introduction Form sections This form is used to file a completed Defendant's Reply in the Dust Diseases Tribunal of NSW. About Defendant's Reply Things you need to know to file this form Case details • You will be asked to confirm party details. Filing parties • You will then be prompted to buplead a completed DPF variation of the form. Filing parties • You will needbaded form MUST match the information added to the online form. Filing parties • You will receive an email to confirm that the form has been successfully filed. Uplead documents & submitt	
	If you are representing yourset, you are encouraged to seek legal advice before completing this form. Plesse refer to <u>Gattion Helo Fact Sheet</u> The control of the second secon	
2	 The Case details screen will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 	
	Dust Diseases Tribunal New South Wales Penny Wise @ Log out Home · Defendant's Reply Case details	
	Case title Form sections Sydney Wyde Mortgage Management Limited v FORD CIVIL CONTRACTING PTY LTD About Defendant's Reply Proceeding title Statement of Claim: Sydney Wyde Mortgage Management Limited v FORD CIVIL CONTRACTING PTY LTD Case details Case/Proceeding number Filing parties Filing parties 2022/00001191-001 Upload documents & submit	
	Your reference	

Step	Action	
NOTE	A reference number can be entered in the non-mandat Click Next.	tory Your reference field.
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent	Upload documents & submit
	Back Save Ne Privacy, C* Web Accessibility, C* Copyright and Disclaimer	xt f © V
3	The <i>Filing parties</i> screen will pre-populate with the exist Note: Only those parties being represented can be select the filing party and then click Next .	
	Dust Diseases Tribunal New South Wales	Penny Wise (* Log out
	Home > Defendant's Reply Filing parties Select who this form is being filed for:	Form sections
	Party name Role	About Defendant's Reply
	FORD CIVIL CONTRACTING PTY LTD Defendant 1	Case details
	Back Save Ne	
		Upload documents & submit

Step	Action
4	The <i>Upload documents</i> & <i>submit</i> screen requires the PDF version of the Defendant's Reply to be uploaded.
	Select Choose a file to upload, attach the PDF version of the Defendant's Reply and then click Upload .
	Dust Diseases Tribunal New South Wales
	Home > Defendant's Reply Upload documents & submit
	Upload your completed Defendant's Reply * Form sections
	Please attach a PDF version of the <i>Defendant's Reply</i> form. Please attach a PDF version of the <i>Defendant's Reply</i> form. The information on the uploaded form MUST match the information added to the online form. Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.
	Choose a file to upload Upload documents & submit
	o poor
	No. Document Upload date Action
NOTE	If any additional documents are required by the court, this can be uploaded in the Additional supporting document field. Click Submit.
	1 Reg.ndf (0.19 MB). 4 Jan 2023
	Additional supporting document if any
	The court may need additional documents to support the <i>Defendant's Reply</i> form. The maximum file size is 5MB.
	Choose a file to upload Upload
	Back Save Submit
	Privacy, C Web Accessibility, C Copyright and Disclaimer C S O D
NOTE	When filing the Defendant's Reply online, users can upload the PDF version of the Defendant's Reply (Form 2 in Schedule 2 of the Regulation). This form can be downloaded from the <u>DDT forms and fees</u> webpage.
5	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.

Step 7: Submitting the Summons

The Summons can also be used to begin a claim and is lodged at the Tribunal Registry along with a filing fee.

This process outlines how users can file the Summons online.

Step	Action	
1	From the <i>Dust Diseases online filing</i> screen, select Start a new form and then select Summons.	
	Dust Diseases Tribunal Penny Wise life Log out New South Wales	
	Dust Diseases online filing	
	Start or resume form	
	Start a new form Resume a saved form	
	Start a new application	
	Next	
	•	

Step	Action	
2	The <i>About Summons</i> screen provides information on hyperlinks to UCPR forms and DDT filing fees.	how to file this form and
	Click Next.	
	Dust Diseases Tribunal New South Wales	Peter Perth @ Log out
	Home - Summons About Summons	
	Introduction	Form sections
	A Summons is an originating process that you can file to commence a court case. In general terms, UCPR 6.4 outlines when you might consider filing a summons to commence your case.	About Summons
	If you are representing yourself, it is highly recommended that you seek independent legal advice about whether your	Representative details
	specific legal problem can be addressed by filing a summons, and the jurisdiction in which you should commence your case.	Plaintiff(s)
	In order to file your summons online, you must already have prepared a document that is consistent with: UCPR Form 4A (if you are a lawyer); Form 4B (if you are representing yourself).	Defendant(s)
	Once you pay for your summons, a listing date and time will automatically be assigned to your case and printed on the sealed document you need to serve on the defendant(s).	Upload documents
	If it is impossible for you to attend court on the listing date assigned you will need to contact the relevant registry and The form will be submitted after payment. You will receive an email to commit that the form has been	Summary *
	successfully filed.	
	 If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Getting Help Fact Sheet</u>. 	
	Next	
3	The Representative details will pre-populate with the I	_egal Representative details.
		i and the second se
	Dust Diseases Tribunal New South Wales	(2) Peter Perth & Log out
	Home > Summons	
	Representative details	
	Legal Representative	Form sections
	Please note that the details of the Legal Representative can only be updated via NSW Online Registry.	About Summons
	First name Peter	Representative details
	Last name	Plaintiff(s)
	Perth Address	Defendant(s)
	Post Office Box 6000 PERTH WA 6000 Phone number	Upload documents
	9377 5777	Summary .

Step	Action
NOTE	A reference number can be entered in the non-mandatory Your reference field. Click Next.
	Your reference 12345 If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing. Back Save
4	Privacy ♂ Web Accessibility ♂ Copyright and Disclaimer ♂ ▶ ♥ ○ ▶ ♥ The Plaintiff(s) screen allows up to 20 Plaintiffs (Individual and/or Organisation) to
	be added. Select Add Plaintiff
	Tribunal New South Wales Peter Perth @ Log out Home > Summons Plaintiff(S) There are no Plaintiffs. Form sections
	Please click on Add Plaintiff to add 1 or more Plaintiffs. You can add a maximum of up to 20 Plaintiffs (individual or Organisation). About Summons Add Plaintiff Representative details
	Back Next Plaintiff(s)

Step	Action	
5	Select if the Plaintiff is either an Individual or Organisation.	
		1
	Dust Diseases Tribunal New South Wales	Peter Perth @ Log out
	Home - Summons Plaintiff 1	
	Is the Plaintiff an Individual or an Organisation? *	Form sections About Summons
	Organisation	Representative details
	Back Save	Next Plaintiff(s)
	 i. If Individual, refer to <u>Step 2: Submitting the DI</u> 4a. ii. If Organisation, refer to <u>Step 2: Submitting the</u> 	
	4b.	
6	The <i>Defendant(s)</i> screen allows up to 30 Defendants Organisation) to be added.	s (Individual and/or
	Click Add Defendant.	
	Cilck Add Delendant.	
	Dust Diseases Tribunal New South Wales	Peter Perth @ Log out
	Home - Summons Defendant(s)	
	There are no Defendants. Please click on Add Defendant to add 1 or more Defendants.	Form sections
	You can add a maximum of up to 30 Defendants (Individual or Organisation). Add Defendant	About Summons Representative details
	Back	Next Plaintiff(s)

Step	Action	
7	Select if the Defendant is either an Individual or Organi	sation.
		*
	Dust Diseases Tribunal New South Wales	Peter Perth @ Log out
	Home > Summons	
	Defendant 1	
	Is the Defendant an Organisation or an Individual? *	Form sections
	Organisation	About Summons
		Representative details
	Back Save Next	Plaintiff(<u>s)</u>
	i. If Individual, refer to Step 2: Submitting the DDT	Statement of Claim step
	4a.	
	ii. If Organisation, refer to <u>Step 2: Submitting the D</u>4b.	DDT Statement of Claim step
	Then click Next .	
8	The Upload documents screen requires the PDF version form 4A/4B) to be uploaded.	on of the Summons (UCPR
	Select Choose a file to upload, attach the PDF version	of the Summons and then
	click Upload .	
		P
	Dust Diseases Tribunal	Deter Perth @ Log.out
	New South Wales	
	Home > Summons	
	Upload documents	
	Upload Summons*	Form sections
	Please attach a PDF version of the <i>Summons (UCPR 4A/4B)</i> form.	About Summons
	Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB.	Representative details
	Choose a file to upload Upload	Plaintiff(s) Defendant(s)
		Upload documents
	Affidavit in support	Summary *

Step	Action
9	An Affidavit can be attached in the non-mandatory Affidavit in support field.
	Click Next.
	Affidavit in support
	Choose a file to upload Upload
	Back
	Privacy C Web Accessibility C Cotyright and Disclaimer C F 🕜 🗅 💟
NOTE	When filing the Summons online, users must upload the PDF version of Summons (UCPR form 4A/4B). This form can be downloaded from the UCPR Forms webpage.
10	The Summary screen is an overview of all the details entered and allows users to edit sections before submitting.
	Home - Summons Summary
	This is an overview of what you have entered. You are able to edit sections of your form before submitting. Form sections Representative (Legal Representative) Edit
	First name Phone number Peter 9377 5777
	Last name Email address Perth rajesh.madhyasta@justice.nsw.gov.au Plaintiff(s)
	Your reference Address Defendant(s) 12345 Post Office Box 6000 PERTH WA 6000 Use of the second
	Plaintiff(s)
	r bonong mingariy organisation
	Uploaded documents
	No. Type Document File Size Upload date 1 Summons (UCPR4A/4B) Summons (UC 0.12 MB 20 Jan 2023
	Back Submit and Pay
	Privacy, C Web Accessibility, C Copyright and Disclaimer C F 🕥 🕨 🗸

Step	Action
NOTE	Payment is calculated at the end of the application.I. If payment, select Submit and Pay then refer to step 11.II. If no payment, select Submit and then refer to step 12.
11	The Payment page allows for payment via Credit Card. Enter the card details. Click Next. Enter card details *Mandatory Field Card number * Card number * Expiry date (mm/yyyy) * 01
12	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.

Step 8: Submitting the Statement of Cross Claim

The Statement of Cross Claim (SOCC) is used in case management and lodged with the Tribunal Registry along with a filing fee.

This process outlines how users can file the Statement of Cross Claim online

p	Action				
	The <i>About Statement of Cross Claim</i> screen details form and hyperlinks to UCPR forms. Click Next.	information on how to file this			
	Dust Diseases Tribunal New South Wales	a Kevin Moss (# Lag aut			
	Hama - Statement of Cross-Claim About Statement of Cross-Claim				
	Introduction	Form sections			
	A Statement of Cross Claim (UCPR Form 9) is filed when a Defendant in an existing case takes action against the Plaintiffs) in the original claim, or against a new party/parties. If the Statement of Cross Claim is made against a new party/parties, any relief claimed must be for an action related to, or connected with, the Plaintiff's Statement of Claim.	About Statement of Cross-Claim Case details			
	Like a Statement of Claim, a Statement of Cross Claim must set out in the pleadings details of the Statement of	Cross-claimant(s)			
	Cross Claim, in accordance with the Rules (see UCPR Part 9 and Part 14). When filing a Statement of Cross-Claim in a Claims Resolution Process "CRP") matter, please check filing is within	Cross-defendant(s)			
	the period provided by the Timetable and pursuant to the <u>Dust Diseases Tribunal Regulation 2019</u> .	Upload documents			
	Things you need to know to file this form • You will be asked some basic questions about the Statement of Cross-Claim and will need to enter party	Summary			
	details. • You will then be prompted to upload a completed PDF version of the form.				
	 The information on the uploaded form MUST match the information added to the online form. UCPR forms can be downloaded from the <u>UCPR</u> website. You should save your completed form as a PDF file 				
	with maximum file size of 5 MB. • Upload any supporting documents as PDF file (maximum file size of 5MB per attachment).				
	 The filing fees will be displayed and you will be prompted to pay by credit card (AMEX, Visa, Mastercard and Dimers Club) or debit card (Visa or Mastercard). For list of current DDT filing fees <u>click here.</u> 				
	UCPR forms can be downloaded from the <u>UCPR</u> website. You should save your completed form as a PDF file with maximum file size of 5 MB. Upload any supporting documents as PDF file (maximum file size of 5MB per attachment). The filing fees will be displayed and you will be prompted to pay by credit card (AMEX, Visa, Mastercard and Diners Club) or debit card (Visa or Mastercard). For list of current DDT filing fees <u>click here</u> . The form will be submitted after payment. You will receive an email to confirm that the form has been successfully filed.				
	Nort				
Step	Action				
------	---	--------------------------------	--	--	--
2	 The Case details screen will pre-populate with the existing case details. Case title Proceeding title Case/Proceeding number 				
	Dust Diseases Tribunal New South Wales	😰 Penny Wise 🗭 Log out			
	Home > Statement of Cross-Claim Case details				
	Case title	Form sections			
	John Seena v James Pvt Ltd trading as JPL	About Statement of Cross-Claim			
	Proceeding title Statement of Claim: John Seena v James Pvt Ltd trading as JPL	Case details			
	Case/Proceeding number 2022/00001248-001	Cross-claimant(s)			
		Cross-defendant(s)			
	Your reference	Upload documents			
		Summary .			
NOTE	A reference number can be entered in the non-mandato Click Next.	ry Your reference field.			
	Your reference	Upload documents			
	12345	Summary			
	If you regularly deal with multiple forms and cases, you may wish to enter your own reference code. You can use this code to search for the form later on. The reference code will also appear on the court sealed document and the tax invoice (if applicable) sent to you after filing.				
	Back Save Next				
	Privacy, C Web Accessibility, C Copyright and Disclaimer, C	6 🗅 🗹			

Step	Action				
3	The <i>Cross-claimant's details</i> screen will pre-populate with the existing parties' details. Select the Cross-claimant and click Next .				
		Dust Diseases Tribunal New South Wales		Penny Wise (+ Log out	
	Home > Statement	claimant(s)			
	1 Selected	elect Cross-claimant(s). I Cross-claimant(s) will be displayed below. 3e the order of Cross-claimant(s), please use the Up/D	Down arrow icons.	Form sections About Statement of Cross-Claim Case details	
		Party name	Role	Cross-claimant(s)	
		James Pvt Ltd	Defendant 1	Cross-defendant(s)	
		FORD CIVIL CONTRACTING PTY LTD	Defendant 2	Upload documents	
		Sydney 4x4 Pty Ltd	Defendant 3	Summary	
		Bullers for Disched	Defendent D	opieda documenta	
		Sydney 4x4 Pty Ltd	Defendant 3	Summary	
	Selected Cross-cla	imant(s)			
	Party name	Role			
	James Pvt Lte	d Cross-claimant 1	× ×		
	Back		Save Next	i l	
		Privacy C Web Accessibility, C	Copyright and Disclaimer C		

Step	Action				
4	The <i>Cross-defendant(s)</i> details screen will pre-populate with the existing parties' details.				
	Select the Cross defendant(s).				
	Dust Diseases Tribunal New South Wales	Penny Wise & Log out			
	Home - Statement of Cross-Claim Cross-defendant(s)				
	Please select Cross-defendant(s).	Form sections			
	 Selected Cross-defendant(s) will be displayed below. To change the order of Cross-defendant(s), please use the Up/Down arrow icons. 	About Statement of Cross-Claim			
	Party name Role	_ Cross-claimant(s)			
	John Seena Plaintiff 1	Cross-defendant(s)			
	Chris OLC Plaintiff 3	Summary			
		• • •			
	Sydney 4x4 Pty Ltd Defendant 3				
	Selected Cross-defendant(s) Party name Role				
	Sydney 4x4 Pty Ltd Cross-defendant 1	-			
	test Cross-defendant 2 🖋 Edit 🖨 Remove				
	Chris OLC Cross-defendant 3				
	Add Cross-defendant				
	Back Save Ne	xt			
	Privacy C Web Accessibility C Copyright and Disclaimer C	f 🛈 🕨 🖌			
NOTE	Additional Cross-defendants can be added. Select Add i. If Individual, refer to <u>Step 2: Submitting the DDT</u>				
	 4a. ii. If Organisation, refer to <u>Step 2: Submitting the I</u> 4b. 	DDT Statement of Claim step			
	Then click Next .				

Step	Action			
5	The <i>Upload documents</i> screen requires the PDF version of the Statement of C Claim (UCPR form 9) to be uploaded.			
	Select Choose a file to upload, attach the PDF version of the SOCC and then click Upload .			
	Dust Diseases Tribunal New South Wales Penny Wise (* Log out			
	Home > Statement of Cross-Claim Upload documents			
	Upload Statement of Cross-Claim* Form sections			
	Please upload a PDF version of the Statement of Cross-Claim (UCPR 9). Information on the uploaded form MUST match the information added to the online form. Uploading documents could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB. Cross-claimant(s)			
	Choose a file to upload Upload Cross-defendant(s)			
	No. Document Upload date Action Upload documents			
	Summary			
NOTE	If any additional supporting documents, this can be uploaded in the Additional supporting document field. Click Next.			
	Remove			
	Attach supporting document			
	The court may need additional documents to support the Statement of Cross-Claim (UCPR 9). The maximum file size is SMB.			
	Form 1 - Service and Execution of Process Act 1992			
	Choose a file to upload Upload			
	Back Save Next			
	Privacy, C Web Accessibility, C Copyright and Disclaimer C [] O D V -			
NOTE	When filing the Statement of Cross Claim online, users must upload the PDF version of Statement of Cross Claim (UCPR form 9). This form can be downloaded from the <u>UCPR Forms</u> webpage.			

Step	Action				
6	The Summary screen is an overview of all the details entered and allows users to edit sections before submitting.				
	Click Submit.	B			
	Dust Diseases Tribunal New South Wales	🕼 Penny Wise 🗭 <u>Log out</u>			
	Home - Statement of Cross-Claim Summary				
	This is an overview of what you have entered. You are able to edit sections of your form before submitting.	orm sections			
	Case details Case title Case title	About Statement of Cross-Claim			
	Proceeding title	Case details			
	Statement of Claim: John Seena v James Pvt Ltd trading as JPL	Cross-claimant(s)			
	12345	Cross-defendant(s)			
		Summary			
	3 Gins GLC Cross-Genericant 3	· ·			
	Uploaded documents				
	No. Type Document File Size Upload date				
	1 Statement of Cross- Claim (UCPR 9) Statement o 0.13 MB 16 Jan 2023				
	Back				
	Privacy, C Web Accessibility, C Copyright and Disclaimer C 🗗				
7	Once submitted, the filing party will receive an email with number and digital sealed copy attached.	the coversheet, case			

Step 9: Submitting the Notification of Plaintiff's Death

The Notification of Plaintiff's Death is used to record the receipt of the plaintiff's death.

This process outlines how users can file the Notification of Plaintiff's Death online.

Step	Action			
1	The About Notification of Plaintiff's Death screen displays information on how to form. Click Next.			
	Dust Diseases Tribunal New South Wales			
	Hame - Notification of Plaintiff's Death About Notification of Plaintiff's Death Introduction	Form sections		
	This form is used to notify the Tribunal of the Plaintiff's death pursuant to Regulation 18 of the <u>Dust Diseases</u> <u>Tribunal Regulation 2019</u> . Things you need to know to file this form	About Notification of Plaintiff's Death Case details		
	 You will be asked some basic questions about the form and will be asked to confirm party details. You will be given the opportunity to upload attachment in PDF format. Any information contained in the attachment must match the information added to the online form. You should save your completed form as a PDF file with maximum file size of SMB. You will receive an email to confirm that the form has been successfully filed. 	Filing details Upload documents & submit		
	If you are representing yourself, you are encouraged to seek legal advice before completing this form. Please refer to <u>Gattion Held Fact Sheet</u> .			
	Next			
2	The Case details screen will pre-populate with the e	existing case details.		
	Case titleProceeding titleCase/Proceeding number			
	Dust Diseases Tribunal New South Wales	Penny Wise (+ Log out		
	Home > Notification of Plaintiff's Death			
	Case title Nathan Carter v Dodgy Bros Proceeding title	Form sections About Notification of Plaintiff's Death Case details		
	Statement of Claim: Nathan Carter v Dodgy Bros Case/Proceeding number 2022/00000241-001	Filing details Upload documents & submit		
	Your reference			

Acti	on			
F	eference number ca < Next.	n be entered in the	non-mandato	ory Your reference field
	can use this code to search	so appear on the court sealed document and the	e tax invoice (if applicable) sent Save Next	Upload documents & submit
	Privacy	y C* <u>Web Accessibility</u> C* <u>Copyright</u>	and Disclaimer	
The	Filing details scree	en will pre-populate		ing filing parties' details
The	Filing details scree	en will pre-populate		ing filing parties' details
The	E Filing details scree Dust Disease Tribunal New South Wale Home > Notification of Plaintiff's Deet Filing details	en will pre-populate	with the exist	ing filing parties' details
The	Filing details scree	en will pre-populate es es ame Role	with the exist	ing filing parties' details
The	E Filing details scree Dust Disease Tribunal New South Wale Home > Notification of Plaintiff's Deel Filing details This form is being filed for: Party no	en will pre-populate	with the exist	ing filing parties' details
The	Filing details scree	en will pre-populate	with the exist	ing filing parties' details
The	E Filing details scree Dust Disease Tribunal New South Wale Home > Notification of Plaintiff's Deat Filing details This form is being filed for: Party no Party no Party no Party no Party no Party no	en will pre-populate	with the exist	ing filing parties' details

Step	Action
4	Enter in all mandatory fields marked with an *. These are
	i. Date of Plaintiff's death
	The remaining non-mandatory fields are:
	ii. Time of Plaintiff's death
	Click Next.
	Date of Plaintiff's death * Upload documents & submit 04-01-2023 Image: Constraint of Plaintiff's death 05:30 AM Image: Constraint of Plaintiff's death Back Save
	Privacy, C Web Accessibility, C Copyright and Disclaimer C 💽 🚺 💟
5	The Upload documents screen allows supporting documents to be uploaded. Select Choose a file to upload, attach any supporting documents and then Click Upload. Click Submit.
	Dust Diseases Tribunal New South Wales
	Home > Notification of Plaintiff's Death Upload documents & submit
	Supporting documents Form sections
	Please attach a PDF version of the Notification of Plaintiff's Death form. The information on the uploaded form MUST match the information added to the online form. Uploading this document could take a few minutes due to anti-virus check, depending on file size. The maximum file size is 5MB. Filing details Filing details
	Choose a file to upload Upload documents & submit
	Back Save Submit
6	Once submitted, the filing party will receive an email with the coversheet, case number and digital sealed copy attached.

Step 10: Where to resume a saved form

To resume a saved form, users can navigate to the <u>NSW Courts and Tribunals Online Registry</u> or the <u>Dust Diseases Tribunal</u> website.

Step	Action	
NOTE	If resuming a saved form on any of the following the How to file online page in the Dust Diseases • DDT Statement of Claim • The Plaintiff's Statement of Particulars • Notification of Service of Statement of Part • Defendant's Reply • Summons • Statement of Cross Claim • Notification of Plaintiffs Death	s Tribunal Website.
1	<section-header><section-header><section-header></section-header></section-header></section-header>	d form and then select the form.

Step	Action							
NOTE	For the remaining sav Tribunal Online Regis					d in the	NSW Co	<u>bu</u>
		NSW Online F			Pet	er Perth Logout		
		Courts and Tribunal	s			AQs Contact us		
		Analysis the second for	ns Payments Filing history	Outline Occurt				
		Search cases New case Saved form	ns Payments Plung history	Onune Court				
					Manage pr	ofile XML filing		
		Forms in progress						
		This is a list of partially complete forms. They h If you cannot see your partially completed form	ave not been submitted to the court s in this list, please see the draft for	. You can also view form ms FAQs.	ns awaiting payme	nt.		
		Form type		Case	title			
		Your ref no. From (dd/mm/ys	yy) To (dd/mm/yyyy)		lear	30		
		Form type	Case title	Your ref.	Updated on+	Action		
		Statement of Claim (UCPR 3A/3B)	James Jenny v Mike Jimmy		20 Jan 2023			
		Statement of Claim (UCPR 3A/3B) A Statement of Facts and Contentions	TBD v Sam Jo Hugo Furst v Ballina Shire		01 Nov 2021 13 Oct 2021			
		Affidavit (UCPR 40)	Council Kim Mcphee testing v John		07 Oct 2021			
		Corporations Law Originating Process (Form	Jones TBD v TBD	UAT04 TESTING ON CASE	06 Oct 2021			
		2) Affidavit (UCPR 40)	Jerry Mander v E-SUB TESTING	UASE	06 Oct 2021			
		Subpoena to Produce Items Before Hearing	PTY LTD Jerry Mander v E-SUB TESTING		06 Oct 2021			
		(UCPR 26A) Application Class 1 2 3 (Form B)	PTY LTD Jane Ko v TBD	Save 4	05 Oct 2021			
		Notice of Appointment of Solicitor (UCPR 77)	G8 EDUCATION LIMITED v Sara Test1	Pega123	01 Oct 2021			
		Notice of Appointment of Solicitor (UCPR 77)			01 Oct 2021	🖻 🔟 🛞		
		Statement	Goodway Car Insurance Ptv Ltd		07 Jun 2021			

5. Need more Information

For more information or support regarding how to use the online forms, DDT clients should contact the Registry via in person, phone, post, or email.

Tribunal Registry Address:	Level 12, John Maddison Tower 88 Goulburn Street SYDNEY NSW 2000
Registry Phone Number:	(02) 9337 5440
Registry Postal Address:	Locked Bag 16 HAYMARKET NSW 1240
Registry Email:	dust.diseases.tribunal@justice.nsw.gov.au

Help using Online Registry services

Email: onlineregistry_support@agd.nsw.gov.au

Feedback about the NSW Online Registry website and our services

Email: <u>onlineregistry support@agd.nsw.gov.au</u>

6 Appendix

Appendix A: Glossary

Acronym	Description
DDT	Dust Diseases Tribunal of NSW
DCJ	Department of Communities and Justice
CTSD	Courts, Tribunals and Service Delivery
ORW	Online Registry Website (NSW Courts and Tribunals Online Registry)
eOrg	Electronic Organisation (eOrganisation)
UCPR	Uniform Civil Procedure Rules
SOC	Statement of Claim
SOP	Statement of Particulars
SOCC	Statement of Cross Claim
FUI	Frequent User Identifier
СА	Contribution Assessor
BIS	Business Information Services
IDS	Information and Digital Services
DPT	Digital Portfolio Team

Appendix B: Support Services

- Hearing loop/Infra Red equipment for personal amplification
- Wheelchair access-court room
- Wheelchair access-bar table
- Person with a support person (cognitive disability)
- Person with a support person (psychiatric disability)
- Person with a support person (other disability)
- Preferred documents format braille
- Preferred documents format large print
- Preferred documents format audio (tape or CD-ROM)
- Preferred documents format electronic
- Extra help may be requested

Appendix C: Type of Claim

Asbestos related claim	Other dust related disease	Asbestos related (Division 6)
 Asbestos related pleural disease Asbestosis Carcinoma Compensation to Relatives Mesothelioma 	 Asthma Bronchitis Chronic bronchitis Coal dust pneumoconiosis Compensation to Relatives Emphysema Hard metal pneumoconiosis Other pathological condition Silicosis 	 Asbestos related (Division 6)

7 Version Control Table

Version	Description	Name	Date
1.0	Initial document	Vallan Brandy	3 April 2023