

**Instructions for completing a Statement of claim**

*These are instructions. It is important to complete this form with your own details and based on your own circumstances. If you need more help, you should seek legal advice.*

Form 17  
Rule 8.05(1)(a)

**Statement of claim**

No. **Write your file number** of 20 **Write the year**  
Federal **[Add 'Circuit and Family']** Court of Australia

District Registry: **Write the State of the registry here**

Division: **Write Fair Work Division here**

**Write your name here**

Applicant [s]

**Write your employer's name here**

Respondent [s]

**[Pleadings] In this section you need to write a clear description of your claim, setting out the facts of your case in numbered paragraphs. Refer to yourself as the Applicant, and your employer as the Respondent. You need to include:**

- 1. a clear description of your previous position or role**
- 2. relevant dates, for example, the date you commenced work, your last day of work, and the date you were dismissed**
- 3. the award, enterprise agreement or other instrument that you were employed under**
- 4. the grounds for your claim, that is, what general protection you say your employer breached when they dismissed you**
- 5. what remedy you are seeking, for example, compensation for lost wages, reinstatement, or that your employer be given a fine (pecuniary penalty).**

Date: **Write the date here**

**Sign here**

.....  
Signed by **Write your name here**

**Write applicant here**

Filed on behalf of (name & role of party) **Write your name and 'the applicant' here**

Prepared by (name of person/lawyer) **Write your name here**

Law firm (if applicable) **Leave blank**

Tel **Write your telephone number here** Fax **Write your fax number here**

Email **Write your email address here**

**Address for service**  
(include state and postcode) **Write your address here**

[Form approved 01/08/2011]

**Instructions only.** This is not legal advice.

This pleading was prepared by [Name], lawyer **Leave this section blank**

**Remove this section**

### **Certificate of lawyer**

I [name of lawyer] certify to the Court that, in relation to the statement of claim filed on behalf of the Applicant, the factual and legal material available to me at present provides a proper basis for each allegation in the pleading.

Date: [eg 19 June 20..]

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Signed by [Name of lawyer]  
Lawyer for the Applicant