

# INFORMATION SHEET

## FORM 2 RESPONSE

You may be required to file a Form 2 Response in a matter in order to participate in an NTCAT proceeding. It is important that you carefully read the standard orders that you have received to determine if a Response is required to be completed and emailed to NTCAT and by what date.

If the orders require you to complete and email a Form 2 Response to NTCAT, you must do this by completing a Form 2. This Form can be found on the NTCAT Website. If you do not file a Form 2 Response the matter may proceed to an uncontested or default hearing and orders will be made in your absence.

If the date to complete and email a Form 2 Response listed in the Orders has passed, you may request an extension of time to complete the Form 2 Response. It is not uncommon for NTCAT to allow a party to file a response late if the matter has not been dealt with, this is because NTCAT is not a court; it acts with as little formality and technicality as possible and adopts procedures that are suited to the nature of the dispute, the complexity of the issues involved and the circumstances of the parties.

### PART A - Parties

The Applicant and Respondent are the parties to the proceeding. There can be more than one Applicant and more than one Respondent. It is an Applicant's responsibility to identify the parties by their correct legal name in the Initiating Application. However, if you are lodging a Form 2 Response you should raise any issues in the details of the Response if you are not named correctly.

NTCAT cannot give any advice about who are the correct parties or the correct legal name of the parties. If you require assistance, you should seek legal advice or review the NTCAT guide for 'Naming Parties to a Proceeding' which can be found on the NTCAT website.

### PART B – Respondent/s Information

If you are the person against whom a proceeding has been brought, then you are the Respondent. It is important that the Applicant and NTCAT have correct address and contact details for the Respondent. A postal address is required, however NTCAT prefers to communicate with parties electronically and will require an email address where possible.

The Applicant must provide their correct legal name, postal address, email address and contact number to NTCAT.

Full Name/s:	John Doe
Postal address:	1 Smith St, Nightcliff, NT 0810
Email address:	john.doe@outlook.com
Phone number:	0419 222 333

### PART C – Respondent's Representative Details

Legal representation is not required for NTCAT proceedings. However, if you wish to use a Lawyer or a representative then you must provide the details of your representative in the Form 2 – Response.

If you do not have any representation and are self-represented, then you should leave this section blank on the Form 2 Response

## PART C - Details of Response

You must state what you want NTCAT to do in the proceeding that been brought against you by the Applicant. You need to make clear to the Applicant what decision you want NTCAT to make in relation to the Application.

<b>What decision or orders do you want NTCAT to make</b>	<p>For example; WHAT DECISION OR ORDER/S DO YOU WANT NTCAT TO MAKE?</p> <div data-bbox="391 436 1353 512" style="border: 1px solid black; padding: 5px; margin: 10px 0;">NTCAT should dismiss the application.</div>
<b>What are your reasons for seeking the above decision</b>	<p>You must provide a summary of the facts you are relying upon in response to the claims made by the Applicant. It is important that your summary is clear and includes enough information for the Applicant to understand your position. If you agree with any of the statements made in the application, you should make that clear in your response.</p> <p><b>WHAT ARE YOUR REASONS FOR SEEKING THE ABOVE DECISION OR ORDER/S?</b></p> <p>I do not owe the applicant the amount that is being claimed.</p> <p>I agree I had an agreement with the applicant, but it was only for the supply of windows for my house and not installation.</p> <p>I have paid the applicant in full for the supply of the windows.</p> <p>The applicant did not install the windows at my premises.</p> <p>A company called We Install Windows Pty Ltd installed the windows at a cost of \$2,000 and I have paid that company in full.</p>