

INFORMATION SHEET

SUBSTITUTED SERVICE

If you have been unable to serve NTCAT documents on the other party in accordance with the NTCAT Service Guidelines you may be able to make an application for Substituted Service. An application for Substituted Service should only be made if you have tried in multiple ways to serve the documents but have not been successful.

What is Substituted Service?

An order for Substituted Service is an order made by NTCAT that outlines how you are required to serve the documents on the other party. If you serve the documents in the way directed by the order, then this method of service will be accepted by NTCAT.

How do I make an application?

To make an application for substituted service, a Form 3 ordinary application will need to be completed which outlines all the efforts that were made to serve the documents and what service orders you would like NTCAT to make.

If your application is granted:

- You will receive orders for how the documents must be served;
- You will need to supply proof that you have complied with those orders

How do I complete the Form 3 Ordinary application?

You need to complete the Form 3, the below should assist in completing the form.

Part A

FILE NUMBER: **This can be found on the Initiating Application**

APPLICANT/S: **This is the same as your Initiating Application**

RESPONDENT/S: **This is the same as your Initiating Application**

WHAT ARE YOUR REASONS FOR SEEKING THE ABOVE ORDER/S?
(Please provide a summary of the facts relating to the ordinary application):

In this section you should list all of the ways that you have previously attempted to serve the documents and why that hasn't been successful. You should include the dates, what action you have taken and also attached any evidence of these attempts.

Part B

WHAT ORDERS DO YOU WANT NTCAT TO MAKE?

Order for substituted service **This box should be ticked**

Part C

You do not need to complete Part C

Signature

Please sign and date the application

Further information

Please contact NTCAT if you require further assistance with this application.