**CLAIM**

[*SUPREME/DISTRICT/MAGISTRATES*] **Delete all but one** COURT OF SOUTH AUSTRALIA

CIVIL JURISDICTION

[*MINOR CIVIL*] **If applicable**

[*NAME OF LIST*] LIST **If applicable**

**Please specify the Full Name including capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable) for each party. Each party should include a party number if more than one party of the same type.**

First Applicant

First Respondent

**Amount Claimed:**

**If applicable**

Amount Claimed $

Court Fee on Filing $

Service Fee**(Sheriff service only)** $

Solicitor’s Fee **(Magistrates Court only)** $

TOTAL CLAIMED $

**Any other relief Claimed:**

**If any**

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| Applicant |  |
| **Full Name (including Also Known as, capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable))** |
| Name of law firm / solicitor**If any** |  |  |
| **Law Firm** | **Solicitor** |
| Address for service |  |
| **Street Address (including unit or level number and name of property if required)** |
|  |  |  |  |
| **City/town/suburb** | **State** | **Postcode** | **Country** |
|  |
| **Email address** |
| Phone Details |  |
| **Type - Number** |

**Duplicate panel if multiple Applicants**

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| Respondent |  |
| **Full Name (including Also Known as, capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable))** |
| Address |  |
| **Street Address (including unit or level number and name of property if required)** |
|  |  |  |  |
| **City/town/suburb** | **State** | **Postcode** | **Country** |
|  |
| **Email address** |
| Phone Details |  |
| **Type - Number** |
| Service | [……] Sheriff service requested for this Respondent**If requested mark with an ‘x’** |

**Duplicate panel if multiple Respondents**

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| **Claim Details****Mark appropriate sections below with an ‘x’**Matter Type:The Applicant makes this Claim against you as set out in the Statement of Claim below.[……] I certify that in my reasonable opinion the Claim will be uncontested or is not genuinely contestable.[……] The Applicant would consider mediation to assist in resolving this Claim.**Extension of time****If applicable**The Applicant seeks an extension of time to institute this action pursuant to:[……] section 48 of the Limitation of Actions Act 1936[……] other: **State section and Act**The grounds for seeking an extension are:**Grounds in separately numbered paragraphs**I request the matter be heard at [*location*].**Request only applicable if Magistrates Court** |

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| **To the Respondent: WARNING****If you wish to defend the claim**, you: * may file and serve on all parties a Notice of Acting (which will give you access to the file)
* **must within**
	+ **28 calendar days** if you are served **within Australia**; OR
	+ **30 business days** if you are served **outside Australia**

**from service of this claim file and serve on all parties a defence.**If you do not do so, after that time **judgment may be entered against you** including orders as to costs. Judgment will allow the person who has obtained judgment to take **enforcement steps**. This may include orders to sell your property.If you wish to make a counter claim or claim against a third party, you must within the same time file and serve on all parties a counter claim or third party claim as the case may be.For instructions on how to file a notice of acting and/or defence and how to obtain access to the file, visit https://courtsa.courts.sa.gov.au/?g=node/473. |

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| **Pre-Action Steps****Mark with an ‘x’ the pre-action steps that have been taken**[……] Has the Applicant served a notice of claim under the Rules of Court?[……] Have all Respondents served a response under the Rules of Court?[……] Have all parties conferred to attempt to resolve the dispute under the Rules of Court? |

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| **Service**The party filing this document is required to serve it on all other parties in accordance with the Rules of Court. |

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| **Accompanying Documents****Mark appropriate sections below with an ‘x’**Accompanying service of this Claim is a:[……] Multilingual Notice (mandatory)[……] Notice to Respondent Served Interstate (mandatory if address of the respondent to be served is interstate)[……] Notice to Respondent Served in New Zealand (mandatory if address of the party to be served is in New Zealand)[……] Notice to Respondent Served outside Australia (mandatory if address of the party to be served is outside Australia but not in New Zealand)[……] If other additional document(s) please list them below: |

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| **Note to Parties**There are usually cost penalties for making an unsuccessful claim or resisting a successful claim. If an amount less than $12,000 or an order for work of the value of less than $12,000 is claimed, a lawyer cannot represent any party at the trial (subject to some exceptions in section 38(4)(a) of the Magistrates Court Act 1991) and the minor civil cost scale will generally apply. |

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| **STATEMENT OF CLAIM****Complete either Option A or Option B below** |
| **Option A – Option only available:**1. **for a minor civil action or**
2. **where the uncontested/not genuinely contestable certification has been completed under the Claim Details section above**

Summarise your Claim in 100 words or less:* What happened
* The date(s)
* Why you say the Respondent is legally responsible for the claim
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| **Option B – For all other Claim types**(If Claim lodged via the Portal, complete and upload a Form 1S Statement of Claim).(If Claim lodged over the counter at the Registry, complete the Statement of Claim and Certification below).**Part 1****Introduction by Applicant****Summary of claim – Summarise the claim in one or two sentences****Legal basis of claim – List causes of action/statutory claims****Part 2****Background/uncontroversial matters** **Facts expected to be agreed in separate numbered paragraphs**1.**Part 3****Other facts forming the basis of the claim****Other material facts that support the claim in addition to those in Part 2 in separate numbered paragraphs. Be very particular about each matter – eg when did it occur, where did it occur, what occurred.**1.**Part 4****Orders sought****Outline orders sought in separate numbered paragraphs**1. |

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| **Certification****Mark appropriate section below with an ‘x’**[……] As the filing lawyer, I certify that this pleading is filed in accordance with the instructions of the party/parties for whom I act. There is a proper basis for each allegation of fact in the pleading and itcomplies with the Rules of Court.[……] As a Litigant in Person (self-represented), I am responsible for filing this pleading. Each allegation of fact in the pleading is true to the best of my knowledge, information and belief.…………………………………….Signature…………………………………….Name printed…………………………………….Date |