

FORM 11A
Small Claims Act

Rule 11.03(2)(b)

NOTICE OF ADMISSION

IN THE LOCAL COURT
AT _____

Claim No. _____

Between the
plaintiff : _____ Full name
_____ Address

and

the defendant _____ Full name
_____ Address
_____ for services

TO THE PLAINTIFF/DEFENDANT

I admit the following facts: (state the facts you admit in favour of the plaintiff/defendant)

(YOU DO NOT HAVE TO MAKE AN OFFER TO PAY.)

I OFFER TO PAY the plaintiff the amount of \$ _____ in satisfaction of the claim. I offer to pay this amount -

* in full.

* in instalments of \$ _____ Per _____

Defendant's signature

Witness's signature

Name
Address for service:

Name
Contact address or telephone no.

* Check box if applicable.

If you offer to pay money, your signature must be witnessed before a person who is 18 or over.

FORM 22C
Small Claims Act

Rule 22.03(4)

JUDGMENT DEBTOR'S DECLARATION OF FINANCIAL CIRCUMSTANCES

(Where judgment debtor is not a corporation)

IN THE LOCAL COURT
AT _____

Claim No. _____

Between the
plaintiff :

_____ Full name
_____ Address

and

the defendant

_____ Full name
_____ Address
_____ for services

You are required to complete this form by giving the information requested below. The completed form signed by you must be returned to the Court attached to your Notice of Admission. The Court **cannot** process your Admission without the completed form.

DECLARATION

I, _____
(full name) (occupation)

of _____
(full residential address)

do solemnly and sincerely declare that the following information and annexures (if any) are true and correct.

And I make this solemn declaration by virtue of the Oaths Act conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at _____ on _____

Signature of person making declaration

NOTE: A person wilfully making a false statement in a declaration is liable to a penalty of \$2,000 or imprisonment for 12 months, or both.

This document does not have to be witnessed.

FINANCIAL INFORMATION

1. AMOUNT AND SOURCE OF WEEKLY INCOME

Occupation

(a) If working for an employer: _____
Name and address of employer: Gross wage: _____
Current overtime (if any): _____

Car and other allowances and commission: _____

(b) If self-employed or in partnership:
Average pre-tax earnings for last 12 months: _____

(c) If unemployed:
Length of last employment: _____
Date when last employment ceased: _____
Gross weekly amount: _____

Pension or other benefit received: (Currently) _____
Worker's compensation received: (Currently) _____
Maintenance received: (Currently) _____
Superannuation received: (Currently) _____
Board or rent received: (Currently) _____

Miscellaneous income:

Average weekly interest on bank, credit union
or building society deposit, debentures, &c.: _____
Average weekly dividend on shares: _____
Other income (give particulars): _____

TOTAL GROSS WEEKLY INCOME: \$ _____

2. PROPERTY AND ASSETS

Land, including vacant land: _____
For each piece of land — _____
Market value: _____
Amount of mortgage: Net value: _____

Motor vehicle: _____
For each motor vehicle Year, make and model: _____
Amount owing to finance company: Net value: _____

Deposit in bank, credit union, building society,
&c.: _____
Other investments including shares, debentures, bonds: _____

Money owing to you:
From _____ \$ _____

From _____ \$ _____

Total: \$ _____

Value of interest in partnership or business: _____

Furniture, household and personal goods: _____
 Market value: _____
 Amount owing to finance company: _____
 Net value: _____
 Life insurance policies: _____
 Give particulars and state surrender value of
 Each policy _____
 Other assets (give particulars): _____

TOTAL PROPERTY AND ASSETS: \$ _____

3. WEEKLY DEBTS, LIABILITIES & OTHER FINANCIAL OBLIGATIONS

Income tax: _____
 Superannuation: _____
 Housing (mortgage, rent, board, hospital or institution): _____
 Local government rates: _____
 Water and sewerage rates: _____
 Land tax: _____
 Child care expenses incurred for the purpose of earning income
 Maintenance actually paid: _____
 Instalment payments such as household goods
 or tools of trade _____
 To _____ \$ _____
 To _____ \$ _____
 Total: _____
 Electricity and gas: _____
 Food: _____
 Other general household expenses: _____
 Motor vehicle expenses (registration,
 insurance, maintenance, fuel): _____
 Fares: _____
 Telephone: _____
 Insurance policy premiums: _____
 School fees and other school expenses: _____
 Clothing and shoes: _____
 Medical and chemist expenses: _____
 Entertainment: _____
 Payments on court orders and fines: _____
 Other expenses (give particulars): _____

Total: _____

Other debts outstanding _____

Give particulars of debts under hire purchase, leasing credit card or other credit contracts, department store accounts, guarantee or personal loan:

\$ _____ to _____ due on _____
 \$ _____ to _____ due on _____
 \$ _____ to _____ due on _____

Total: _____

TOTAL DEBTS: \$ _____

4. Identify each asset referred to in paragraph 2 that is owned jointly, and give the name of the other owner or owners:

5. Identify each debt referred to in paragraph 3 that is due jointly, and give the name of the other debtor or debtors:

6. Give particulars of any other circumstances which affect the financial situation of the judgment debtor such as the number and age of dependants, marital status and health:

Do not ignore this notice. If you do not understand this notice or need help contact a Registrar of the Local Court, a legal practitioner or your local legal aid office.