**FORM 11A**

*Small Claims Act*

Rule 11.03(2)(b)

## NOTICE OF ADMISSION

IN THE LOCAL COURT Claim No.   
AT

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 Name

Address for service: 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 Claim No.   
AT

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 self­employed or in partnership:

Average pre­tax 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.