

Statement of claim

No. **Write your file number** of 20 **Write the year**
Federal **[Add 'Circuit and Family']** Court of Australia
District Registry: **Write the State of the registry here**
Division: **Write Fair Work Division here**

Write your name here

Applicant [s]

Write your employer's name here

Respondent [s]

[Pleadings] In this section you need to write a clear description of your claim, setting out the facts of your case in numbered paragraphs. Refer to yourself as the Applicant, and your employer as the Respondent. You need to include:

- 1. a clear description of your previous position or role**
- 2. relevant dates, for example, the date you commenced work, your last day of work, and the date you were dismissed**
- 3. the award, enterprise agreement or other instrument that you were employed under**
- 4. the grounds for your claim, that is, what right or entitlements your employer has breached**
- 5. what remedy you are seeking, including how your worked out the amounts in your claim**
 - a. if you are claiming unpaid wages, what days you believe you have not been paid for, and how much you believe you should be paid on an hourly basis (your hourly rate)**
 - b. if you are claiming unpaid leave, the amount of leave you believe you are entitled to and how much leave you have taken since you started working for this employer, or when you took leave that you were not paid for**

Filed on behalf of (name & role of party) **Write your name and 'the applicant' here**

Prepared by (name of person/lawyer) **Write your name**

Law firm (if applicable) **Leave blank**

Tel **Write your telephone number here** Fax **Write your fax number here**

Email **Write your email address here**

Address for service **Write your address here**
(include state and postcode)

- c. if you are claiming anything else, explain the circumstances and reasons you believe you are owed an entitlement.

Date: **Write the date here**

Sign here

Signed by **Write your name here**
Write applicant here

This pleading was prepared by [Name], lawyer **Leave this section blank**

Remove this section

Certificate of lawyer

I [name of lawyer] certify to the Court that, in relation to the statement of claim filed on behalf of the Applicant, the factual and legal material available to me at present provides a proper basis for each allegation in the pleading.

Date: [eg 19 June 20..]

Signed by [Name of lawyer]
Lawyer for the Applicant