



NCAT
NSW Civil &
Administrative
Tribunal



How To: Lodge Secondary Applications, Submissions & Evidence

Quick Reference Guide

Lodge Secondary Applications, Submissions & Evidence

Access Case

1. From the dashboard, select **My cases**

The screenshot shows the NCAT Online Services dashboard. At the top, there is a navigation bar with 'My cases', 'Manage forms', 'New case', and 'Help'. Below this is a 'Welcome to NCAT Online Services' section. The main content area contains several cards: 'Start new case', 'My cases' (highlighted with a red box and a red circle with the number 1), 'Manage forms', 'Link a case', and 'Need help?'. The 'My cases' card contains the text: 'Find your existing cases or add a case to your case list where you are party.'

2. Select the required case

The screenshot shows the 'My case list' page. It features a search filter section with fields for 'Party name (Surname or Organisation name)', 'Case number', and 'Include cases without activity in last 6 months'. Below this is a table with columns: 'Case number/title', 'Status', 'Next hearing date', and 'Last filing'. The first row is highlighted with a red box and a red circle with the number 2. The table data is as follows:

Case number/title	Status	Next hearing date	Last filing
2023/00021516 Swati Litigant v Self Representative	OPEN		20/Sep/2023
2023/00021512 Self Representative v John Blake	OPEN	Thursday, 05 Oct 2023 14:15:00	20/Sep/2023
2023/00021511 Self Representative v Katie Jones	OPEN		20/Sep/2023

Select Form

3. Click **Lodge a secondary form**

The screenshot shows the 'Lodge a secondary form' page for the case 'Swati Litigant v Self Representative'. The page has a header with the case name and number '202300021516'. Below this is a table with two columns: 'Proceeding details' and 'Hearing details'. The 'Lodge a secondary form' button is highlighted with a red box and a red circle with the number 3.

Proceeding details	Hearing details
202300021516001 Residential Tenancies Act 2010 - HARRINGTON PARK Residential Tenancy List	NCAT Liverpool (CCD)

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Select Form (cont')

4. Select a secondary form to commence

NOTE: In this example we will select **Adjournment request**. The steps are similar for all types of forms

The screenshot shows the NCAT Online Services interface. At the top, there is a navigation bar with 'Online Services' and a user profile icon 'SR'. Below this is the NCAT logo and 'NCAT Online Services NSW Civil and Administrative Tribunal'. A menu bar includes 'My cases', 'Manage forms', 'New case', and 'Help'. The main content area shows a case titled 'Swati Litigant v Self Representative' with ID '202300021516'. A 'Lodge a secondary form' button is visible. Below this, there are sections for 'Proceeding details' and 'Hearing details'. The 'Secondary forms' section is highlighted with a red box, and a red circle with the number '4' is placed next to the 'Adjournment request' option. The list of secondary forms includes: Adjournment request, Application for Summons to be issued, Application to be joined as a party, Application to set aside or vary Tribunal decision, Reinstatement application, Renewal application, Request for consent orders, Request for expedited hearing, Request for extension of time to comply with directions, Request for legal representation, Request for representation by agent, Request for warrant for possession, Request for withdrawal of representation, Request for Written Reasons, Request to appear virtually, Request to change party details, Restrict disclosure application, and Submissions and Evidence.

Complete Form

5. Click **Start Application**

The screenshot shows the 'Adjournment request' form page. At the top, there is a navigation bar with 'Online Services' and a user profile icon 'SR'. Below this is the NCAT logo and 'NCAT Online Services NSW Civil and Administrative Tribunal'. A menu bar includes 'My cases', 'Manage forms', 'New case', and 'Help'. The main content area shows the title 'Adjournment request' and the instruction 'Complete this form to request an adjournment to change a hearing date.' A red box highlights the 'Start Application' button, and a red circle with the number '5' is placed next to it. Below the button is a text input field with the placeholder text 'What you need to know' and a help icon.

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Complete Form (cont')

6. Select the filing parties

NOTE: Only parties on the case will be available to select

7. Click **Save and next**

The screenshot shows the 'case details and filing party' section of the NCAT Online Services form. The page header includes the NCAT logo and 'NCAT Online Services NSW Civil and Administrative Tribunal'. A navigation menu has 'My cases', 'Manage forms', 'New case', and 'Help'. The breadcrumb trail is 'Home > My case list > Case Details > Adjournment request'. The page is labeled 'Section 1 of 3'. The 'Form sections' sidebar on the right lists 'case details and filing party', 'Form details', and 'Summary'. The 'Case details' section contains the following information: NCAT Registry: NCAT Liverpool (CCD); Case title: Swati Litigant v Self Representative; Proceeding title: Residential Tenancies Act 2010 - HARRINGTON PARK; Proceeding number: 202300021516001; Place of dispute: 20 Royal George Drive Harrington Park Nsw 2567. The 'Filing Parties' section has the text 'This form is being filed for *' and a dropdown menu with 'Self Representative - Respondent' selected. A red box with the number '6' highlights this dropdown. At the bottom, there are 'Back', 'Cancel', and 'Save and next' buttons. A red box with the number '7' highlights the 'Save and next' button.

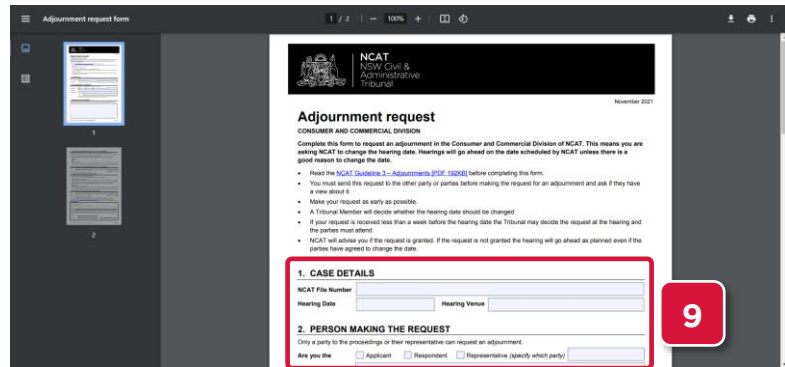
8. Select the link to download the file

The screenshot shows the 'Form details' section of the NCAT Online Services form. The page header is the same as in the previous screenshot. The breadcrumb trail is 'Home > My case list > Case Details > Adjournment request'. The page is labeled 'Section 2 of 3'. The 'Form sections' sidebar on the right lists 'case details and filing party', 'Form details', and 'Summary'. The 'Form details' section contains the text 'Download and fill out the form, then attach the file.' Below this is a link: 'Adjournment request form (PDF, 400kb)'. A red box with the number '8' highlights this link. Below the link is the 'File upload' section with the text 'Please attach a PDF *' and a dashed box containing the text 'Drag and Drop here or browse files'. At the bottom, there are 'Back', 'Cancel', and 'Save and next' buttons.

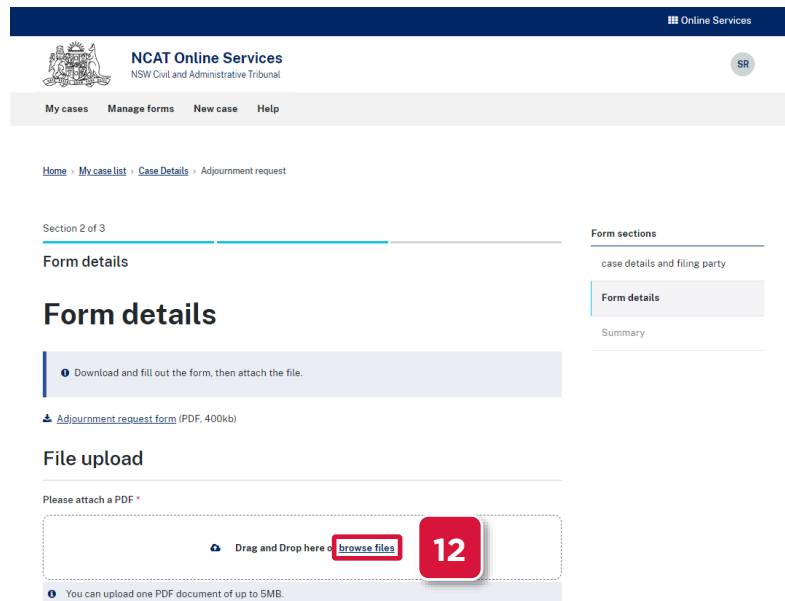
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Complete Form (cont')

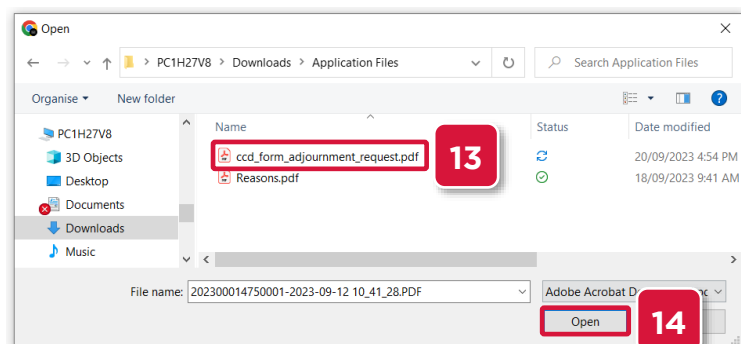
9. Open the file and complete the fields



10. Save the file
11. Return to your online form
12. Select **browse files**



13. Search for and select the file
14. Click **Open**



Lodge Secondary Applications, Submissions & Evidence

Complete Form (cont')

15. Click **Save and next**

Section 2 of 3

Form details

Form details

Download and fill out the form, then attach the file.

Adjourment request form (PDF: 400kb)

File upload

Please attach a PDF *

File Name
ccd_form_adjourment_request.pdf
0.2 MB [Remove](#)

100%

[Back](#) [Cancel](#) [Save and next](#) **15**

Form sections


- case details and filing party
- Form details**
- Summary

Submit Form

Summary

16. The **Summary** page displays
17. Review the information
18. Select the **Edit** links to make any updates

Online Services

 **NCAT Online Services**
NSW Civil and Administrative Tribunal SR

[My cases](#) [Manage forms](#) [New case](#) [Help](#)

[Home](#) > [My case list](#) > [Case Details](#) > Adjourment request

Section 3 of 3

Summary

Review the following details, then submit when you are ready.

Case details

[Edit](#)

NCAT Registry NCAT Liverpool (CCD)
Case title Swati Litigant v Self Representative
Proceeding title Residential Tenancies Act 2010 -HARRINGTON PARK
Proceeding number 202300021516001
Place of dispute 20 Royal George Drive Harrington Park Nsw 2567

Filing Parties

Name - Role Self Representative - Respondent

Form details

[Edit](#)

ccd_form_adjourment_request.pdf

Form sections

- case details and filing party
- Form details
- Summary**

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Submit Form (cont')

19. Scroll down to the **Acknowledgement** section
20. Select the checkboxes
21. Click **Submit**

Acknowledgement

20 I acknowledge that I am the Applicant or the Applicant's representative. *

I agree to the NSW Online Registry's [T&Cs](#) *

[Back](#) [Cancel](#)


Submit

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NOTE: Some forms may require payment. For instructions on paying for forms, refer to the **Pay for Forms** guide

22. Confirmation message appears


Online Services

 **NCAT Online Services**
NSW Civil and Administrative Tribunal

SR

[My cases](#) [Manage forms](#) [New case](#) [Help](#)

[Home](#) · [My case list](#) · [Case Details](#) · [Adjournment request](#)

22  Your application has been submitted, and you will receive a confirmation e-mail.

Transaction reference number: B20230920-3035112
Payment receipt number:
Submitted by: Self Representative
Submitted on: 20 Sep 2023 04:34 PM

Form name	Case number	Fee
Adjournment request	202300021516-001	\$0.00
Swati Litigant v Self Representative		

Total (Including GST): \$0.00

23. An email confirmation with a copy of the application and invoice, if applicable is sent