



NCAT Procedural Direction 6

FILING OF DOCUMENTS

This Procedural Direction applies to:	All proceedings
Effective Date:	9 November 2020
Replaces Procedural Direction:	NCAT Procedural Direction 6 (26 March 2020)
Notes:	You should ensure that you are using the current version of this Procedural Direction. A complete set of Procedural Directions and Guidelines is available on the Tribunal website at www.ncat.nsw.gov.au

1. This is a direction issued under s 26 of the *Civil and Administrative Tribunal Act 2013* (NSW).
2. Until further notice, due to the COVID-19 pandemic, the operation of:
 - (i) any procedural direction previously issued by the President of the Tribunal;
 - (ii) any guideline previously issued by the President or a Deputy President of the Tribunal;
 - (iii) any fact sheet or other document, or information otherwise displayed on the NCAT website, about Tribunal practice and procedure, or specific Tribunal proceedings;
 - (iv) any notice or instruction on application forms, or other forms, issued by the Tribunal, or similar;

is hereby suspended to the extent that it prohibits, or purports to prohibit, the lodging or filing of documents, including initiating process, by email or other form of electronic lodgment, but only to the extent that such lodgment is allowed under the 'COVID-19: Temporary arrangements to lodging your application and documentation' instructions dated 9 November 2020 attached.

"Lodging", in this direction, includes, without limitation, the service, giving and lodgment of notices or documents.

Armstrong J
President
9 November 2020



COVID-19: Temporary arrangements to lodging your application and documentation

Updated: 9 November 2020

The following arrangements apply:

Consumer and Commercial Division

Applications

Use [NCAT Online](#) to lodge and pay for your tenancy, social housing, consumer claim, home building, motor vehicles or residential community matter.

Other applications can be lodged by post, at Service NSW or at an NCAT Registry.

Applications will only be accepted by email if they are urgent and cannot be lodged using one of the above methods.

Submissions and evidence

Submissions and evidence and other secondary material should be lodged by post. If there is insufficient time to post them they can be delivered to an NCAT Registry and placed in the box provided.

The exceptions are:

- a) If your application was lodged prior to 16 October 2020 or
- b) If you have an order of the Tribunal permitting you to lodge electronically.

In these circumstances you may use the NCAT CCD portal for filing evidence and submissions.

Administrative and Equal Opportunity and Occupational Divisions

Applications

Applications should be lodged by post, at Service NSW or at an NCAT Registry.

Applications will only be accepted by email if they are urgent and cannot be lodged using one of the above methods.

Submissions and evidence

Submissions and evidence and other secondary material should be lodged by post or delivered personally to an NCAT Registry and placed in the box provided.

If a party has been directed by the Tribunal to file electronically, documents should be sent to aeod@ncat.nsw.gov.au or od@ncat.nsw.gov.au

Guardianship Division

Applications, submissions and evidence can be lodged by email (gd@ncat.nsw.gov.au), post or at an NCAT Registry.

Appeal Panel

Notice of Appeal

Notices of Appeal should be lodged by post, at Service NSW or at an NCAT Registry.

Appeals will only be accepted by email if they are urgent and cannot be lodged using one of the above methods.

Submissions and evidence

Submissions and evidence and other secondary material should be lodged by post or delivered personally to an NCAT Registry and placed in the box provided.

If a party has been directed by the Appeal Panel to file electronically, documents should be sent to ap@ncat.nsw.gov.au.