

Checklist for completing a Part XII Application

- Current Approved Form used
- Parties are indicated correctly on front page
- Involved party details supplied within application
- Address for Service of Documents for all parties involved supplied
- Injury date and details completed and supplied
- Date of Notice of Injury and Date Claim served on Employer completed & supplied
- All **attached** documents are listed and all **listed** documents are attached
- Medical reports from no more than 3 areas of medical specialty included (Rule 91)
- Medical reports from no more than 1 practitioner in each area of medical specialty included (Rule 91)
- Application is signed and dated
- Minimum of 2 copies plus 1 for each party required to be served (except if filing by fax)
- Minimum documentary requirements for application type (check all that apply-see below):

Each 'Application Type' Must have the following:

<input type="checkbox"/> IPO/Weekly Payments	<input type="checkbox"/> MC/Weekly Payments	<input type="checkbox"/> IRO/ISO	<input type="checkbox"/> P/DOCS
<input type="checkbox"/> Form 2B	<input type="checkbox"/> Form 2B	<input type="checkbox"/> Part XI	<input type="checkbox"/> List of docs
<input type="checkbox"/> Statement (Rule 34)	<input type="checkbox"/> Statement	<input type="checkbox"/> commenced	<input type="checkbox"/> sought
<input type="checkbox"/> FMC (PMC if recurrence)	<input type="checkbox"/> FMC (or PMC if recurrence)		
<input type="checkbox"/> IPO/Statutory Expenses	<input type="checkbox"/> MC/Statutory Expenses	<input type="checkbox"/> REVOCATION	<input type="checkbox"/> RECOVERY
<input type="checkbox"/> Form 2B	<input type="checkbox"/> Form 2B	<input type="checkbox"/> Copy of original	
<input type="checkbox"/> Form 7	<input type="checkbox"/> Form 7	<input type="checkbox"/> order	
<input type="checkbox"/> Statement	<input type="checkbox"/> Statement		

Notice of Consent or Dispute Checklist

- Current Approved Form used
- Parties are indicated correctly on front page
- Application Number correctly identified
- All **attached** documents are listed and all **listed** documents are attached
- Medical reports from no more than 3 areas of medical specialty included (Rule 91)
- Medical reports from no more than 1 practitioner in each area of medical specialty included (Rule 91)
- Minimum of 2 copies plus 1 for each party required to be served (except if filing by fax)
- Notice signed and dated

	Compliance timeframes	No of Days	Due Date	Date Received
<input type="checkbox"/>	Application	Date of Seal =		—
<input type="checkbox"/>	Serve application on respondent within 5 working days from the date of seal	plus 5 days		* SERVICE DATE
<input type="checkbox"/>	Certificate of Service (COS) of Application to be filed at DRD within 7 calendar days of the application being served (use date in "service date" column on the COS. Write date where asterix appears - indicate "post" if posted)	plus 7 days		
<input type="checkbox"/>	Notice of Consent/Dispute to be filed at DRD within 5 working days of Application being served (if application served by post, add extra 3 working days from service date)	plus 3 days (if posted) then plus 5 days		
<input type="checkbox"/>	Notice of Consent/Dispute to be served on applicant within 5 working days from the date of seal	Date of Seal = plus 5 days		** SERVICE DATE
<input type="checkbox"/>	COS of Notice of Consent/Dispute to be filed at DRD within 7 calendar days of being served	plus 7 days		