



Workers' Compensation
Arbitration Service
2 Bedbrook Place
Shenton Park WA 6008
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CERTIFICATE OF SERVICE Form 155

NOTES FOR SERVING PARTY

- Complete this form if you are serving documents pursuant to rule 16 and rule 18 of the *Workers' Compensation and Injury Management Arbitration Rules 2011*, listed on the next page.
- This form **must** be signed by the person certifying service.
- Completed forms must be lodged online at <https://online.workcover.wa.gov.au>, or if you are EDS exempt and choose not to lodge online, by either:

<p>POST</p> <p>Workers' Compensation Arbitration Service WorkCover WA 2 Bedbrook Place SHENTON PARK WA 6008</p>	OR	<p>EMAIL</p> <p>Documents may be lodged by email subject to conditions. See the WorkCover WA website.</p>	OR	<p>IN PERSON</p> <p>Workers' Compensation Arbitration Service 2 Bedbrook Place SHENTON PARK WA 6008 Monday to Friday, 8am to 5pm</p>
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For further information, please contact WorkCover WA's Advice and Assistance Unit on 1300 794 744 or (08) 9388 5537 (TTY).

SECTION A - CASE DETAILS

- Case number
- Applicant
- Respondent
- Lodged by (*tick relevant box*)

Worker	Employer	Insurer	Dependant
Worker representative	Employer representative	Insurer representative	Service provider
Other (<i>please specify</i>)			

SECTION B - SERVICE

- Certificate of Service

I,
(*Full name*)

of,
(*Address*)

(*Occupation*)

did on the day of 20 at am/pm,

at
(*Address*)

(*Name of person or corporation*)

(*The applicant or respondent*)

in this case with
(*Title and form number of document/s served*)

- Tick the relevant box(es) (*continued over the page*)

By leaving the document with (*name*) (*indicate the status of person served*)
pursuant to rule 18(1), (2)(a) and (c), (3), (4)

- By putting the document down in the presence of *(name)* *(indicate the status of*
person served) and advising him/her of the nature of the document [rule 18(1)(b), (2)(b)]
- By handing the document to a legal practitioner or registered agent who is representing the partnership in the proceedings [rule 18(2)(d)]
- By delivering the document to *(address)* being the
 persons's usual place of residence OR principal place of business [rule 16(1)(b)(i) and (ii)]
- By sending the document by pre-paid post to *(address)* being the postal address provided under rule 17 [rule 16(1)(c)(i)]
- By sending the document by pre-paid post to *(address)* being the
 persons's usual or last known place of residence OR principal or last known place of business [rule 16(1)(c)(ii)]
- By sending the document to the fax number provided under rule 17 [rule 16(1)(d)]
- With the consent of *(name)* in the following manner [rule 16(2)]
- Other
(describe any other lawful means of service, e.g. pursuant to the Corporations Act 2001)

SECTION C - SIGNATURE OF THE PERSON CERTIFYING SERVICE

Signature

Date

Workers' Compensation and Injury Management Arbitration Rules 2011 (WA) - Rule 16 and 18

16. Serving documents

(1) If these rules require a document to be served on a person, the document must be served —

- (a) by personal service under rule 18; or
- (b) by delivering it —
 - (i) if the person is an individual, to the person's usual place of residence or principal place of business; or
 - (ii) if the person is a partnership or body corporate, to the place that is the partnership's or body corporate's principal place of business; or
- (c) by sending it by pre-paid post —
 - (i) if a postal address has been provided under rule 17, to that address; or
 - (ii) if a postal address has not been provided under rule 17, to the person's usual or last known place of residence or principal or last known place of business; or
- (d) if a fax number for service has been provided under rule 17, by sending it by fax to that number.

(2) Nothing in these rules prevents a person from consenting to being served with a document in a manner other than in accordance with this rule.

18. Personal service

- (1) A document may be served personally on an individual by —
- (a) leaving the document with the individual or, if the individual is a person under a legal disability, with the individual's parent, guardian or litigation guardian; or
 - (b) if the individual or the individual's parent, guardian or litigation guardian, as the case may be, does not accept the document, putting it down in his or her presence and advising him or her of the nature of the document; or
 - (c) leaving the document with a person who is authorised in writing to receive documents on behalf of the individual; or

- (d) leaving the document with a person at the individual's usual or last known place of residence who is believed, on reasonable grounds, to have reached 18 years of age; or
 - (e) leaving the document with a legal practitioner or registered agent who is representing the individual in the proceeding.
- (2) A document may be served personally on a partnership by —
- (a) leaving the document with one of the partners; or
 - (b) if the partner does not accept the document, putting it down in the partner's presence and advising the partner of the nature of the document; or
 - (c) leaving the document with a person at the partnership's principal or last known place of business who, on reasonable grounds, is believed to be in charge of the business at the time of service; or
 - (d) handing the document to a legal practitioner or registered agent who is representing the partnership in the proceeding.
- (3) A document may be served personally on a body corporate by —
- (a) leaving the document with a person who, on reasonable grounds, is believed to be a director, manager or secretary of the body corporate; or
 - (b) leaving the document with a legal practitioner or registered agent who is representing the body corporate in the proceeding; or
 - (c) leaving the document to the person apparently in charge of the registered office of the body corporate.
- (4) A document may be personally served on a public authority by —
- (a) leaving the document with a person who, on reasonable grounds, is believed to be the chief executive officer of the public authority or a person authorised by the chief executive officer to receive documents for the purposes of this paragraph; or
 - (b) leaving the document with a legal practitioner or registered agent who is representing the public authority in the proceeding.