

HOW TO RESPOND TO TRIBUNAL REQUESTS FOR HEARING INFORMATION



WHY IS THE TRIBUNAL ASKING FOR THIS INFORMATION?

The Tribunal asks for information ahead of a hearing to better understand your case and your needs.

It's important to have legal assistance to prepare your case. If you do not have a representative and are unable to get advice on response, you can consider taking the steps below.

We recommend having legal representation before the Tribunal if you are able. Information on accessing ASRC assistance is [here](#), and our legal referral sheet including other providers is [here](#).

HOW SHOULD I RESPOND?

The most important thing is to respond with key information about your needs at the hearing, and to seek legal support as soon as possible.

If you are unsure how to complete the form, you can reply by email. The suggestions below may assist you.

Dear Registry,

AAT case no: **[insert case number AAT used on their email]**

I have received a request for information ahead of my hearing. I do not have legal representation or assistance. This case is very important to me.

I would like an in-person hearing, unless the Tribunal can make a positive decision on the evidence I have already provided.

[If relevant, describe language needs]: I do not speak English and need an **[insert]** at the hearing.

[If relevant, describe medical needs or considerations, including if you have mental health concerns.]

[If relevant]: I would like my case to be heard by a female member so I can be comfortable sharing my claims.

[If relevant]: I am currently trying to get legal assistance so I may need to provide more information later. I would be grateful if you could allow time for me to find assistance and prepare my case.

In particular, I ask that no hearing be scheduled before **[insert]**.

Thank you,

[Insert name]