

Form: Request to attend by telephone

Instructions

1. This form is to ask to attend an ACAT proceeding by telephone (hook-up).
2. Please give the form to the ACAT at least **five** business days prior to the date the proceedings are listed.
3. The form can be sent by email to: tribunal@act.gov.au
4. Each request is considered on a case-by-case basis. Attendance by telephone (hook-up) may not be appropriate in every circumstance.
5. If your request is approved we will tell you what you need to do to participate by telephone (hook up).
6. For more information, see our information about [telephone attendance](#).

Person lodging this form	
1. Name	
Case details	
2. Case number <i>(including prefix e.g. XD 001/2018)</i>	
3. Applicant(s)	
4. Respondent(s)	
5. Other party / parties	
ACAT listing information	
6. Date of listing	
7. Type of listing <i>(if you are unsure tick "other")</i>	<input type="checkbox"/> Conference <input type="checkbox"/> Mediation <input type="checkbox"/> Hearing <input type="checkbox"/> Other
8. Name of party or witness asking to attend by telephone (hook-up)	
9. Reason(s) why the party or witness cannot attend in person	
10. Telephone number to be used during hook-up <i>(please include area code if interstate)</i>	
11. Is there anything else you need to tell us?	

ACAT registry use only:

The request is APPROVED/ NOT APPROVED (circle as appropriate).

Name:

Title:

Date: