

ACT Civil and Administrative Tribunal

Practice Note 1 of 2026

How can I take part in ACAT proceedings – remotely or in person

The ACT Civil and Administrative Tribunal makes the following practice note under the *ACT Civil and Administrative Tribunal Procedures Rules 2024*.

Registrar K Carter

13 January 2026

1. This practice note applies to proceedings in all jurisdictions at the ACT Civil and Administrative Tribunal (the tribunal) and commences on 13 January 2026.

Note: See Amendment history on page 3.

2. This practice note is made under rule 7 of the *ACT Civil and Administrative Tribunal Procedures Rules 2024*.
3. The tribunal may excuse a person from complying with this practice note or make a direction which overrides this practice note.
4. Tribunal proceedings can be conducted:
 - (a) In person. This means that the hearing member or members and the parties, their authorised representatives and witnesses are physically present in the same place; or
 - (b) Remotely. This means that hearing member or members and the parties, their authorised representatives and witnesses are not physically present in the same place and the proceedings are conducted through the virtual tribunal room that is accessed through the tribunal's [Remote Attendance Webpage](#); or
 - (c) A combination of in person and remote attendance.
5. I direct that in all tribunal applications and proceedings, the parties, their authorised representatives and witnesses can participate remotely or in person, unless the tribunal orders otherwise.
6. Parties, their authorised representatives and witnesses who choose to attend remotely are encouraged to do so by audio visual link (video), as opposed to telephone whenever possible.
7. Generally, information about remote and in person attendance will be sent to the parties or authorised representatives in a Listing Notice, and parties can choose which way they will attend. However, sometimes the tribunal will make an order that specifies the type of attendance that is required for a particular listing or proceeding.

8. If a party seeks to attend in a way that is different to that specified in an order, an amendment to that order must be sought. To do this, follow the processes set out on the [tribunal website](#), under the heading “Making a request”.
9. The tribunal website provides information about remote and in person attendance, including the processes and procedures to be followed. The information is available at:
 - (a) <https://www.acat.act.gov.au/what-to-expect/remote-or-in-person-attendance>
 - (b) <https://www.acat.act.gov.au/remote>
 - (c) <https://www.acat.act.gov.au/what-to-expect/attending-acat>.
10. If parties and/or their authorised representatives do not attend when required (whether remotely or in person), the case may still proceed. An application may be dismissed, or orders may be made in the absence of those who did not attend.

Amendment history

- 3 February 2020 *Practice Note Number 2 of 2020 Taking part by telephone made.*
- 28 April 2022 *Practice Note Number 2 of 2020 Taking part by telephone is repealed and replaced by Practice Note 2 of 2022 How can I take part in ACAT proceedings– remotely or in person.*
- 26 August 2024 *Practice Note 2 of 2022 How can I take part in ACAT proceedings– remotely or in person is repealed and replaced by Practice Note 1 of 2024 How can I take part in ACAT proceedings – remotely or in person.*
- 13 January 2026 *Practice Note 1 of 2024 How can I take part in ACAT proceedings – remotely or in person is repealed and replaced by Practice 1 of 2026 How can I take part in ACAT proceedings – remotely or in person.*