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|  | ACT CIVIL AND ADMINISTRATIVE TRIBUNAL **SUBMISSIONS** |  |
|  | *You can use this template to prepare written or oral submissions in an ACAT case* |  |

**ACAT file (reference) number:**

**Applicant/s name:**

**Respondent/s name:**

**Other parties (if any):**

**Who is lodging these submissions?**

**FACTS**

[What is this case about? Tell us the facts (including a timeline of events if that is appropriate). So far as you know does the other party agree with your statement of the facts, or do they dispute them?]

**LAW**

[Outline the law you think should be applied in the case, for example, is there a particular section of an Act that applies to your case?]

**ISSUES**

[Outline the main issues you want the Tribunal to decide in the case]

**ARGUMENTS**

[Tell us how you think the law applies to the facts in the case and why the Tribunal should decide the case in your favour]

**ORDERS**

[Tell us what orders you want the Tribunal to make]

**Signature:**

**Name:**

**Date:**