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|  | ACT CIVIL AND ADMINISTRATIVE TRIBUNAL**Index of documents**  |  |
|  | *This template provides guidance for the development of an index for use when giving documents to ACAT* |  |

**ACAT File Number**

**Applicant/s name**

**Respondent/s name**

**Any other party’s name**

**Which party is lodging these documents in ACAT?**

**Why are these documents being lodged? (if applicable)**

**Tribunal order/direction dated**

**Other (specify):**

***[See below for further information about preparing an index of documents ]***

| **Give each document a number** | **2.** **Name or description of document**  | **3.** **Date of document** | **4.** **Date of ACAT Order/Direction (if any)** |  **5.** **Page number** |
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**Instructions for preparing an index for documents you lodge in ACAT and give to the other party/ies.**

* In some ACAT cases you are directed, or allowed, to provide documents to ACAT and the other party/ies.
* An index is a cover sheet for documents that sets out what documents you are providing and the date of each document.
* The index should make clear who is providing the documents.
* The index should be attached to the documents so that the Tribunal and each party can easily identify and refer to the documents you provide.
* An identical index should be attached to each copy of the set of documents you provide to ACAT and the other party/ies.
* Try and put your documents in an order that makes sense [e.g. date order]. Once you have done that, you can prepare your index as follows:
	+ give each document the number in column 1;
	+ put the name of the document in column 2;
	+ put the date of the document in column 3;
	+ If ACAT has made an order directing you to lodge documents, you need to put the date of ACAT’s direction or order in column 4;
	+ once you have listed each document, you should number the pages of your documents according to this index starting with page 1 of document 1 and then continue numbering each page of each document. You need to put the page numbers in column 5 and on the documents.
* If ACAT has made an order that requires you to file the documents you have attached to the index, you must provide the index and documents to ACAT and the other party or parties by the due date.

**Example of an index**

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| **1. Give each document a number** | **2. Name or descriotion of document** | **3. Date of document** | **4. Date of ACAT Order/Direction (if any)** | **5. Page number** |
|  | Correspondence sent to the insurer to request an internal review of defined benefits payment | 14 February 2020 | Order number 3 made 2 July 2020 by Member Smith | 1-3  |
|  | Insurer’s response  | 16 February 2020  |  | 4-5 |
|  | Internal review notice by insurer  | 20 February 2020  |  | 6 |
|  | Medical assessment report  | 3 February 2020  | Order number 3 made 2 July 2020 by Member Corby | 7-10 |