

MAGISTRATES' COURT OF VICTORIA
AT MELBOURNE
INDUSTRIAL DIVISION

Court Case Number:

BETWEEN

Of: *(address)*

Employee

AND

Of: *(address)*

Employer

SMALL CLAIM
APPLICATION FOR ORDER IN DEFAULT OF RESPONSE

1. The Employee applies for an order for the claim with interest and costs, to the date of this application, shown below.
 2. The Employer has not provided a response to the Employee within 21 Days of service of the Employees Small Claim.
 3. An Affidavit of Service of the Small Claim and an Affidavit of Verification has been filed with the Court.
 4. A proper basis certificate and overarching obligations certificate has been filed with the Court.
 5. An ASIC Search has been filed with the Court confirming that the Small Claim has been served at the registered address of the company (if this claim is against a company).
 6. Details of the order sought are:
-

CLAIM	
Claim amount:	\$
Less amounts paid since claim:	\$
Total:	\$

INTEREST

Interest can be calculated from the date the court issued your small claim to the date you make this application

Date of issue of complaint:

Date of this application:

_____ **Days @ applicable rate**
(Please see the Magistrates' Court website to confirm current interest rate).

Total interest claimed:

\$

COSTS

Fee on Small Claim Application:

\$

Fee on this application:

\$

ASIC search fee:

\$

The following fees can be claimed if a process server has served your small claim

Service fee:

\$

Attempted service fee:

\$

Distance fee:

\$

The following fees can only be claimed by your legal representative

Professional Costs:

\$

Necessary Affidavit(s) (specify):

\$

Other (specify):

\$

Total costs claimed:

\$

Total Amount being claimed: \$

Signature of Employee

Date:

___/___/___