

FORM 11A
Small Claims Act

Rule 11.03(2)(b)

NOTICE OF ADMISSION

IN THE LOCAL COURT
AT _____

Claim No. _____

Between the _____ Full name
plaintiff : _____ Address

and

the defendant : _____ Full name
_____ Address for
_____ service

TO THE PLAINTIFF/DEFENDANT

I admit the following facts: (state the facts you admit in favour of the plaintiff/defendant)

(YOU DO NOT HAVE TO MAKE AN OFFER TO PAY.)

I OFFER TO PAY the plaintiff the amount of \$ _____ in satisfaction of the claim. I offer to pay this amount -

* in full.

* in instalments of \$ _____ Per _____

Defendant's signature

Witness's signature

Name

Name

Address for service:

Contact address or telephone no.

* Check box if applicable.

If you offer to pay money, your signature must be witnessed before a person who is 18 or over.

FINANCIAL INFORMATION

1. AMOUNT AND SOURCE OF WEEKLY INCOME

Occupation

(a) If working for an employer:

Name and address of employer: _____

Gross wage: _____

Current overtime (if any): _____

Car and other allowances and commission: _____

(b) If self-employed or in partnership:

Average pre-tax earnings for last 12 months: _____

(c) If unemployed:

Length of last employment: _____

Date when last employment ceased: _____

Gross weekly amount: _____

Pension or other benefit received: (Currently) _____

Worker's compensation received: (Currently) _____

Maintenance received: (Currently) _____

Superannuation received: (Currently) _____

Board or rent received: (Currently) _____

Miscellaneous income:

Average weekly interest on bank, credit union
or building society deposit, debentures, &c.: _____

Average weekly dividend on shares: _____

Other income (give particulars): _____

TOTAL GROSS WEEKLY INCOME: \$ _____

2. PROPERTY AND ASSETS

Land, including vacant land: _____

For each piece of land — _____

Market value: _____

Amount of mortgage: _____

Net value: _____

Motor vehicle: _____

For each motor vehicle — _____

Year, make and model: _____

Amount owing to finance company: _____

Net value: _____

Deposit in bank, credit union, building society,
&c.: _____

Other investments including shares,
debentures, bonds: _____

Money owing to you: _____

From _____ \$ _____

From _____ \$ _____

Total: \$ _____

Value of interest in partnership or business: _____

Furniture, household and personal goods: _____
Market value: _____
Amount owing to finance company: _____
Net value: _____

Life insurance policies: _____
Give particulars and state surrender value of
Each policy _____

Other assets (give particulars): _____

TOTAL PROPERTY AND ASSETS: \$ _____

3. WEEKLY DEBTS, LIABILITIES & OTHER FINANCIAL OBLIGATIONS

Income tax: _____
Superannuation: _____
Housing (mortgage, rent, board, hospital or
institution): _____
Local government rates: _____
Water and sewerage rates: _____
Land tax: _____
Child care expenses incurred for the purpose
of earning income _____
Maintenance actually paid: _____
Instalment payments such as household
goods or tools of trade _____
To _____ \$ _____
To _____ \$ _____
Total: _____

Electricity and gas: _____
Food: _____
Other general household expenses: _____
Motor vehicle expenses (registration,
insurance, maintenance, fuel): _____
Fares: _____
Telephone: _____
Insurance policy premiums: _____
School fees and other school expenses: _____
Clothing and shoes: _____
Medical and chemist expenses: _____
Entertainment: _____
Payments on court orders and fines: _____
Other expenses (give particulars): _____

Total: _____

Other debts outstanding _____
Give particulars of debts under hire purchase, leasing credit card or other credit contracts, department store
accounts, guarantee or personal loan:
\$ _____ to _____ due on _____
\$ _____ to _____ due on _____
\$ _____ to _____ due on _____

Total: _____

TOTAL DEBTS: \$ _____

4. Identify each asset referred to in paragraph 2 that is owned jointly, and give the name of the other owner or owners:

5. Identify each debt referred to in paragraph 3 that is due jointly, and give the name of the other debtor or debtors:

6. Give particulars of any other circumstances which affect the financial situation of the judgment debtor such as the number and age of dependants, marital status and health:

Do not ignore this notice. If you do not understand this notice or need help contact a Registrar of the Local Court, a legal practitioner or your local legal aid office.
