Document list template and filing checklist

# Document list template

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| This template is designed to help you prepare for a hearing or conference at the Fair Work Commission. You do not have to use this template. Information provided with this template is general in nature and should not be considered legal advice.  |

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| --- | --- |
| **Case number:** | [insert Commission case number, for example U2025/99999] |
| **Applicant:** | [insert name of Applicant] |
| **Respondent:** | [insert name(s) of Respondent] |

Are you the:

[ ]  Applicant, or

[ ]  Respondent

## Document list

| **Document name** | **Document description** | **Date of document** |
| --- | --- | --- |
| *Examples* | *Outline of submission*  | *Applicants written submissions* | *1/9/2025* |
| *Statement of J. Doe* | *Applicant’s witness statement* | *19/8/2025* |
| *Attachment A to Statement of J. Doe* | *Copy of termination letter* | *1/6/2025* |
| *Attachment B to Statement of J. Doe* | *Copy of employment contract* | *20/1/2023* |
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Add rows, or attach additional pages if necessary

# Checklist for filing documents with the Commission

## Before you start

[ ]  **Read the Directions** – check the deadlines and any filing instructions.

[ ]  **Gather your documents**.

[ ]  **Check the filing address** – usually the Chambers email address in the Directions.

## Organise your documents

[ ]  **Fill in the Document List template**. Include all documents you plan to use at the hearing or conference.

[ ]  **Name each document clearly**. The file name should match the name and description in the Document list.

[ ]  **Check all files are in a format that the Commission can receive.**

The preferred formats are Microsoft Word (docx), Portable Document Format (.pdf) and Rich Text Format (.rtf).

See our website for a list of other [approved file types](https://www.fwc.gov.au/apply-or-lodge/approved-file-types) (like mp4, jpeg, .txt, .msg).

****We **cannot** accept .zip files or file transfer links (like Dropbox or Google Drive).

## File on time

[ ]  **File the documents with the Commission** by emailing them to the Chambers address

[ ]  **Keep everything together if possible**. Don’t send multiple emails with unclear titles.

[ ]  **Include the case number and name in the subject line of your email**
(for example, U2025/9876 - Mr John Doe v ABC Pty Ltd).

[ ]  **Attach documents individually**. Do not bundle multiple documents into one file.

[ ]  **Make sure your email is under 50MB** (including attachments). If your files exceed the email limit, contact Chambers to arrange a secure upload folder.

[ ]  **Make sure all documents are submitted on time** – late submissions are rarely accepted.

## Serve the other side

[ ]  **Serve the other side** by copying them into your email to Chambers.

[ ]  Alternatively, send the documents to them by email or to the postal address nominated on their application or response form.

[ ]  **Request confirmation of service** if possible.

## At the hearing

[ ]  **Bring copies of all documents** (yours and the other party’s).

[ ]  **If a hearing book is prepared, print it or have it accessible electronically.**

A hearing book combines all the filed materials (both sides’ submissions, statements and supporting evidence) into a single ‘book’ with the pages numbered. This helps everyone easily find the documents being talked about during the hearing. Hearing books are not prepared in every case. Email Chambers to find out if one will be prepared for your case.

# Legal advice

The Commission cannot give you legal advice.

You may choose to get your own independent legal advice if you wish.

Eligible employees and small business employers may be able to access up to 1 hour of free legal advice through our Workplace Advice Service.

Other options may include:

* community legal centres in your area
* the law institute or law society in your state or territory, who can refer you to a lawyer who specialises in workplace law.
* your union or employer organisation, who may be able to assist you

For more information visit [www.fwc.gov.au/legal-help](http://www.fwc.gov.au/legal-help).

## Other useful resources

* [Preparing for a Hearing online module](http://Learn.fwc.gov.au/hearings)
* [Preparing for a hearing guide](http://www.fwc.gov.au/documents/resources/hearing-guide.pdf)
* [Outline of submissions template](http://www.fwc.gov.au/documents/resources/outline-of-submissions-template.docx)
* [Witness statement template](http://www.fwc.gov.au/documents/resources/witness-statement-template.docx)
* [Case law benchbooks](https://www.fwc.gov.au/hearings-decisions/case-law-benchbooks)