

# Instructions for completion

## RESPONSE – General Federal Law

1. This form is used in all general federal law proceedings where no other form of response is applicable under the *Federal Magistrates Court Rules 2001* (the Rules).
2. Do not use this form if your response is to an application relating to family law, child support or matters arising under the *Bankruptcy Act 1966*. Ask registry staff for appropriate forms in these jurisdictions.
3. You must complete address for service details in the footer on page 1. All correspondence concerning the proceeding will be sent to the mailing address inserted and all documents in the proceedings will be deemed to have been served on you if posted to that address. If your address details change, you must file a notice of address for service within seven days, and serve a copy on all other parties; see Rule 6.02.
4. You do not need to complete the ‘Further orders sought by respondent/s section’ if you are not seeking further or alternative orders, or you are only seeking dismissal of the application with costs or opposing interlocutory orders. You only need to complete this section if you claim further or alternative orders, including by way of a cross-claim. If further or alternative orders are sought, a fee may be payable.
5. The grounds of opposition or further orders must explain briefly the basis on which the orders are sought. Where the applicant filed a pleading by way of statement of claim or points of claim, you may file a defence, points of defence or cross claim. Such a defence, points of defence or cross claim should comply with Part 16 of the *Federal Court Rules 2011*.
6. The evidence supporting this response must be provided by affidavit/s filed with this response; see Subrule 4.05(1). The affidavit must include a full narrative of all facts, matters and circumstances, including documentary evidence, upon which you rely. However, an affidavit is not required in certain circumstances; see Subrule 4.05(2) and (3).
7. Unless the Court orders otherwise, you must file and serve any response which you rely on within 14 days of receiving the application; see Subrule 4.03(2).
8. If you are completing this response by hand and you need more space in any section, attach extra page/s as required.
9. Once complete, you need to file the original and a copy of this response for each party to the matter with the court registry. The Court will keep the original and return the copies to you. You will need to serve a copy on the other party or parties and keep a copy for your records.

**Remove this instruction sheet before filing**

**IN THE FEDERAL MAGISTRATES COURT  
OF AUSTRALIA  
REGISTRY: .....**

File number: .....

.....  
Applicant

.....  
Respondent

*\* Repeat as necessary for additional parties*

**RESPONSE - General Federal Law**

**Respondent's address for service**

The respondent's address for service is set out in the footer below.

**Response to applicant's claims for final orders**

The respondent/s oppose the making of the following orders sought in the application:

- 1.
- 2.
- 3.

The respondent/s consent to the making of the following orders sought in the application:

- 1.
- 2.
- 3.

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Filed on behalf of \_\_\_\_\_  
Prepared by \_\_\_\_\_ Lawyer's code \_\_\_\_\_  
Name of law firm \_\_\_\_\_  
Address for service in Australia \_\_\_\_\_  
State \_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_ DX \_\_\_\_\_  
Tel \_\_\_\_\_ Fax \_\_\_\_\_ Attention \_\_\_\_\_

**Further orders sought by respondent/s** (state precisely each order sought by way of final relief)

- 1.
- 2.
- 3.

**Grounds of opposition or further orders** (state briefly)

- 1.
- 2.
- 3.

**Signature of respondent/s or lawyer**

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Signed by (print name/s)

.....

the respondent/s or  lawyer for the respondent/s

Date: ...../...../.....

Form approved by the Chief Federal Magistrate for general federal law proceedings pursuant to Subrule 2.04(1A) for the purpose of Subrule 4.03(1) – September 2007