Form P09

List of Documents

### About this form

This is the form for a party to list documents relating to proceedings in the South Australian Employment Tribunal.

# Existing Case details

Provide details of the case that this application relates to.

|  |  |  |
| --- | --- | --- |
| SAET Case number |  | Name of the party lodging this form |
|  |  |  |
| Names of parties to this case (as per SAET correspondence) | | |
|  | | |

# List of Documents

### Documents in possession

Set out in numbered lists the documents that are, at present, in the possession of the party lodging this form and are directly relevant to any matter in issue.

Documents for which **privilege is not claimed**:

1. …

Documents for which **privilege is claimed**:

1. …

The documents in possession listed above may be inspected at the following address during normal business hours and with reasonable prior notice (eg 48 hours).

|  |  |  |
| --- | --- | --- |
| Address / location |  | Contact phone number |
|  |  |  |

### Documents no longer in possession

Set out in a numbered list the documents that have been, but are no longer, in possession of the party lodging this form and are directly relevant to any matter in issue. Specify when they were last in the possession and what has happened to them and where they might be found.

1. …

LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy to all other parties to the case.

|  |  |  |
| --- | --- | --- |
| Name of person lodging the application |  | Date |
|  |  |  |

To lodge your completed form and any supporting attachments:

1. **Save the form and any supporting attachments to your computer** (Note – SAET does not require a signed version so there is no need to print and scan)
2. **Lodge the form and any supporting attachments:** 
   * **Online** at[www.saet.sa.gov.au/existingcase](http://www.saet.sa.gov.au/existingcase) (preferred); or
   * **By email** to [saet@sa.gov.au](mailto:saet@sa.gov.au)