

DIRECT CREDITING OF FILING FEES

It is possible to have filing fees for the Employment Court paid either electronically through the internet bill payment services available, or over the counter at any Westpac bank.

The essential points to be aware of are:

1. The application will not be able to be confirmed until the receipt of the fee is confirmed as received, which would normally be on the morning of the next working day.
2. It is the responsibility of the payer to confirm that the details of the payment are communicated to the registry staff in the appropriate Employment Court.
3. The inclusion of adequate identifying information on the payment is also the responsibility of the payer.

To pay the filing fee, please ensure the following:

- 1 The money is credited to Westpac account **03-0049-0001063-00**.
- 2 The reference to be supplied is 150000 + your surname or company name”.
- 3 The “Name of Other Party” supplied should be the legal firm or person acting as payer.

As long as this information is contained on the payment and the same information is supplied to the registry staff at the appropriate court, there should be no difficulty in verifying the receipt of the filing fees.

Please advise the Court Registry once the payment has been finalised and attach confirmation of payment.

Three hard copies of a statement of claim are required to be filed but a digital (pdf) copy may be sent by email for expedience; however the Registry will require the original and at least two hard copies to be sent by post or delivered in person.