

Legal Advice v Procedural Information

Fact Sheet

This information is provided as a courtesy to our court and commission users to establish what a registry officer can provide to you in regards to assistance you seek at the commission registry counter or by telephone. It is to be used as a guide only.

What assistance we can provide:

- We can briefly explain and answer questions about how the Court and Commission work, its practices and procedures.
- We can tell you what forms you may need to use and provide you with guides to help you fill out some of the forms, once you have determined the action you wish to take.
- We can give you blank copies of forms. These are also available on the Commission's website: www.qirc.qld.qov.au/forms
- We can check your forms and other papers for completeness (for example, we check for signatures, and that attachments are present and signed by an authorised person within your State or Territory).
- We can give you information about how your matter is managed and the processes involved in each step along the pathway to a hearing.
- We can give you basic information about conciliation.
- We can give you basic information about interpreters.
- We can provide you with contact details for organisations which may be able to provide you with free or low-cost legal advice or assistance.
- In providing any kind of information, registry staff must remain impartial. They cannot take sides or help one party to the matter present their case against the other party. Most importantly, registry staff are not permitted to give legal advice.

What assistance we cannot provide:

- We cannot give you legal advice. The commission is an independent body and as such can't provide legal advice to one party or the other. You should seek legal advice from legally qualified lawyers. You should contact the Queensland Law Society for a list of lawyers in your area who can provide the legal advice you are seeking.
- We cannot tell you whether or not you should bring your matter to the commission. We strongly advise you to seek legal advice before commencing a proceeding or appearing as an unrepresented respondent in a proceeding brought by someone else.
- We cannot recommend a certain lawyer to act on your behalf. Please refer to the Queensland Law Society for further assistance.
- We cannot tell you what words to use in your papers such as forms and affidavits.
- We cannot tell you whether you have included enough information in your papers. However, we can check if it is correctly signed and all attachments are in place.
- We cannot tell you what to say, however it is suggested you prepare for the matter and write down in advance what you would like to say in so it is not forgotten.
- We cannot tell you what the decision of the commission will be or give you an opinion about what it might be.
- We cannot let you communicate with a member of the commission, other than at the conference or hearing.