




Accident Compensation Appeals District Court Registry

For more information visit www.justice.govt.nz/tribunals

Checklist with definitions

 **What is this checklist for?** This checklist will help you file a Notice of Appeal, prepare for the Initial Case Management Conference, and prepare for the hearing. Read it alongside the “How do I appeal” diagram and the Practice Guidelines.

Important Information You do not need to send this checklist to the Court.

You should file an appeal if:

- I disagreed with ACC's decision and asked for it to be reviewed
- I disagree with the Review Decision

Before filing the Notice of Appeal, check you have done the following:

- I have filled out the Notice of Appeal form
- I have provided the Review Decision I am appealing
- I have provided the documents I want the Judge to look at
- I have provided my contact details
- I or my representative have signed the form
- If I have a representative, I have provided the Authority to Act form
- I have hand delivered, couriered, posted or emailed my form and documents to the Registry:



Accident Compensation Appeals District Court Registry
c/o Tribunals Unit
Level 1, 86 Customhouse Quay
Wellington 6011



Accident Compensation Appeals District Court Registry
c/o Tribunals Unit
DX SX11159
Wellington



Email: AppealsACR@justice.govt.nz

- My form will arrive within 28 days of me receiving the review decision
- If my form will not arrive in time, I have provided reasons why my appeal is late

Before the Initial Case Management Conference, check you can do the following:

- I will tell the Judge the facts about my appeal
- If I want to get new evidence, I will tell the Judge what it is and when I will have it
- I will tell the Judge if I want someone to give evidence at the hearing
- I will tell the Judge whether I want to do the hearing “in person” or remotely

To prepare for the hearing, check you can do the following:

- I will send my evidence for the hearing
- I will send my submissions telling the Judge my view on the issues and the evidence

Definitions

Minute	A document from the Court telling you what will happen and what to do.
Case Management Conference	A meeting to discuss how the case will be decided.
Evidence	Information which supports your view or ACC's view.
Submissions	Reasons for your view on the issues and evidence. These are written for the Judge before the hearing and you will talk about them at the hearing.
Issue	Something the Judge needs to decide because you and ACC disagree.
Hearing	A meeting where you and ACC's legal representative talk to the Judge about your views about the issues and evidence.