**Damages/Restitution/Compensation Claim (Sheet 1)**

Complaint No…………………………….

Claimants Name:………………………………………………………………………………………………………………………………….

Particulars of Claim:

Recovery of money due/Damages/Restitution/Compensation

(cross out whichever is not applicable)

Amount Claimed $.................................

Particulars of loss or damage: ……………………………………………………………………………………………………………..................................................

Date: ……………………………………………………………………..Signature:……………………………………………………………

Defendants/Youth details:

Name: …………………………………………………………………………………………………………………………………………………

Address: ……………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………….

**Registry use only**:

The loss was suffered as a result of a breach of: …………………………………………………………………………………

The defendant/youth was convicted at: ……………………………………………………………………………………………..

On (date):………………………………………………

Summons/Notice to appear:

To: (defendant/youth) ………………………………………………………………………………………………………………………

Of (address) ………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………….

**You are summonsed to appear at:**

The Magistrates Court at;

Hobart – 23-25 Liverpool Street ⬜ Launceston – 73 Charles Street ⬜

Burnie – 38 Alexander Street ⬜ Devonport – 8 Griffith Street ⬜

**On:** (date)…………………………………………………….**Time:** ……………………………………………………………………………

Justice of the Peace

***Please note when filing this document it should be accompanied with any quotes in relation to this claim and filed in person, please check with the registry you lodge this with if this is a requirement.***

**MEMORANDUM OF SERVICE**

Complaint No…………………………….

I, …………………………………………………………………………………………………………..,

of ………………………………………………………………………………………………………….,

have today served ………………………………………………………………………………………...,

of ………………………………………………………………………………………………………….,

with the claim of which this is a true copy, in the following manner; -

\*By delivering it to him/her personally at ………………………………………………………….

\*By leaving it for him/her at ……………………………………………………………………….,

Which I believe to be his last-known or usual place of abode/business with a person apparently not less than 16 years of age.

\*By posting it to him/her by certified mail (in accordance with the attached receipt of the Australian Postal Commission) directed to the following address:-

……………………………………………………………………………………………………

Dated ……./……../20

\* Strike out whichever is not applicable

**Damages/Restitution/Compensation Claim (Sheet 2)**

Complaint No…………………………….

Claimants name:………………………………………………………………………………………………………………………………..

Claimants address: …………………………………………………………………………………………………………………………….

Contact phone number (business hours if possible) ………………………………………………………………………….

Email address:…………………………………………………………………….

**Note: This information is for the court file only and does not form part of the application served upon the defendant.**