**FOR CLAIMS UNDER $20,000**

**MAGISTRATES’ COURT OF VICTORIA**

**AT MELBOURNE**

**INDUSTRIAL DIVISION**

**Court Case Number:**

**BETWEEN**

Employee

Of: *(address)*

**AND**

Employer

Of: *(address)*

**SMALL CLAIM**

**RESPONSE TO COUNTERCLAIM**

TO THE EMPLOYER

AND

TO THE REGISTRAR OF THE MAGISTRATES’ COURT AT MELBOURNE

TAKE NOTICE that the Employee’s “Response to Counterclaim” is attached

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| **EMPLOYEE DETAILS** |
| **Employer** | **Name:**  |
| **Address:**       **Postcode:**       |
| **Address for service** | **Address for service of court documents:**      **Postcode:**       |
| **Contact details of Employee** | **Telephone during business hours:** (     )      **Mobile Telephone:**       |
| **Fax Number:** (     )       |
| **Email Address:**       |

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| **DETAILS OF EMPLOYEE’S REPRESENTATIVE (if any)** |
| **Is anyone representing you?** | **If you intend to seek to be represented, please provide details:**  [ ]  Union [ ]  Solicitor [ ]  Other representative |
| **Contact details of representative (if any)** | **Name:**      **Address:**       **Postcode:**      **Work telephone:**  (     )      **Fax Number:** (     )      **Email Address:**       |

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| **RESPONSE TO COUNTERCLAIM** |
| *Please set out your reply in numbered consecutive paragraphs with all the material facts relied on for your Response to Counterclaim, including particulars of every fact or matter.* *These paragraphs should correspond to the number of the paragraphs written in the Counterclaim.*1. |

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| **THE HEARING** |
| If this matter proceeds to a hearing before the Court parties may only be legally represented with the permission of the Court.  Yes [ ]  No [ ]  |

**Signature and printed name of the Employee:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**      /     /