

The purpose of this guide is to assist self-represented persons involved in proceedings.

## How do I make an application?

### Using the eCourts Portal

Applications for all matters are made via the Electronic Case Management System on the eCourts Portal. You can access the eCourts Portal here: [eCourts Portal Home](#).

1. First, you need to become a registered user for access to the eCourts Portal. For instructions on how to register, visit the 'eCourts Portal Help' section on our website: [eCourts Portal Help](#).
2. Once you are a registered user, click 'State Administrative Tribunal' under 'Assisted Lodgment' on the home screen, and follow the prompts. The prompts will give you information about time limits, supporting documents required, and any applicable application fee.

### Other ways to apply

If you do not have access to the internet, you may attend the Front Counter (Level 6, 565 Hay Street, Perth), or phone the Tribunal on (08) 9219 3111 or 1300 306 017 (STD callers) for assistance with lodging your application.

Applications can also be lodged by post addressed to the executive manager at GPO Box U1991 PERTH Western Australia or by facsimile on (08) 9325 5099.

## How are the other persons notified?

Once you have lodged your application, the Tribunal will issue notices or orders by post or email informing you and other persons involved in the matter of the time, date, and place of hearing. In matters other than Guardianship and Administration (GAA), the first hearing will usually be a directions hearing (see below) and not be the final hearing of your application.

To find out whether you need to serve the application on persons affected by it, visit our website for more information: [Serving the Application \(sat.justice.wa.gov.au\)](#).

## What do I do if I receive a copy of an application or notice of hearing?

Once an application is made to the Tribunal and you are identified as the respondent, you will have the opportunity to participate in the hearing.

More information is available on our website: [Responding to an Application \(sat.justice.wa.gov.au\)](#).

## What happens next?

### Directions Hearings

After the proceedings are commenced, the Tribunal may make directions to progress the proceedings. All cases, except Guardianship and Administration matters, will usually have a directions hearing before the final hearing. You should bring copies of all documents that have been lodged with the Tribunal to the hearing. Bringing a copy of the *State Administrative Tribunal Act 2007 (WA)* and any other relevant Acts may also be useful.

For more information about directions hearings, click the following links to our website:

- [Directions Hearings \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au); and
- Video 2 – What to Expect at a Directions Hearing - [Information Videos \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

## Alternative Dispute Resolution

Most matters, other than GAA proceedings, are referred to mediation or a compulsory conference before final hearing.

### Mediation

A mediation is an opportunity for people involved in a dispute to meet (either in-person/via an audio-visual link/by telephone) and discuss the issues and reach an agreement to resolve their dispute in whole or in part.

For more information about mediations, click the following links to our website:

- [Mediations \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au); and
- Video 3 - What to Expect at Mediation - [Information Videos \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au)

### Compulsory Conference

The difference between a compulsory conference and a mediation is that the Tribunal member takes a more active role in resolving the dispute between the parties. Failure to attend may result in the proceeding going ahead without you. A final decision and orders may be made based on the information before the Tribunal member.

For more information about compulsory conferences, visit our website: [Compulsory Conferences \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

## What should I expect at a final hearing?

The way in which final hearings proceed depends on the type of matter being heard. Other than in GAA hearings, at a final hearing, if you are the applicant, you must prove your case by presenting evidence and calling any witnesses. If you are the respondent, you can present evidence and call witnesses in support of your case. Each party will have the opportunity to ask questions of the other parties' witnesses and to make submissions about their case.

For more information about final hearings, click the following links to our website:

- [Final Hearings \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au);
- Video 4 – What to expect at a Final Hearing; [Information Videos \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).
- Video 5 – What to Expect at a Guardianship and Administration Hearing - [Information Videos \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

## How do I address the Tribunal member?

If your matter is being heard by a member, you should address them as “Member” or “Member [surname]”.

If your matter is being heard by the President, you should address them as “Justice [surname]” or “Your Honour”.

If your matter is being heard by a Deputy President, you should address them as “Judge [surname]” or “Your Honour”.

## Oaths and affirmations

Each of the parties and witnesses may be asked to make an oath or affirmation before giving evidence to the Tribunal.

An oath is swearing to a divine witness (i.e. God) that you will tell the truth. An affirmation is a non-religious promise to tell the truth.

## Decisions

### When will the Tribunal deliver their decision?

For more information about final decisions, visit our website: [Final Decisions \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

## Special arrangements

If you cannot attend a hearing in person, you can request to attend by telephone or audio/visual link. If you are in a remote area, special arrangements may be available. If you or any of your witnesses have difficulty understanding English, the Tribunal must provide an interpreter at the hearing. You will need to tell the Tribunal before a hearing if an interpreter is needed so that the attendance of an interpreter can be arranged. If you have any other special needs such as wheelchair access or a hearing loop that require accommodations, please contact the Tribunal.

For more information:

- Please refer to your Notice of Hearing.
- Visit our website: [Help & Support \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

Contact the Tribunal on 9219 3111.

## What if I cannot attend a hearing?

If you are unable to attend a hearing, please advise the Tribunal as soon as possible by lodging a “Vacate and Relist request” via the eCourts Portal.

If you need assistance with how to lodge a document, view our help card: [Lodge a document.pdf \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

The Tribunal is more likely to reschedule a hearing if:

- The other party agrees in writing to the hearing being rescheduled;
- The request is made a reasonable time before the hearing date;

- A good reason is stated and supporting documentation (for example, medical evidence that you are unwell) is provided.

If the Tribunal refuses your request, the hearing will go ahead without you.

## Can I be ordered to pay legal costs?

Ordinarily, parties pay their own legal costs regardless of the outcome of the matter.

Depending on the conduct of the parties, and the nature of the matter, the Tribunal may order you to pay the other party's legal costs. For more information about costs and costs orders, visit our website: [Costs and Costs Orders \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

## Can I enforce a decision in my favour?

The Tribunal's orders are enforceable.

Depending on the type of order made by the Tribunal (e.g., whether it is a monetary order, a non-monetary order, or a procedural order) there are different steps you can take to enforce it. For more information about enforcing orders, visit our website: [Enforcing a SAT Order \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

## Can I challenge the Tribunal's decision?

Most of the Tribunal's decisions are subject to appeal, although there are some exceptions. More information can be found on our website: [Appeals from SAT Decisions \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au). Some of the Tribunal's decisions can be reviewed within the Tribunal.

## Further information

For more information about SAT's processes, visit our website: [State Administrative Tribunal \(SAT\) \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

We offer a range of support services including interpreters, disability assistance, security, and support for Aboriginal and Torres Strait Islander people: [Help & Support \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

Our website also contains resources such as Practice Notes and Information Sheets that further explain practices and procedures. Please refer to our website: [Resources \(sat.justice.wa.gov.au\)](https://sat.justice.wa.gov.au).

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