



Form 100 – Request to discontinue proceedings



Industrial Relations Act 2016, sections 506 and 989
Fair Work Act 2009 (C'wlth), Chapter 4, Part 4-1
Industrial Relations (Tribunals) Rules 2011, Part 3B

Information

- The Applicant/Claimant may use this form to request to discontinue a **Fair Work Claim** or **Unpaid Amount Claim** before the Industrial Magistrates Court.
- Please read this form carefully. Please complete all relevant sections. Information that is missing or non-compliant with the relevant section of an Act or Rules may result in the non-acceptance of your form.
- The Applicant/Claimant must immediately serve a copy of this notice on all other parties.

Applicant/Claimant:	

v

Respondent/Defendant:	

PLEASE NOTE: If there are more than two parties to this application, please complete a **Form 1 – Parties list** and file with this form.

TAKE NOTICE THAT THE APPLICANT/CLAIMANT HEREBY REQUESTS TO DISCONTINUE THIS MATTER AND CONFIRMS THAT:

- a copy of this request to discontinue proceedings has been served on all parties to the matter
- the Respondent/Defendant consents to the discontinuance of this matter and the Respondent/Defendant's signature confirms consent is included

Signed by Applicant/Claimant or representative

Signature:	
Name:	
Date:	

Signed by Respondent/Defendant or representative (if consent)

Signature:	
Name:	
Date:	

OFFICE USE ONLY

Urgent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Upcoming proceeding date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Leave to discontinue	<input type="checkbox"/> Granted	<input type="checkbox"/> Declined	

Signature of Industrial Magistrate

Signature:	
Name:	
Date:	