

Canterbury Earthquakes Insurance Tribunal

Response Form



Important information

1. Use this form if you are a **named respondent in a claim** to the Canterbury Earthquakes Insurance Tribunal, or you have been **added as a third party respondent** and wish to file a response to the claim(s) made against you.
2. If you wish to oppose the claim(s) made against you, you **may, within 15 working days from the day after the date you received notification of the claim(s) made against you, file a response with the Tribunal and serve it on the applicant and any other respondent(s)**. Attach any relevant documentation and evidence to support your response.
3. If you have downloaded and completed the PDF version of this Response Form online, you can email your response to CEIT@justice.govt.nz. Please put "Response to [Case File Number]" in the subject line.
4. If you have printed this Response Form and need more space to answer any of the questions, please use a separate sheet of paper. You can post or deliver your response to **Ministry of Justice, Level 1, Law Courts Building, 20 Lichfield Street, Christchurch 8011** or **DX WX 10021, Christchurch**.
5. Fields marked * must be filled in. Enter N/A if not applicable.

Step 1. Case details

Please provide the Case Title and CEIT Case Number that relate to this response.

Case Title

CEIT Case Number

Step 2. Respondent details

The respondent is either the insurance company (including Southern Response) and/or the Earthquake Commission (EQC), or a person added as a third party respondent, against which the claim is being made.

Full name *

Contact name (if applicable)

Do you agree to receive official documents, letters and notices from the Tribunal by email? * (tick one)

 Yes, my email address for service is: No, please send to the postal address for service below:

Postal address for service *

Telephone number * (please tick your preferred telephone number)

<input type="checkbox"/>	Home	<input type="text"/>
<input type="checkbox"/>	Work	<input type="text"/>
<input type="checkbox"/>	Mobile	<input type="text"/>

Step 3. Representative

You can nominate a lawyer, advocate or staff member to represent you in the Tribunal. All notices, correspondence and documents relating to the case will be sent to this person only. If you do not have a representative, go to Step 4.

Please provide the contact details (Address for Service) you would like us to use. The Address for Service may be a postal address or an email address. If the contact details or the Address for Service change, you must notify the Tribunal immediately.

Representative's full name *

Company name (if applicable)

Does your representative agree to receiving official documents, letters and notices from the Tribunal by email? *
(tick one)

Yes, my representative's email address for service is:

No, please send to my representative's postal address for service:

Representative's postal address for service *

Telephone number * (please tick your representative's preferred telephone number)

<input type="checkbox"/>	Work	<input type="text"/>
<input type="checkbox"/>	Mobile	<input type="text"/>

Is your representative a lawyer? (tick one) *

Yes No

If **no**, you need to complete an 'Authority to Act' Form which can be found in the **Forms and documents** section of the Tribunal website www.justice.govt.nz/CEIT.

Step 4. Response to Claim

Please attach any evidence and documentation to support your response.

Part A (Insurance Companies and EQC to complete only)

Do you agree with the following details provided by the applicant, noted in Step 3 and Step 4 of their Application Form?

Insurance policy names Yes No

If no, please provide specific details as to why you disagree:

Insurance policy number(s) Yes No

If no, please provide specific details as to why you disagree:

Insurance claim number(s) Yes No

If no, please provide specific details as to why you disagree:

Do you agree with the details provided by the applicant outlining why you, as their insurer, dispute their claim(s)?

Yes No

If no, please state what you disagree with, and why:

1.	
2.	
3..	

4.	
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5.	
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6.	
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Are there any additional issues not outlined by the applicant in their Application Form (and any supporting documents) that require a decision by the Tribunal?

Yes No

If yes, please specify what those additional issues are, and how you would like them to be dealt with:

1.	
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2.	
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3.	
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4.	
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6.	
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Part B (all other third party respondents)

Do you agree with the claim(s) made by the applicant against you?

Yes No

If no, please state what details you disagree with, and why:

1.	
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2.	
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3.	
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4.	
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5.	
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6.	
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Are there any additional issues not outlined by the applicant in their claim(s) that require a decision by the Tribunal?

Yes No

If yes, please specify what those additional issues are, and how you would like them to be dealt with:

1.	
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2.	
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3.	
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4.	
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5.	
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6.	
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Step 5. My supporting documents

If you are sending your response to the Tribunal by email, please attach all your supporting documents. If your supporting documents are too large to send by email, please send them to the Tribunal **by courier, post, or hand delivery**. Such documents will need to be with the Tribunal within **5 working days** from the date you have emailed your Response Form. The Tribunal address is at the top of the first page of this form.

Expert reports

The Tribunal requires a copy of all expert reports (e.g. engineer, quantity surveyor, builder) relating to your response.

** (tick those that apply)*

- I have attached the report(s)
- I will hand deliver/post/courier the report(s)
- I do not have copies of the report(s)
- No expert reports were conducted

Other documents

I have included the following documents:

- Authority to Act Form (if your representative is not a lawyer)
- Insurance policy document(s)
- All other documents (listed below) on which I will be relying:

1.
2.
3.
4.
5.

Continue on a separate sheet if necessary

Step 6. Declaration

*I confirm that the information in this response, including any supporting documents and attachments, are correct to the best of my knowledge, and that I am an authorised signatory for this response: **

<input type="text"/>	Date	<input type="text"/>
<input type="text"/>	Date	<input type="text"/>
<input type="text"/>	Date	<input type="text"/>
<input type="text"/>	Date	<input type="text"/>

Signed by the respondent(s) or an authorised agent on behalf of the respondent(s)

Step 7. Checklist

Please check that you:

- Have completed all sections
- Have attached all supporting documents (if not too large)
- Understand that you have **5 working days** from the date of sending this response to hand deliver, courier, or post any supporting documents too large to attach to your email response.