

# The Immigration Advisers Complaints and Disciplinary Tribunal

For more information visit [www.justice.govt.nz/tribunals](http://www.justice.govt.nz/tribunals)

IACDT Number \_\_\_\_\_

**Which party are you?** (please tick one)

- Complainant
- Immigration Adviser

## Application for Adjournment

### **A When to use this form**

Use this form if the Tribunal has decided to hold an oral hearing and you are unable to attend on the day it has been set down or you would otherwise like the Tribunal to consider postponing the hearing.

Adjournments are granted at the Tribunal's discretion.

Adjournments are generally only granted when exceptional circumstances exist.

### **B How to complete this form**

- You must complete this form in English.
- Use CAPITAL LETTERS if filling out by hand.
- Answer every question on the form unless instructed otherwise.
- Provide a copy of all relevant documents in support of your Application for Adjournment (e.g. doctor's certificate, affidavits, etc.).
- All documents must be in English or translated into English by a certified translation service.

### **C Sending additional documentation and evidence**

You should send additional documentation and evidence supporting any application you may make in this form. You do not need to resend any documentation or evidence you have already provided to the Authority or Tribunal.

### **D Procedure following an Application for Adjournment**

Once you have filed and served an Application for Adjournment, the Tribunal will may invite the other parties to provide submissions before determining whether to grant the Adjournment. Once the submissions are received, the Tribunal will usually issue a written decision without further notice to you.

### **E Filing and Serving an Application for Adjournment**

You need to file this Application for Adjournment with the Tribunal and serve it on the other parties. Information on how to do this is provided at the end of this form and in the Tribunal's Practice Notes.

## Part 1 Identify the Parties to the Complaint

Please provide the following details of the parties to the complaint:

Name of complainant

**And**

Name of immigration adviser

IACDT number

## Part 2 Personal Contact Details

**You are required to maintain current contact details with the Tribunal;** you must notify the Tribunal, Immigration Advisers Authority and other parties of any change of details. Failure to do so may mean you do not receive documents which are deemed to have been effectively served on you.

My contact details/the contact details of my representative are the same as those previously provided (move on to Part 3).

My contact details/the contact details of my representative differ from those previously provided.

(To update contact details complete a Change of Personal Details form and attach it to this document. Change of Personal Details forms can be found on the Tribunal's website).

## Part 3 Reasons for seeking adjournment

Complete this section if an oral hearing has been set down and you would like the Tribunal to consider moving it to a different day. Please provide the following details:

- Your reasons for requesting the adjournment (i.e. why you cannot attend on the day set down for hearing, or why you otherwise want the hearing to be postponed)
- Why the Tribunal should grant the adjournment in this case; and
- Attach any supporting evidence (e.g. a signed medical certificate).

The Tribunal does not grant adjournments as a matter of course.

(If you need more space please attach a separate page)

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## Part 4 Signature

By signing this form, you are certifying that the information contained in this form is true and correct, to the best of your knowledge.

If you are completing this form electronically, you may type your full name in the 'Your Signature' box in lieu of providing a written signature.

Your Signature:

Date / / (dd/mm/yyyy)

## Part 5 Checklist

Before you file this form with the Tribunal, please check that you, or your representative, have:

- Answered every applicable question.
- Attached a copy of any additional evidence that supports your application (if applicable).
- Attached a Change of Personal Details form (if your contact information differs from that previously provided).
- Signed and dated this form.

**You must serve a copy of this form on all other parties.**

## Part 5A Filing and Serving your Application for Adjournment

The easiest way to file and serve this form with the Tribunal is by email, addressed to: [IACDT@justice.govt.nz](mailto:IACDT@justice.govt.nz)

The Tribunal will also treat the document as having been sufficiently served on another party, if:

- You copy that party into the email address used to file the documents with the Tribunal, and
- That party provides you with an email expressly acknowledging receipt of service
- You have used the email address on file for that party

If you are unsure, please check with the Tribunal to confirm that you have correct email addresses for the other parties.

For information on how to file and serve this form, please refer to the Tribunal's Practice Notes which are available on its website.

**NOTE:** If the document you are filing and serving by email is larger than ten pages in length, you must also send or deliver a paper copy to the Tribunal and to each party.

## Tribunal Contact Details

Immigration Advisers Complaints and Disciplinary Tribunal  
Tribunals Unit  
Private Bag 32-001, Featherston Street, Wellington 6011

Ph: (04) 4626660

Fax: (04) 4626686

Email: [IACDT@justice.govt.nz](mailto:IACDT@justice.govt.nz)

[www.justice.govt.nz/tribunals](http://www.justice.govt.nz/tribunals)