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|  | ACT CIVIL AND ADMINISTRATIVE TRIBUNAL **TIMELINE** |  |
|  | *This template provides guidance for the development of timeline for use in cases before ACAT* |  |

**ACAT File Number**

**Applicant/s name**

**Respondent/s name**

**Any other party’s name**

**Lodged by or on behalf of**

**Instructions**

* In some ACAT cases, you are directed to prepare a timeline.
* A timeline is a document that sets out what has happened in your dispute, and when it happened.
* You should include all the events that you say are relevant to the dispute. For example, actions, emails or conversations.
* You need to put the date that each event happened in column 1.
* You need to put details of the event that occurred in column 2.
* You may have documents that relate to an event in column 2. For example, a letter, email, contract or advertisement. If so, in column 3 you should write down what that document is and attach it to the timeline. You should number the pages of any documents you attach to the timeline.
* Make sure that you provide a copy of this timeline and the documents to ACAT and the other party or parties by the due date.
* There is an example of how to write a timeline on page 3 of this document.

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| **1.Date** | **2. What happened on this date** | **3. Details of relevant documents** |
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**Example of a timeline**

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| **1.Date** | **2. What happened on this date** | **3. Details of relevant documents** |
| 15 May 2018 | I saw an internet advertisement for the sale of a car with registration number GHW 142 | The advertisement (page 1) |
| 20 May 2018 | I inspected and test drove the car | nil |
| 21 May 2018 | I offered to buy the car for $5,000 | Email dated 21 May 2018 (page 2) |
| 22 May 2018 | My offer to buy the car was accepted | Email dated 22 May 2018 (page 3) |