

Overview

If a reply is being lodged with the Commission after the due date, you are required to provide reasons for late filing and submissions addressing why the reply should be accepted into proceedings.

Lodging a Reply when you have received a Reply Request

- To respond to the reply request, complete the following:
 - Click the blue 'Matter/Application Number' link and review the Matter Details, including the parties, application form and supporting documents.
 - When ready, click 'Complete Reply' to reply from either the Matter Summary page or the Matter Details page.

From Matter Summary:

My Reply Requests 1 ▼ Refresh

Test Lawyer 1 ▼

Matter/Application Number	Application Type	Applicant	Respondent	Date Requested	Date Reply Due	Complete Reply
M5/25-01-1	Form M01 - Medical assessment	Test Claimant	Test_Insurer	3/04/2025	24/04/2025	Complete Reply

From Matter Details:

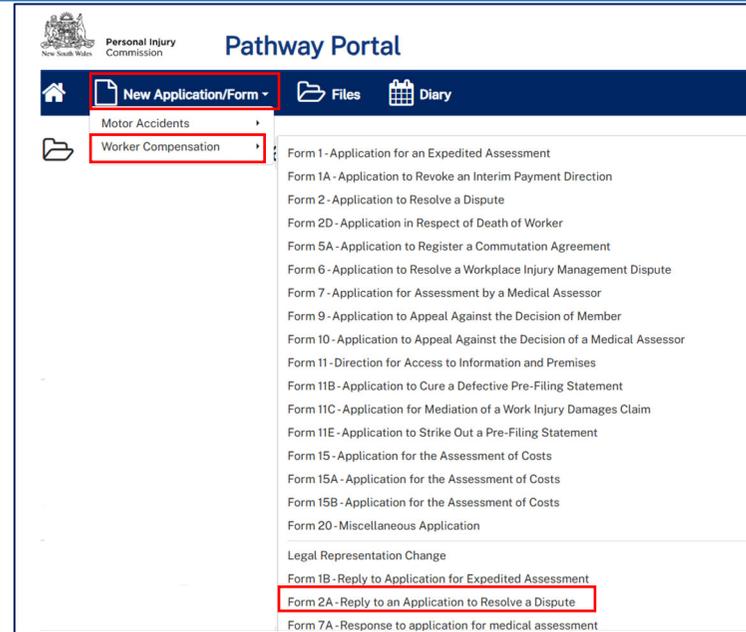
Reply Requests 1

Matter/Application Number	Application Type	Applicant	Respondent	Date Requested	Date Reply Due	Complete Reply
M5/25-01-1	Form M01 - Medical assessment	Test Claimant	Test_Insurer	3/04/2025	24/04/2025	Complete Reply

Lodging a Reply from the New Application/Form menu in Pathway Portal

- 1b. Click the New Application/Form button from the top menu and select the relevant response form (E.g. Form 2A – Reply to an Application to Resolve a Dispute)

Note that this is only applicable for Workers Compensation matters.

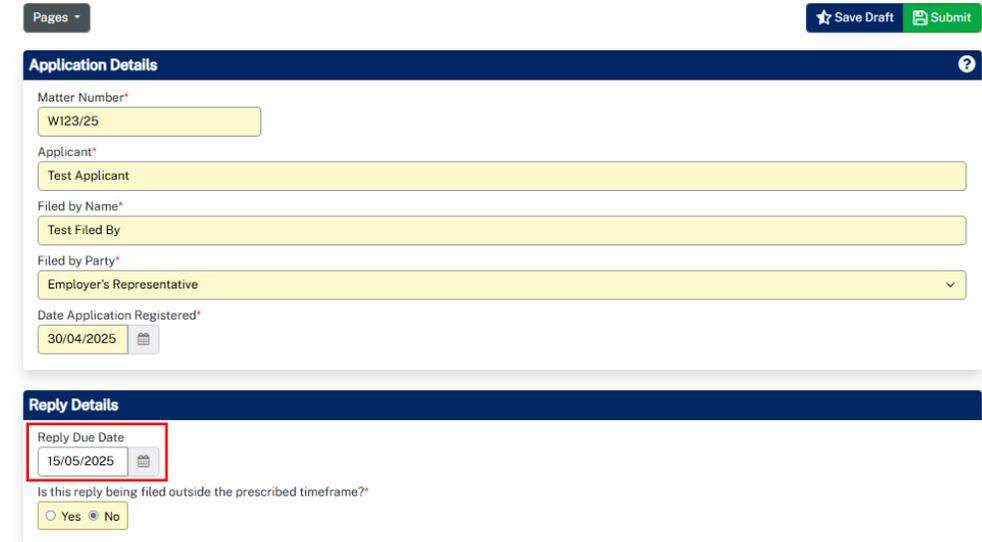


The screenshot shows the 'Pathway Portal' interface for the 'Personal Injury Commission'. The 'New Application/Form' dropdown menu is open, showing a list of forms. The 'Worker Compensation' category is selected, and the 'Form 2A - Reply to an Application to Resolve a Dispute' is highlighted with a red box. Other forms listed include Form 1, Form 1A, Form 2, Form 2D, Form 5A, Form 6, Form 7, Form 9, Form 10, Form 11, Form 11B, Form 11C, Form 11E, Form 15, Form 15A, Form 15B, Form 20, Legal Representation Change, Form 1B, and Form 7A.

2. Populate the required details within the form
3. In the **Reply Details** section, the **Reply Due Date** will be automatically populated based on the Due Date provided in the Reply Request

Note. If the **Reply Due Date** is blank, it is because there is no Reply Request, and you will need to populate the Reply Due Date if you know it (e.g. from proceedings timetable or directions), otherwise just leave it blank.

Form 2A - Reply to an Application to Resolve a Dispute



The screenshot shows the 'Form 2A - Reply to an Application to Resolve a Dispute' form. The 'Application Details' section includes fields for Matter Number (W123/25), Applicant (Test Applicant), Filed by Name (Test Filed By), Filed by Party (Employer's Representative), and Date Application Registered (30/04/2025). The 'Reply Details' section includes a field for Reply Due Date (15/05/2025) and a radio button question: 'Is this reply being filed outside the prescribed timeframe?' with 'Yes' and 'No' options.

<p>4. If the Reply Due Date is in the future, 'Is this reply being filed outside the prescribed timeframe' will default to No</p>	
<p>5. If the Reply Due Date in in the past, 'Is this reply being filed outside the prescribed timeframe' will default to Yes, and</p> <p>6. You must Provide reasons for late filing and submissions addressing why the reply should be accepted in the filed provided</p> <p>Note. If this reply is lodged after 5pm, it will be deemed as received by the Commission on the next working day in accordance with rule 26(1)(b) of the PIC Rules. If lodging after 5pm on the reply due date, you should indicate below that this reply is being filed outside the prescribed timeframe and provide reasons for late filing or otherwise the reply may be rejected.</p>	