

Overview

A Form P01 Application to Lodge Additional Documents can be lodged:

- a. With applicable disputes with an application or reply to commence proceedings (where the 500 page rule applies);
- b. After proceedings have already commenced.

PIC Rule 67 permits the admission of additional documents in the following circumstances:

- a. Automatic introduction for medical assessment proceedings where the documents satisfy certain requirements and all parties consent
- b. Where leave from an appropriate Decision Maker

Additional documents may also be lodged where a Decision Maker has provided directions to lodge the documents

1. To lodge a Form P01 Application to Lodge Additional Documents **with your originating/substantive application** (e.g. Form 2 or Form M01) (at the commencement of proceedings)

- Select the **'Lodge Additional Documents'** checkbox at the bottom of the Supporting Documents page.

Note. The Lodge additional documents checkbox will only display for applicable dispute types that are selected in the originating/substantive application according to Rule 67

Form M01 - Supporting Documents

Pages ▾

★ Save Draft

Supporting Documents ?

Please upload the documents you wish to rely on as a paginated and indexed bundle

PLEASE NOTE THE FOLLOWING:

- **Appointed representative:** if you are lodging an appointed representative application, please upload supporting evidence of the selected incapacity types (e.g. Birth certificate, Guardianship Order or Financial Management Order)
- **Merit review:** if the amount of weekly compensation or statutory benefits is in dispute, you must include a schedule of earnings in the approved form. The approved Schedule of Earnings form is available here > [Motor accidents forms](#)
- **Damages assessment:** if the amount of damages is in dispute, you must include in the application a schedule of damages containing full particulars of the amount claimed.
- **Surveillance recordings in medical assessment proceedings:** if you are including a surveillance recording, under rule 109 of the Personal Injury Commission Rules 2021, you must demonstrate that exceptional circumstances exist to allow this to be referred to a medical assessor and you must comply with rule 109(2A).

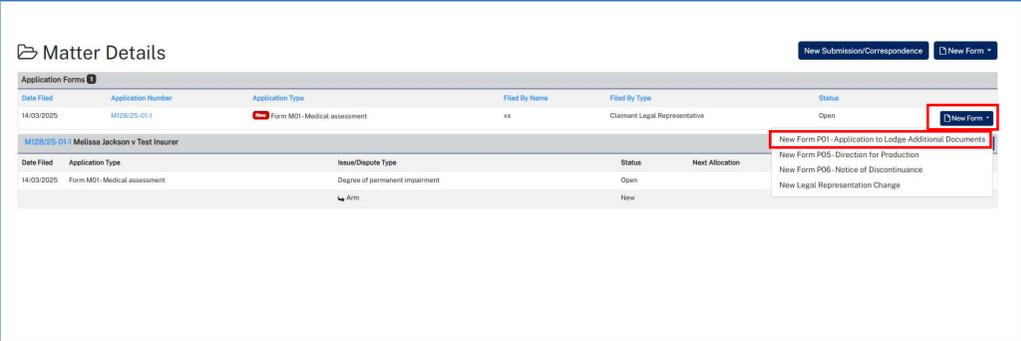
Drag and drop one or more files here
(or onto an existing Document Category/Type to upload one or more documents against that Document Category/Type)
or click the upload button to browse for a file.

Lodge Additional Documents

Lodge additional documents

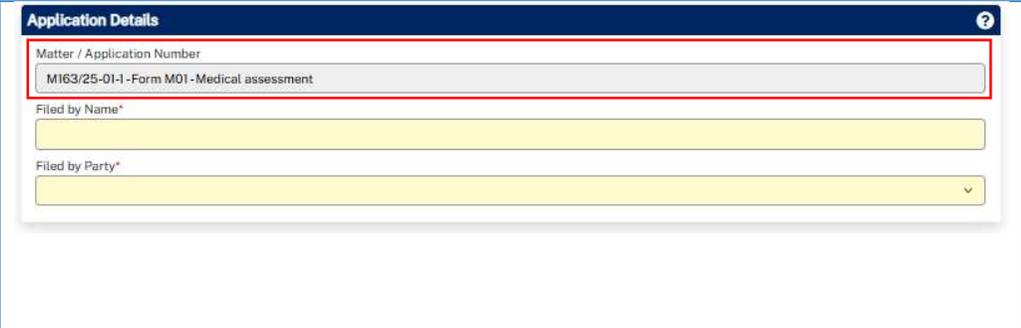
1.1. To lodge a **standalone** Form P01 Application to Lodge Additional Documents (after proceedings have already commenced)

- Select the Matter/Application the Additional Documents are for from the Files page in the Pathway Portal.
- Select the **New Form** button > **New Form P01 Application to Lodge Additional Documents**



- Check that the **related Matter/Application Number** field is populated with the Matter/Application Number and Application Type you are submitting the Additional Documents for is correct.

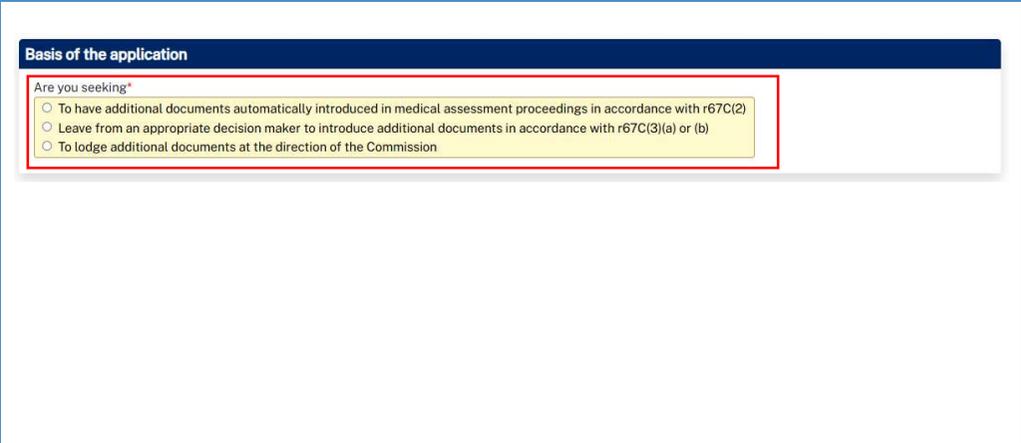
Note. For Motor Accidents Matters, you may have multiple applications within a Matter. You should make sure that the Related Matter/Application Number and Application Type in this field is the one that the Additional Documents relate to.



2. Select one checkbox from the **Basis of the application** section.

- If **“To have additional documents automatically introduced in medical assessment proceedings...”** is selected, **(Move to Step 3)**
- If **“Leave from an appropriate decision maker to introduce additional documents...”** is selected, **(Move to Step 4)**
- If **“To lodge additional documents at the direction of the Commission”** is selected, **(Move to Step 5)**

Note. ‘To lodge additional documents at the direction of the Commission’ will only be available to select in a standalone Form P01 application.



<p>3. If 'To have additional documents automatically introduced in medical proceedings...' is selected in Basis of the application section:</p> <ul style="list-style-type: none"> Section - Automatically introduce additional documents in medical assessment proceedings will display. Select Yes to Do the additional documents relate to medical assessment proceedings? (<i>Move to Step 3.1</i>) Select No to Do the additional documents relate to medical assessment proceedings? An error message will display, and you will not be able to proceed with lodging the form. 	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #003366; color: white; padding: 2px;">Automatically introduce additional documents in medical assessment proceedings ?</div> <p><i>For automatic introduction in medical assessment proceedings under rule 67C(2), the documents must:</i></p> <ul style="list-style-type: none"> have consecutively numbered pages not have been previously lodged not be included more than once in the document or bundle be indexed and sorted by document category have been served on each other party to the proceedings as soon as practicable after the lodging party became aware of or came into possession or control of the document, be lodged no later than 14 days before a medical assessment be lodged on one occasion only be consented to in writing by each other party to the proceedings. <p><i>If any of the above are not complied with, the application may be rejected.</i></p> <hr style="border-top: 1px dashed #ccc;"/> <p style="border: 1px solid red; padding: 2px;">Do the additional documents relate to medical assessment proceedings?*</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="font-size: small; color: red;">Additional documents may only be automatically introduced in medical assessment proceedings. If the additional documents do not relate to medical assessment proceedings, you will need to indicate above that you are seeking leave from an appropriate decision-maker.</p> </div>
<p>3.1 Complete the Service questions in the form.</p> <p>Note. If you are lodging multiple additional documents, refer to the help text on screen to assist you in completing the required information.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #003366; color: white; padding: 2px;">Service ?</div> <p><i>Under rule 67C(1)(a), a party who wishes to introduce an additional document must serve the document on each other party to the proceedings as soon as practicable after becoming aware of or obtaining possession or control of the document. If more than one Additional Document is lodged, and the dates required in the form below differ for each Additional Document, then please include the earliest dates in your application form, and include the individual dates for each document as per below instructions in your submissions or index.</i></p> <p><i>Each document is to be listed with corresponding page numbers in this application, and must include:</i></p> <ul style="list-style-type: none"> the date the lodging party became aware or obtained possession or control of each document, and the date that each document was served. <p>For example:</p> <p>1. Document Name - pages 5-10 of the Additional Documents:</p> <ul style="list-style-type: none"> Date the lodging party became aware or obtained possession or control of this document - dd/mm/yyyy Date this document was served - dd/mm/yyyy <hr style="border-top: 1px dashed #ccc;"/> <p>Date lodging party became aware of or came into possession or control of the Additional Documents*</p> <div style="border: 1px solid #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div> <p>Have the Additional Documents been served on each party to the proceedings, as soon as practicable after the lodging party became aware of or came into possession or control of the document in accordance with Rule 67C of the Personal Injury Commission Rules 2021?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
<p>3.2 Complete the Consent questions in the form.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #003366; color: white; padding: 2px;">Consent</div> <p>Has written consent been received from each party to allow submission of the Additional Documents in accordance with Rule 67C(2) of the Personal Injury Commission Rules 2021? It is mandatory to obtain written consent for the documents to be automatically introduced. If consent has not been received, leave is required from a decision-maker to allow the additional documents.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>
<p>4. If 'Leave from an appropriate decision-maker to introduce additional documents in accordance with r67C(3)(a) or (b)' is selected in the Basis of application section:</p>	

- Section – Leave from an appropriate decision maker to introduce additional documents will display
- Select **Yes** to Are you seeking leave to introduce additional documents where rule 67(1) and rule 67C(1) have been complied with? (*Move to Step 4.1*)
- Select **No** to Are you seeking leave to introduce additional documents where rule 67(1) and rule 67C(1) have been complied with? (*Move to Step 4.2*)

Note. Refer to the help text on screen to determine if you have complied with rule 67(1) and rule 67C(1)

Leave from an appropriate decision maker to introduce additional documents ?

Compliance with rule 67(1) and r67C(1) means the additional documents must:

- have consecutively numbered pages
- not have been previously lodged
- not be included more than once in the document or bundle
- be indexed and sorted by document category
- have been served on each other party to the proceedings as soon as practicable after the lodging party became aware of or came into possession or control of the document.
- be lodged no later than 14 days before a medical assessment or 3 days before a conference or hearing for all other proceedings
- be lodged on one occasion only

Are you seeking leave to introduce additional documents where rule 67(1) and rule 67C(1) have been complied with?

Yes No

4.1 Complete the **Service** questions in the form.

Note. If you are lodging multiple additional documents, refer to the help text on screen to assist you in completing the required information.

Service ?

Under rule 67C(1)(a), a party who wishes to introduce an additional document must serve the document on each other party to the proceedings as soon as practicable after becoming aware of or obtaining possession or control of the document. If more than one Additional Document is lodged, and the dates required in the form below differ for each Additional Document, then please include the earliest dates in your application form, and include the individual dates for each document as per below instructions in your submissions or index.

Each document is to be listed with corresponding page numbers in this application, and must include:

- the date the lodging party became aware or obtained possession or control of each document, and
- the date that each document was served.

For example:

1. Document Name - pages 5-10 of the Additional Documents:

- Date the lodging party became aware or obtained possession or control of this document - dd/mm/yyyy
- Date this document was served - dd/mm/yyyy

Date lodging party became aware of or came into possession or control of the Additional Documents*

Have the Additional Documents been served on each party to the proceedings, as soon as practicable after the lodging party became aware of or came into possession or control of the document in accordance with Rule 67C of the Personal Injury Commission Rules 2021?*

Yes No

4.2 Complete the **Reasons for Leave** section in the form

Note. If you have indicated “No” to “Are you seeking leave to introduce additional documents where rule 67(1) and rule 67C(1) have been complied with?” then you will

If ‘Yes’ was selected to **Are you seeking leave to introduce additional documents where rule 67(1) and rule 67C(1) have been complied with?**

be prompted to provide reasons for non-compliance along with providing reasons for why leave should be granted by a decision maker.

Reasons for Leave

You must confirm that the requirements of rule 67(1) and 67C(1) of the Personal Injury Commission Rules 2021 have been complied with, and provide reasons why leave should be granted by a decision-maker by addressing how the introduction of the document(s) is necessary to facilitate the just, quick and cost-effective resolution of the real issues in proceedings. Otherwise, the application may be rejected.*

If 'No' was selected to **Are you seeking leave to introduce additional documents where rule 67(1) and rule 67C(1) have been complied with?**

Reasons for Leave

You must explain the reasons for non-compliance with a requirement of rule 67(1) and rule 67C(1) of the Personal Injury Commission Rules 2021, and state why leave should be granted by a decision-maker by addressing how the introduction of the document(s) is necessary to facilitate the just, quick and cost-effective resolution of the real issues in the proceedings. Otherwise, the application may be rejected.*

5. If **'To lodge additional documents at the direction of the Commission'** is selected in the Basis of the application section (standalone P01 applications only):

- Enter the **name of the Member or other decision maker** who gave the directions
- Enter the **Date of directions or request**
- Enter a **Due date for documents to be lodged** if available
- Enter any **other information** if applicable
- Select **Yes** or **No** to **Have the Additional Documents been served on each party to the proceedings**
- If **Yes** selected, enter the date the documents were served.

Documents lodged at the direction of the Commission

Name of Member or other decision maker*

Date of direction or request*



Due date for documents to be lodged



Other relevant information, if applicable. If lodging after the due date, please also provide reason for failure to comply with directions

Have the Additional Documents been served on each party to the proceedings?*

Yes No

6. **Upload** your additional documents and enter the required information.

Pages ▾ ★ Save Draft  Submit

Supporting Documents ?

Please upload the documents you wish to rely on as a paginated and indexed bundle.

They must:

- * have consecutively numbered pages
- * be indexed and sorted by document category
- * not have been previously lodged
- * not be included more than once

Documents/bundles that do not comply will be rejected.

Document Category *
Supporting Documents ▾

Document Type *
Form P01 Additional documents - bundle ▾

Document Details

File Name
Test Doc.docx

Author*
test

Date of Document*
30/04/2025 

Drag and drop one or more files here
(or onto an existing Document Category/Type to upload one or more documents against that Document Category/Type)
or click the upload button to browse for a file.

 Upload

Previous ★ Save Draft  Submit Next ▸

7. Complete the **Certification and Signature** section
8. Select **Submit** to lodge your application with the Commission

Signature ?

I declare that, to the best of my knowledge, the information given in this form is true and correct. I also give consent and authorisation for the collection, use and disclosure and exchange of personal and health information provided in this form.

Application Signed Date Signed 

Previous ★ Save Draft  Submit