



NCAT
NSW Civil &
Administrative
Tribunal



How To: View Draft Forms

Quick Reference Guide

View Draft Forms

View Draft Forms

1. From the dashboard, select **Manage forms**

The screenshot shows the NCAT Online Services dashboard. At the top, there is a navigation bar with the NCAT logo and the text 'NCAT Online Services NSW Civil and Administrative Tribunal'. Below this is a menu with 'My cases', 'Manage forms', 'New case', and 'Help'. The main heading is 'Welcome to NCAT Online Services'. Below the heading, there is a sub-heading: 'From here you can access case management services including starting a new case, viewing your case information, and filing secondary forms against your cases.' There are five main action cards: 'Start new case', 'My cases', 'Manage forms', 'Link a case', and 'Need help?'. The 'Manage forms' card is highlighted with a red box and a red circle containing the number 1. The 'Manage forms' card contains the text: 'Access forms awaiting payment, draft forms and your filing history.' and a right-pointing arrow.

2. Select **Draft**

The screenshot shows the 'Manage forms' page. At the top, there is a navigation bar with the NCAT logo and the text 'NCAT Online Services NSW Civil and Administrative Tribunal'. Below this is a menu with 'My cases', 'Manage forms', 'New case', and 'Help'. The main heading is 'Manage forms'. Below the heading, there is a sub-heading: 'Home > Manage Forms'. There are three main action cards: 'Draft', 'Ready to pay', and 'Filing history'. The 'Draft' card is highlighted with a red box and a red circle containing the number 2. The 'Draft' card contains the text: 'Complete previously started forms.' and a right-pointing arrow. The 'Ready to pay' card contains the text: 'Ready to pay for completed forms.' and a right-pointing arrow. The 'Filing history' card contains the text: 'Find submitted forms and receipts.' and a right-pointing arrow. Below the cards, there is a section 'Start a new case' with a 'New case' button.

3. Either:
 - a. Continue with application:
 - Select the application name
 - Continue with the application
 - b. Delete draft = **Continue to next step**

View Draft Forms

View Draft Forms (cont')

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Draft Forms

Draft forms

You can continue editing partially completed forms here. They have not been submitted to NCAT.

Application	Last updated	Action
Tenancy or social housing application Sandra Santos vs John Smith	19/09/2023	Delete

1 to 1 of 1 items

4. Select **Delete**
5. Click **Confirm** on the pop up message

NCAT Online Services
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My cases Manage forms New case Help

Home > Manage Forms > Draft Forms

Draft forms

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Delete
Are you sure you want to delete this form?

Confirm