



NCAT
NSW Civil &
Administrative
Tribunal



How To: View Filing History

Quick Reference Guide

View Filing History

View History

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

Online Services

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Welcome to NCAT Online Services

From here you can access case management services including starting a new case, viewing your case information, and filing secondary forms against your cases.

- Start new case**
Start a new case with NCAT to resolve your issue or dispute
- My cases**
Find your existing cases or add a case to your case list where you are party
- Manage forms**
Access forms awaiting payment, draft forms and your filing history
- Link a case**
To add yourself to an existing case
- Need help?**
Get help using NCATs Online Services

2. Select **Filing history**

Online Services

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms

Manage forms

- Draft**
Complete previously started forms.
- Ready to pay**
Pay for completed forms.
- Filing history**
Find submitted forms and receipts.

Start a new case

New case

3. **Show by form** displays the status of each form

Online Services

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History

My filing history

You can view your filing history by form or by transaction.

Show by form

Transaction ref no. Case number / Proceeding no.

Form	Transaction ref no.	Submitted by	Date submitted	Status
Motor vehicles application FIRST APPLICANT vs Motor Resell	B20231004-1582421	Charli Pearsons	04 Oct 2023 10:28 AM	Lodged
Motor vehicles application FIRST APPLICANT vs FIRST RESPONDENT	B20231003-1582415	Brian French	03 Oct 2023 05:04 PM	Lodged
Consumer claim application <small>1464-020116 v. JB MBEI t t d</small>	B20230928-1582365	Brian French	28 Sep 2023 11:56 AM	Lodged

View Filing History

View History (cont')

4. Select the **Form** link

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History

My filing history

You can view your filing history by form or by transaction.

Show by form Show by transaction

Transaction ref no.	Case number / Proceeding no.	Go	Clear filter	
B20230020	1234567			
Form	Transaction ref no.	Submitted by	Date submitted	Status
Motor vehicles application FIRST APPLICANT vs Motor Reset	B20231004-1582421	Charli Pearsons	04 Oct 2023 10:28 AM	Lodged
Motor vehicles application FIRST APPLICANT vs FIRST RESPONDENT	B20231003-1582415	Brian French	03 Oct 2023 05:04 PM	Lodged

5. The summary page displays

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History > Motor vehicles application

Summary

Application Details

Claim amount
9900

Place of contract
LIVERPOOL CENTRAL UNIT 1 25 BIGGE ST, LIVERPOOL NSW 2170

Applicant Details

Role	Consumer
First name	FIRST
Last name	APPLICANT
Email	1ST@gmail.com
Home Phone	0233336969
Mobile number	0438053662
Postal address	GPO BOX 7799 NEWCASTLE NSW 2300
Indigenous status	Yes, both Aboriginal and Torres Strait Islander

6. Scroll to the bottom and click **Back**

2. Reasons
202300001231001-2023-06-29 09_34_08.PDF



View Filing History

View History (cont')

7. Select the **Transaction ref no.** link

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History

My filing history

You can view your filing history by form or by transaction.

Show by form Show by transaction

Form	Transaction ref no.	Submitted by	Date submitted	Status
Motor vehicles application FIRST APPLICANT vs Motor Resell	B20231004-1582421	7 persons	04 Oct 2023 10:28 AM	Lodged
Motor vehicles application FIRST APPLICANT vs FIRST RESPONDENT	B20231003-1582415	Brian French	03 Oct 2023 05:04 PM	Lodged

8. The transaction summary page displays

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History > Filed Forms

Filed Forms

Transaction reference number: B20231004-1582421
Payment receipt number: REC20522059
Paid by: Brian French
Submitted on: 27 Sep 2023 10:43 AM

Case title	Forms	Status	Fee
FIRST APPLICANT vs Motor Resell	Motor vehicles application	Lodged	\$54
Total (Including GST):			\$54.00

9. Select the **Filing History** link to return to the previous page

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > [Filing History](#)

Filed Forms

Transaction reference number: B20231004-1582421
Payment receipt number: REC20522059
Paid by: Brian French
Submitted on: 27 Sep 2023 10:43 AM

Case title	Forms	Status	Fee
FIRST APPLICANT vs Motor Resell	Motor vehicles application	Lodged	\$54
Total (Including GST):			\$54.00

View Filing History

View History (cont')

- Select the **Show by transaction** link

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History

My filing history

You can view your filing history by form or by **Show by form** **Show by transaction** **10**

Transaction ref no. Case number / Proceeding no.

B20230920 1234567 / / / / **Go** Clear filter

Form	Transaction ref no.	Submitted by	Date submitted	Status
Motor vehicles application FIRST APPLICANT vs Motor Reset	B20231004-1582421	Charli Pearsons	04 Oct 2023 10:28 AM	Lodged

- The status of the transactions are displayed
- A **Failed** status indicates payment failed
- Select the **Transaction ref no.** link

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History

My filing history

You can view your filing history by form or by transaction.

Show by form **Show by transaction** **11**

Transaction ref no. Case number / Proceeding no.

B20230920 1234567 / / / / **Go** Clear filter

Transaction ref no.	Submitted by	Date submitted	Total / Status
B20231004-1582421	Charli Pearsons	04 Oct 2023 10:28 AM	1 / 1 Approved
B20231003-1582415	Brian French	03 Oct 2023 05:04 PM	1 / 1 Failed
B20230928-1582365 13	Brian French	28 Sep 2023 11:56 AM	3 / 3 Approved

1 to 4 of 7 items

- The transaction summary page displays

NCAT Online Services
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms > Filing History > Filed Forms

Filed Forms

Transaction reference number: B20231009-1582640
Payment receipt number: REC20523956
Paid by: Brian French
Submitted on: 05 Oct 2023 07:09 PM

Case title	Forms	Status	Fee
Jack Smith vs ORG	Agent commissions and fees or conveyancing costs application	Lodged	\$54
Mary Dune vs ORG	Agent commissions and fees or conveyancing costs application	Lodged	\$54
Organisation Applicant vs Organisation Respondent	Agent commissions and fees or conveyancing costs application	Lodged	\$108

Total (including GST): \$216.00