

NOTICE OF [#CHANGE OF SOLICITOR #APPOINTMENT OF SOLICITOR]

COURT DETAILS

Court

#Division

#List

Registry

Case number

TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

#Second plaintiff #Number of
plaintiffs (if more than two)

[First] defendant **[name]**

#Second defendant #Number of
defendants (if more than two)

FILING DETAILS

Filed for **[name]** [role of party eg plaintiff]

Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone **[name]** [telephone]

#CHANGE OF SOLICITOR

[name] [role of party] has appointed [name of solicitor], [firm] to act as the [role of party]'s solicitor in these proceedings in the place of [name of former solicitor], [firm].

#APPOINTMENT OF SOLICITOR

[name] [role of party] has appointed [name of solicitor], [firm] to act as the [role of party]'s solicitor in these proceedings.

SIGNATURE

[If acting for a plaintiff or cross-claimant include] I have advised the [#plaintiff(s) #cross-claimant(s)] that court fees may be payable during these proceedings. These fees may include a hearing allocation fee.

Signature of legal representative

Capacity [eg solicitor on record, contact solicitor]

Date of signature

[on separate page]

FURTHER DETAILS ABOUT FILING PARTY**Legal representative for filing party**

Name [name of solicitor on record]

Practising certificate number

Firm [name of firm]

#Contact solicitor [include name of contact solicitor if different to solicitor on record]

Address #[unit/level number] #[building name]
 [street number] [street name] [street type]
 [suburb/city] [state/territory] [postcode]

DX address

Telephone

Fax

Email

Electronic service address [#email address for electronic service eg service@emailaddress.com.au #Not applicable]