

NOTICE OF INTENTION TO FILE NOTICE OF CEASING TO ACT

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 in relation to [eg plaintiff's claim, (number) cross-claim]

Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact Email [email address]

NOTICE TO [NAME] [ROLE OF PARTY]

- 1 After [number of days – this must not be less than 28 days if a date for trial has been fixed or 7 days in any other case] days from the date of service of this notice, I, [name of solicitor] will file in the registry of the court and serve a notice that I have ceased to act as your solicitor in these proceedings.
- 2 You must file in the registry of the court and then serve on [names of other parties to be served] a notice stating the name of, and address of the office of, the solicitor who is to act for you, or, if you do not have a solicitor who is to act for you, a notice stating your address for service of documents.

