

.....  
Applicant

.....  
Respondent

*Repeat as necessary for additional parties*

## **NOTICE OF INTENTION TO WITHDRAW AS LAWYER**

### **Take notice that:**

1. I intend to withdraw as your lawyer in this case.
2. You have 7 days from the date upon which you receive this notice to either:
  - (a) appoint another lawyer; or
  - (b) complete, file and serve the enclosed form of notice of address for service.
3. If you neither appoint another lawyer nor file a notice of address for service within 7 days from the date on which you receive this notice, then you may not be served with any further documents in this case.
4. Regardless of paragraph 3 above, the Court and other parties involved in the case can use the following address and telephone number (which is your last known residential or business address and telephone number) as your address for service (your contact address) until you appoint another lawyer or file a notice of address for service.

[last known residential or business address of the party] Tel: [last known telephone number]

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Filed on behalf of \_\_\_\_\_  
Prepared by \_\_\_\_\_ Lawyer's code \_\_\_\_\_  
Name of law firm \_\_\_\_\_  
Address for service in Australia \_\_\_\_\_  
State \_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_ DX \_\_\_\_\_  
Tel \_\_\_\_\_ Fax \_\_\_\_\_ Attention \_\_\_\_\_

5. This case is next listed before the Court at:

Address of Court: [address]

on [insert date of next Court event] at relevant time, incl am /pm]

for [nature of Court event].

Date:

**Signature of lawyer**

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Signed by (print name/s) .....

of [name of law firm]

Form approved by the Chief Federal Magistrate pursuant to Subrule 2.04(1A) for the purpose of Subrule 9.03(3) – October 2008