

.....
Applicant

.....
Respondent

Repeat as necessary for additional parties

NOTICE OF WITHDRAWAL AS LAWYER

Take notice that:

1. I have previously acted for [insert full name of client] (“the client”) in this case.
2. I hereby withdraw from the record and no longer act for the client in this case.
3. I confirm that -
 - (a) I have served a notice of intention to withdraw as lawyer (“the notice of intention to withdraw”) on the client by [Either] posting it (or causing it to be posted) to the client’s last known residential or business address [or] [specify other method of service]
 - (b) the notice of intention to withdraw was served on the client at least 7 days before the date of filing of this notice;
 - (c) a true copy of the notice of intention to withdraw is attached to this notice; and
 - (d) the client’s last known residential or business address and telephone number are [Either] set out in the notice of intention to withdraw [or] [last known residential or business address of the party] Tel: [last known telephone number]

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 _____

Date:

Signature of lawyer

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(1) – October 2008

Note:

Rule 9.03(4) of the *Federal Magistrates Court Rules 2001* provides that a lawyer may serve a party with a notice of intention to withdraw by posting it to the residential or business address of the party last known to the lawyer.