

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]**
[include only if form to be eFiled]

Former legal representative **[solicitor on record] [firm]**

#Former legal representative
reference **[reference number]**

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

Contact Email **[email address]**

NOTICE OF CEASING TO ACT

[Name of solicitor] of [firm], has ceased to act as the legal representative of [name of former client], the [role of party eg plaintiff] in these proceedings.

#A notice of intention to file and serve this notice was filed on [date] and served on [name of former client] on [date].

#Leave to file this notice was granted on [date].

The residential or business address of the [role of party eg plaintiff] last known to me is:

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

The email address of the [role of party eg plaintiff] last known to me is:

[email address]

The phone number of the [role of party eg plaintiff] last known to me is:

[telephone]

SIGNATURE

Signature of former legal representative

Capacity [eg solicitor on record, contact solicitor]

Date of signature