# 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]

- 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.
- 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.

Until that notice is filed and served, any document to be served on you in the proceedings will be taken to have been served on you if a copy of it is left at or posted to [last known residential or business address of party] in accordance with UCPR 4.5.

# **SIGNATURE**

Signature of legal representative

Capacity [eg solicitor on record, contact solicitor]

Date of signature