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| **Our Ref:**  | Phone: Fax:  |

Dear Sir/Madam

**Court proceedings Name**

**Court Proceedings No.**

I act for .

My client has commenced proceedings in the at seeking

 .

On the court made an order that allows my client to effect service on you by posting the court documents to this address.

Accordingly, please find enclosed by way of service upon you the following documents:

1. Initiating Application filed on ;
2. Affidavit of sworn on and filed on ;
3. Orders made by on ; and
4. Family Court brochure: *Marriage, Families and Separation*.

I advise that these proceedings have been adjourned for further mention on at

Please ensure that the receives these documents as it is in interests to be aware of these proceedings.

 or their solicitor will need to attend court on the next court date if wishes to oppose my client’s application. If does not attend, then orders may be made in absence.

Yours sincerely

**Solicitor**