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

Dear Sir/Madam

**Service of Documents**

Court proceedings name

Court proceedings No.

I act for the court role, full name in proceedings in the court name at court location.

OR

I am the Independent Children’s Lawyer (ICL) OR Independent Legal Representative (ILR) OR Direct Legal Representative (DLR) in the above proceedings.

Please find enclosed sealed copies of the subpoena to filed on .

OR

Please find enclosed sealed copies of the subpoenas issued to:

1. filed on ;
2. filed on ;
3. filed on .

Please arrange to serve the subpoenas with the enclosed letter and the appropriate conduct monies on at by .

Please note that the Court date for compliance with the subpoenas is at .

I await receipt of your Affidavit of Service, together with your account.

Yours sincerely

**Solicitor**