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

Dear

**Your Application for Legal Aid**

I refer to the above matter and to your attendance at my office on . I confirm that during this appointment, you signed Court documents to commence proceedings in the .

Please find enclosed for your records the following documents:

1. Initiating Application filed on ;
2. Your Affidavit filed on ;
3. Notice of Risk filed on **OR** Notice of Child Abuse, Family Violence **OR** Risk of Family Violence filed on ; and
4. Your Financial Statement filed on .

Your Court documents were filed at the .

The Court has listed your application as follows:

**Date:**  at

**Location:**

**You must attend Court on this day.** Please arrive at Court no later than **.** Please make sure you are available for the **entire** day.

I am arranging for a copy of your Court documents to be served on . I will let you know once the documents have been served.

Please contact me on if you have any questions about this letter or if there is anything you do not understand.

Yours sincerely

**Solicitor**