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

**By Email:**

Dear

**Your Divorce Application**

I am writing about our meeting on to assist you with your application for a divorce.

I enclose the following documents:

1. Application for divorce; and
2. Application for exemption of payment of court fees.

Please check through all the information on the application for divorce form including spelling and names to ensure there are no mistakes.

If all the details are correct, you can sign the application in front of a Justice of the Peace.

After signing the application, you need to make two photocopies of the signed document.

In order to file the documents, you need to go to the .

When you go to the Court, you will need to take with you:

1. Your Application for divorce (original and 2 copies);
2. Your marriage certificate (original and 1 copy);
3. Application for exemption of payment of court fee, with a copy of your pension card or financial details (if required); and
4. Your citizenship certificate or passport (if required).

The Court requires that you pay a sum of $910.00 (non-concession fee) or $305.00 (concession fee) to file your application for divorce. Payment can be made at the Court via eftpos, debit or credit card.

After you file your documents, the Court will return to you 2 stamped copies and some “service” documents.

You must serve your at least 28 days prior to the divorce hearing date (or 42 days if your spouse is overseas). You may request that a Sherriff of a Local Court serves the application for divorce on your . There will be a cost of approximately $70.00 for this service.

The closest Local Court to you is .

The Sheriff will complete and return a document called an Affidavit of Service to you.

You will then need to file this Affidavit of Service in the Court before the next Court date.

If your has signed the Acknowledgment of Service, you will need to file this and your Affidavit proving signature with the Court as well.

If you require further assistance, please contact Legal Aid NSW on .

Please note that you have **12 months** from the date that your divorce order becomes final to file an application for property settlement or spouse maintenance.

Yours sincerely

**Solicitor**

Encl*. Application for divorce*

 *Application for exemption of payment of court fees*