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

**By Email:**

Dear Sir/Madam

**Court Name**

**Proceedings Name**

**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 .

If you wish to oppose my client’s application, then you or your solicitor should attend Court on the next Court date. If you do not attend, then orders may be made in your absence.

Yours sincerely

**Solicitor**