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

Dear

**Independent Representation of:**

**Born on:**

**Court Name:**

**Proceedings No.**

I am writing to advise you that I have been appointed as the Independent Children's Lawyer for . I enclose a sealed Notice of Address for Service.

**Option 1 (Parent Represented)**

I have enclosed some important information about my role as the Independent Children's Lawyer and the costs associated with this which I would appreciate you passing onto your client.

**Option 2 (Parent Self Represented)**

I have enclosed some important information about my role as your child/ren's lawyer and the costs associated with this. Please read this carefully.

To assist me in my role, could you please provide me with the following as soon as possible:

* A copy of all documents filed by you to date;
* A copy of any Orders or Directions made by the Court;
* Any Expert or Family Reports;
* The attached children’s information form **completed**.

**AND THE FOLLOWING**

* **A cheque payable to Legal Aid NSW** for $1,650.00 (a contribution towards the basic costs associated with the independent representation of the child/ren or confirmation that the contribution has been paid using direct deposit (explanation of fees and bank account details attached).

OR

* The attached application for a waiver of the ICL contribution (including verification of income) **completed** (if relevant).

OR

* Legal Aid NSW file number in relation to this matter and a copy of your grant letter (if relevant).

Legal Aid NSW can provide advice to more than one party to a legal problem. This means our lawyers may help more than one party in the same case and, if this happens, one lawyer will help one client and another lawyer will help the other client. Legal Aid NSW has strict rules about how we deal with confidential information. More information can be found at:

<https://www.legalaid.nsw.gov.au/get-legal-help/how-we-provide-our-services>.

Thank you very much in advance for this.

Yours sincerely

**Solicitor**

Encl. *Scale of fees*

*Application for a waiver of the contribution*

*Factsheet concerning the role of the Independent Children's Lawyer*

*Children's information form*

*Flyer about the Best for Kids website*