## NOTICE OF INTENTION TO FILE NOTICE OF CEASING TO ACT

COURT DETAILS	
Court	
#Division	
#List	
Registry	
Case number	
TITLE OF PROCEEDINGS	
[First] plaintiff	[name]
#Second plaintiff #Number of plaintiffs (if more than two)	
[First] defendant	[name]
#Second defendant #Number of defendants (if more than two)	
FILING DETAILS	
Filed in relation to	[eg plaintiff's claim, (number) cross-claim]
Legal representative	[solicitor on record] [firm]
#Legal representative reference	[reference number]
Contact name and telephone	[name] [telephone]
Contact Email	[email address]
NOTICE TO [NAME] [ROLE OF PARTY]	

- After [number of days this must not be less than 28 days if a date for trial has been fixed or 7 days in any other case] days from the date of service of this notice,
  I, [name of solicitor] will file in the registry of the court and serve a notice that I have ceased to act as your solicitor in these proceedings.
- 2 You must file in the registry of the court and then serve on [names of other parties to be served] a notice stating the name of, and address of the office of, the solicitor who is to act for you, or, if you do not have a solicitor who is to act for you, a notice stating your address for service of documents.

3 Until that notice is filed and served, any document to be served on you in the proceedings will be taken to have been served on you if a copy of it is left at or posted to [last known residential or business address of party] in accordance with UCPR 4.5.

## SIGNATURE

Signature of legal representative Capacity Date of signature

[eg solicitor on record, contact solicitor]