



one cover sheet per file

Date	
Time	
File Number (if known)	
Urgent documents (same day collection)	<input type="checkbox"/> Bail Application <input type="checkbox"/> Application with impending limitation period <input type="checkbox"/> Matter with short filing times pursuant to order of the Court <input type="checkbox"/> Application <input type="checkbox"/> Other (please include reason)
Document Type (Documents will be return via post. Please include a return envelope)	<input type="checkbox"/> Originating Application (Fees: cheque or credit card – please circle) <input type="checkbox"/> Claim (Fees: cheque or credit card – please circle) <input type="checkbox"/> Civil Appeal (Fees: cheque or credit card – please circle) <input type="checkbox"/> Affidavit (general or service) <input type="checkbox"/> Reply (reply and answer) <input type="checkbox"/> Further/Better particulars <input type="checkbox"/> Notice of Change of Solicitor <input type="checkbox"/> Submission/Outlines <input type="checkbox"/> Notice of Discontinuance <input type="checkbox"/> Notice of Intention to Defend <input type="checkbox"/> Notice of Non-party disclosure <input type="checkbox"/> Application – interlocutory (+Affidavit) <input type="checkbox"/> Default Judgment (Request, Affidavit, Judgments) <input type="checkbox"/> Consent Orders <input type="checkbox"/> Enforcement Warrants (Application, Affidavit, Warrants) <input type="checkbox"/> Application for Costs Assessor (Application, Affidavit, Costs Statement/Objections) <input type="checkbox"/> Other.....
Listing Matters	Date Preference: Expected duration (max 2hrs):
Contact Name	
Firm Name and Address	
Email Address	
Mobile Number	

SPECIAL REQUIREMENT:

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LODGEMENT DATE	DATE:
COMPLETED	DATE:
NOTIFIED	DATE:
DELIVERED	POSTED: