

**FEDERAL CIRCUIT AND  
FAMILY COURT OF AUSTRALIA**

**REGISTRY:** .....

File number

.....  
Applicant

.....  
Respondent

*\* Repeat as necessary for additional parties*

## **NOTICE OF WITHDRAWAL AS LAWYER**

**Take notice that:**

1. I have previously acted for [insert full name of client] (“the client”) in this case.
2. I hereby withdraw from the record and no longer act for the client in this case.
3. I confirm that -
  - (a) I have served a notice of intention to withdraw as lawyer (“the notice of intention to withdraw”) on the client by [either] posting it (or causing it to be posted) to the client’s last known residential or business address [or] [specify other method of service]
  - (b) the notice of intention to withdraw was served on the client at least 7 days before the date of filing of this notice;
  - (c) a true copy of the notice of intention to withdraw is attached to this notice; and
  - (d) the client’s last known residential or business address, telephone number and email are [Either] set out in the notice of intention to withdraw [or] [last known residential or business address of the party] Tel: [last known telephone number] Email: [last known email address]
  - (e) the client requires an interpreter [delete if not applicable] language:

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Filed on behalf of .....

Prepared by ..... Lawyer’s code .....

Name of law firm .....

Address for service in Australia ..... State ..... Postcode .....

Email .....

Tel ..... Fax ..... Attention .....

Date:

**Signature of lawyer**

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Signed by (print name/s):

.....

Of (name of firm):

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**Note:**

Rule 9.03(4) of the *Federal Circuit and Family Court of Australia (Division 2)(General Federal Law) Rules 2021* provides that a lawyer may serve a party with a notice of intention to withdraw by posting it to the residential or business address of the party last known to the lawyer or by emailing it to the email address of the party last known to the lawyer.

Form approved by the Chief Judge pursuant to Subrule 2.04(1) for the purpose of Subrule 9.03(1) of the *Federal Circuit and Family Court of Australia (Division 2)(General Federal Law) Rules 2021*.

GFL\_Withdraw\_lawyer\_0921V1