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

Department of Human Services - Subpoena Team

**By Email:** [subpoena@humanservices.gov.au](mailto:subpoena@humanservices.gov.au)

Dear Sir/Madam

**Application for Commonwealth Information Order**

**Proceedings Name:**

**Proceedings No:**

I act on behalf of , who is the applicant in the above-mentioned matter.

I **enclose** by way of service upon you a sealed copy of my client’s application filed

in the .

Please note that the matter is listed on at .

Please confirm in writing prior to that date whether Department of Human Services has any objection to my client’s application.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours sincerely

**Solicitor**