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

The General Counsel Legal Services

Department of Family and Community Services

**Email:** [FACSLegalChildProtection@facs.nsw.gov.au](mailto:FACSLegalChildProtection@facs.nsw.gov.au)

Dear Sir/Madam

**Independent Representation of:**

|  |  |
| --- | --- |
|  | **Born on:** |

**Proceedings No.**

Pursuant to the Information Sharing Agreement between the Department of Family and Community Services and Legal Aid NSW, I wish to advise that I have been appointed as the Independent Children's Lawyer for in proceedings number

in the at .

I enclose by way of service a Notice of Address for Service.

I draw your attention to the following matters:

This matter is next listed before the on for

Please advise details of the Department of Family & Community Services lawyer who will be liaising with the Independent Children's Lawyer in this matter.

Yours sincerely

**Solicitor**

Encl. *Notice of Address for Service*