

# Notice of Acceptance of Service

*Section 63 of the Judiciary Act 1903 (Cth)*

*Legal Services Directions 2005 (as amended)*

DATE OF NOTICE:

TO: [NAME OF RELEVANT OFFICER]

[DEPARTMENT / AGENCY TO WHOM THE NOTICE IS DIRECTED]

On [DATE], I, [NAME OF APPOINTED PERSON / POSITION] of [NAME OF FIRM] accepted service of documents in the matter of [TITLE OF PROCEEDINGS] on behalf of the Commonwealth and identified the [NAME OF DEPARTMENT / AGENCY] as responsible for handling this matter.

The proceedings appear to relate to [BRIEF DESCRIPTION OF THE NATURE OF, AND ISSUES RAISED IN, THE PROCEEDINGS]

I accepted service of: (list name of document(s) served)

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The matter is next listed before the [COURT/TRIBUNAL] on [DATE] at [TIME] am/pm.

Now that service has been effected on the Commonwealth it is a matter for you to instruct the law firm of your choice to handle this matter.

**Note:** Should you disagree with the allocation of these documents, please contact the Office of Legal Services Coordination as soon as possible on (02) 6250-6424.

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Signature of s.63 Appointee