|  |  |
| --- | --- |
|  | **My Ref:**  <representitive> Tel:<phone>  <email> |
| <time> |

Dear Partners

<defendant> ats <plaintiff>

I confirm that I act for the defendant, the <defendant>, in relation to the above proceedings. Please find enclosed, by way of service, an Appearance filed on my client’s behalf in the District Court of New South Wales today.

The Statement of Claim pleads the personal injuries, please provide me with a copy of your client’s statement of particulars and accompanying documents in compliance with r. 15.12, *Uniform Civil Procedure Rules 2005*.

I note that I am presently drafting a request for further and better particulars. I will finalise my request after I have received your client’s statement of particulars and supporting documentation. I will assume, unless you advise me to the contrary, that you will allow a reasonable time after the service of your client’s statement of particulars and provision of the further and better particulars for the filing of my client’s defence. Should my assumption be incorrect, please notify me immediately.

If you have any questions, please contact on .

Yours faithfully

<representitive>

for Crown Solicitor