

3.

O. 4, r. 8(1),  
r. 8(3)

NOTICE OF APPOINTMENT / CHANGE OF SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor  
and the former solicitor of the defendant/claimant [name]

Take notice that [name of new solicitor], of [name of firm of solicitor],  
has been appointed to act as the solicitor of the abovenamed  
claimant/defendant [name of claimant or defendant, or if for one or more of  
several claimants or defendants, naming the claimants or defendants] in this  
action, in the place of [name of original solicitor].

The address for service of the abovenamed [name of new solicitor]  
is [address of new solicitor].

*Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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