

## NOTICE OF MOTION

### COURT DETAILS

Court

#Division

#List

Registry

Case number

### TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

#Second plaintiff #Number of  
plaintiffs (if more than two)

[First] defendant **[name]**

#Second defendant #Number of  
defendants (if more than two)

### FILING DETAILS

Person seeking orders **[name]** [#role of party eg defendant #applicant (if not a party to the proceedings)]

#Filed in relation to [eg plaintiff's claim, (number) cross-claim]  
[include only if form to be eFiled]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

### PERSON AFFECTED BY ORDERS SOUGHT

**[name]** [role of party eg plaintiff #respondent (if not a party to the proceedings)]

### HEARING DETAILS

This motion is listed at [time, date and place to be inserted by the registry unless otherwise known (Court registry will leave blank if being dealt with in chambers.)].



[on separate page]

[Only include this section if a non-party is (a) seeking orders (ie an applicant), or (b) affected by orders sought (ie a respondent). Do not include the contact details for any person who is already a party to the proceedings.

"Person" includes a corporation. See Guide to preparing documents for further information about parties and non-parties in the proceedings]

## #FURTHER DETAILS ABOUT APPLICANT

### Applicant

[A person is an applicant only if not already a party to the proceedings.]

Name

Address

[The applicant must give the applicant's address.]

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#[country (if not Australia)]

#Frequent user identifier

[include if the applicant is a registered frequent user]

### #Legal representative for applicant[s]

Name

[name of solicitor on record]

Practising certificate number

Firm

[name of firm]

#Contact solicitor

[include name of contact solicitor if different to solicitor on record]

Address

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

DX address

Telephone

Fax

Email

Electronic service address

#[email address for electronic service eg [service@emailaddress.com.au](mailto:service@emailaddress.com.au) #Not applicable]

### #Contact details for applicant acting in person or by authorised officer

#Name of authorised officer

#Capacity to act for applicant

Address for service

[The applicant must give an address for service. This must be an address in NSW unless the exceptions listed in UCPR 4.5(3) apply. State "as above" if the applicant's address for service is the same as the applicant's address stated above.]

#as above

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#Telephone

#Fax

#Email

## #FURTHER DETAILS ABOUT RESPONDENT[S]

[A person is a respondent only if not already a party to the proceedings.]

### Respondent

Name

Address

#[unit/level number]

#[building name]

[street number]

[street name]

[street type]

[suburb/city]

[state/territory]

[postcode]

#[country (if not Australia)]