

Cost Disclosure Agreement

As per Section 260 of the Legal Professional Act 2006

Please read this document and the attachments before your appointment ONLY if you intend to instruct Citizens Advice Bureau (CAB) to prepare documents to be filed by you in the Court.

This document will be completed by you and the solicitor at the end of your appointment.

I _____

of _____

instruct Citizens Advice Bureau to prepare the following documents to be filed by me in the Court (Tick as appropriate).

1. Form 11, Minute of Consent Orders, Letter to Court, Letter to client and Letter of instruction for filing documents.
2. Form 11, Minute of Consent Orders and Affidavit of jurisdiction, Letter to client and Letter of instruction for filing documents
3. Form 1, Form 13 and Affidavit, Letter to client and Letter of instruction for filing documents.
4. Form 1A, Form 13 and Affidavit in response, Letter to client and Letter of instruction for filing documents.
5. Form 1 and Case Information Affidavit, Letter to client and Letter of instruction for filing documents
6. Application for Probate – Motion, Affidavit, Statement of Assets, Liabilities, Consents and letters to consenting parties, Renunciation and letter to renouncing party, Affidavit of Due Execution and letter to that party, Last seen alive affidavit and letter to that party, Final letter to client.
7. Application for Letters of Administration - Motion, Affidavit, Statement of Assets and Liabilities, Consents and letters to consenting parties, Sureties and Guarantees and letters to them, Last seen alive affidavit and letter to that party, Final letter to client.
8. Application for Letters of Administration with Will annexed - Motion, Affidavit, Statement of Assets and Liabilities, Consents and letters to consenting parties, Renunciation and letter to renouncing party, Affidavit of Due Execution and letter to that party, Last seen alive affidavit and letter to that party, Final letter to client.
9. Deed of Family Arrangement.
10. Rule 22 Notice.

During my appointment my solicitor explained which of the above applies to my situation and the basis of the one off fixed fee of \$1,800.00 I have to pay.

Once the documents have been finalised and provided to me, it is my responsibility to file the documents in the relevant Court.

The person responsible for my matter is Selva Stenross (Selva), Daniel Pritchard (Daniel), Stacey Price (Stacey).

There is no interest or Goods and Service Tax charged on the fee I will pay.

Within eight (8) weeks of me providing full and detailed instructions, my solicitor will provide me all the documents ticked above.

I will then undertake all tasks associated with filing the documents in the Court by myself.

I am entitled to query the progress of my matter by contacting _____ during office hours of 8:30 am and 4:30 pm by email _____ or telephoning 9221 5711.

I have the right under the law of this jurisdiction to have:

1. Cost assessment;
2. Apply to have the agreement set aside;
3. Make a complaint.

I understand the fee charged is less than what will be permitted under the relevant scale.

Signed by _____ (client)

Full Name _____

Dated ____ / ____ / ____

Signed by _____ Solicitor)

Full Name _____

Dated ____ / ____ / ____