**FACSIMILE TRANSMISSION COVER SHEET**

To: The District Registrar

Federal Court of Australia

[insert Registry] District Registry

Fax No: [insert Registry facsimile number]

SENDER:

ORGANISATION:

ADDRESS:

TELEPHONE:

FACSIMILE:

EMAIL:

DX:

DATE:

NO. OF PAGES (including cover sheet):

**MESSAGE:**

1. Please find attached documents for filing by facsimile in connection with (*insert proceeding number and name if applicable*)

2. Document type:

3. Number of pages (*not to exceed 20*):

4. Processing required (*delete where inapplicable*): Filing/Signing/Stamping

5. Procedure after processing (*please tick*):

* hold for collection (Registry will hold for 7 working days only)
* return by facsimile

6. Please arrange payment of appropriate filing fee by credit card. A completed Credit Card Debit Authority is attached. If another method of payment is to be used please specify:

Signed (*please sign*):

Legal representative for the (*if you do not have a lawyer leave this blank*):