

Form G 4

Memorandum on first document filed by party*[select the option that applies]*

- ☐ This document is filed by the above-named applicant (*or* respondent, etc) in person. The address for service of the above-named applicant (*or* respondent, etc) is

.....
*[address]****or***

- ☐ This document is filed by

.....
*[name]*lawyer for the above-named applicant (*or* respondent, etc), of the firm of.....
*[name of lawyer's firm]*The address for service of the above-named applicant (*or* respondent, etc) is.....
*[address]*Documents for service on the above-named applicant (*or* respondent, etc) may be left at that address for service or may be—

- (a) posted to the lawyer at

.....
[Post Office box address]; or

- (b) left for the lawyer at a document exchange for direction to

.....
[document exchange box number]; or

- (c) transmitted to the lawyer by fax to

..... *[fax number]****or***

- ☐ This document is filed by

.....
*[name]*lawyer for the above-named applicant (*or* respondent, etc), of the firm of.....
[name]

whose postal address is

.....
[address]

The lawyer's agent in the proceeding is

..... *[address]*

The address for service of the above-named applicant (*or* respondent, etc) is

..... *[address]*

Documents for service on the above-named applicant (*or* respondent, etc) may be left at that address for service or may be—

- (a) posted to the lawyer at

..... *[Post Office box address]*; or

- (b) left for the lawyer at a document exchange for direction to

..... *[document exchange box number]*; or

- (c) transmitted to the lawyer by fax to

..... *[fax number]*