



22 November 2010

Memorandum to all Family Court Lawyers:

**Lawyer for Child/to assist invoices**

Further to my memorandum dated 18 November 2010 please note that a further requirement from Counsel is that all invoices itemise the hours (including the date and time e.g. 17/09/2010 – 10:00 a.m. – 11:45 a.m.) and a brief description (e.g. report writing, phone calls, or Court appearances etc) of what work was undertaken and being invoiced for.

Please note this requirement is a recommendation from the Assurance and Risk report following an audit of the Non-Departmental Funding to Family Court Professional Services where a number of areas for improvement were identified.

Your co-operation in respect to the above is appreciated.

A handwritten signature in black ink, appearing to read "Midge Shaw". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Midge Shaw  
Caseflow Manager