



MATTER CLOSURE REPORT

DATE REFERRED:.....

CLIENT'S NAME:

DATE MATTER CLOSED:

NAME OF FIRM/BARRISTER:.....

RESPONSIBLE SOLICITOR:.....

AREA OF LAW:

APPROXIMATE NUMBER OF HOURS:

APPROXIMATE VALUE OF WORK PERFORMED: \$

AMOUNT OF DISBURSEMENTS INCURRED BY YOU /CLIENT : \$

PRIMARY REASON FOR CLOSURE:

- INSUFFICIENT MERIT TO PROCEED
- CLIENT WITHDREW OR DID NOT RETURN
- COURT/TRIBUNAL DECISION
- NEGOTIATED SETTLEMENT
- ADVICE /ASSISTANCE PROVIDED
- OTHER

BRIEFLY DESCRIBE OUTCOME(S):

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.....

Please attach any relevant documentation such as advice, opinion, terms of settlement or court or tribunal decision.

PLEASE RETURN TO:

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PO Box 3631
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E: services@qpilch.org.au