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# Filing Instructions

**PLEASE FILE IMMEDIATELY!**

**UPDATE 255**

**DECEMBER 2024**

## **REDFERN LEGAL CENTRE'S LAWYERS PRACTICE MANUAL NEW SOUTH WALES**

Before filing this update please ensure that Update 254 has been filed – check behind the tabcard Filing Instructions/Summaries at the end of Volume 3.

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# Filing Instructions

## 1. Check the currency of your Service

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## 2. File your updating pages

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In your binder, navigate to the Tabcard noted in the Find Tabcard column. Remove the pages listed in the Discard old pages column, then replace the discarded pages with the newly issued pages as listed in the Insert new pages column. Ensure that you follow one Filing Instruction row at a time.

| <b>Find Tabcard</b>                      | <b>Discard old pages</b> | <b>Insert new pages</b> |
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