

# **Filing Instructions**

PLEASE FILE IMMEDIATELY!

**UPDATE 242** 

**DECEMBER 2024** 

## SPRINGVALE LEGAL SERVICE'S LAWYERS PRACTICE MANUAL VICTORIA

Before filing this update please ensure that Update 241 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of Volume 3.

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### **Filing Instructions**

#### 1. Check the currency of your Service

Ensure Update 241 has been filed.

#### 2. File your updating pages

To file this update, you will need to refer to the following table. 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.

Find Tabcard	Discard old pages	Insert new pages
VOLUME 1		
Half title Card	Title page – xii	Title page – xii
CONTENTS, TABLES	251 – 252	251 – 252
CURRENCY OF CHAPTERS	3501 – 3504	3501 – 3504
CURRENT DEVELOPMENTS	AA-1 – AA-102	AA-1 – AA-104
CRIMINAL LAW	103-1 – 103-852	103-1 – 103-852
	108-1 – 108-404	108-1 – 108-404
VOLUME 2		
CIVIL LITIGATION	304-1 – 305-402	304-1 – 305-406

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