

Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 244 MAY 2025

SPRINGVALE LEGAL SERVICE'S LAWYERS PRACTICE MANUAL VICTORIA

Before filing this update please ensure that Update 243 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 243 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
CURRENCY OF CHAPTERS	3501 – 3504	3501 – 3504
FAMILY LAW	201-51 – 201-752	201-51 – 201-752
	204-1 – 204-252	204-1 – 204-252
VOLUME 2		
CIVIL LITIGATION	306-1 – 306-602	306-1 – 306-302
PROPERTY MATTERS	403-1 – 403-502	403-1 – 403-502
CHILDREN	601-51 – 601-202	601-51 – 601-202
MENTAL HEALTH AND CAPACITY	802-1 – 802-102	802-1 – 802-102
COMMUNITY GROUPS	901-51 – 901-202	901-51 – 901-202
VOLUME 3		
INFORMATION ACCESS AND PROTECTION	1102-1 – 1102-458	1102-1 – 1102-458
	1104-1 – 1104-126	1104-1 – 1104-126

Find Tabcard	Discard old pages	Insert new pages
WILLS AND ESTATE ADMINISTRATION	1304-1 – 1304-956	1304-1 – 1304-1404

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