

Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 245 JUNE 2025

SPRINGVALE LEGAL SERVICE'S LAWYERS PRACTICE MANUAL VICTORIA

Before filing this update please ensure that Update 244 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 244 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 – xiv	Title page – xiv
CURRENCY OF CHAPTERS	3501 – 3504	3501 – 3504
CRIMINAL LAW	107-1 – 107-202	107-1 – 107-202
	109-1 – 109-704	109-1 – 109-704
VOLUME 2		
CIVIL LITIGATION	306-151 – 306-276	306-151 – 306-276

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