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Example: Parenting Order Hearing Notice

This is an example of how to write a court notice in plain language.

Parenting Order Hearing

You need to go to a court hearing about your children.

 When	When? • 10:00am • Tuesday, 20 May 2026
 Where	Where? • Sydney Family Court, Lionel Bowen Building • 99 Goulburn St, Sydney • Level 3, Courtroom 4
 Who	Who will be there? • You • Your lawyer • The other parent • The other parent's lawyer • A judge
 Topics	What will be talked about? • Where your children will live • How much time each parent will spend with the children • How decisions about the children will be made
 Time	How long will it take? The hearing may take 1 to 3 hours. You can ask for a short break if you need one.



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Example: Lawyer Meeting Summary Letter

This is an example of a plain language letter summarising a client meeting.

Dear Jordan,

This is a summary of what we talked about at our meeting on Wednesday.



Your application

We talked about your application to the Family Court.
You are asking for your children Ava and Ben to live mainly with you (8-% of the time).



What you want

- Ava and Ben lives with you during the school week
- Ava and Ben spends every second weekend with their mother.
- Both parents share school holiday time equally



What happens next

- We will file your application with the Family Court this week
- The court will contact the other parent or their lawyer
- A first hearing date will be set within 4 to 6 weeks



Your living situation

You told me you and the children are currently staying at:
42 River Rd, Toowong
Please let me know if your address changes.



Your next appointment

Monday, 5 May 2026 at 2:00pm
Please call us if you need to change this time.



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