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| --- | --- |
| **Our Ref:**  | Phone: Fax:  |

**By Email:**

Dear

**Child:**

**Date of Birth:**

**Child Support Debt – Letter of Demand for Payment**

I act for .

 has sought my assistance to seek payment from you, of a debt owed to her of child support in arrears. The amount owed is $ as .

 demands that you pay the amount owed to her within 28 days, failing which, she may commence enforcement action in the Federal Circuit Court without further notice to you.

If such action is necessary, seek orders for payment of the debt, an enforcement order in execution of the debt, interest on the judgment debt at the rate under the rules of court and costs in the proceedings.

Costs in the Federal Circuit Court include a lump sum of $2,100.00 up to completion of the first day of hearing and further costs if the matter is not resolved on that day, in accordance with Part 2 of Schedule 1 of the *Federal Circuit Court Rules 2001* (as attached).

 would prefer to resolve the matter without the need to commence court proceedings and invites you to make a proposal for payment of the debt.

Please provide me with your reply within 14 days. If a satisfactory resolution of this matter cannot be reached within this time frame, I confirm that my client may make an application to the court without further notice to you.

I will contact you again once I have obtained my client’s instructions.

Yours sincerely

**Solicitor**

Encl. *Federal Circuit Court Rules 2001*

**Part 2 Child support proceedings**

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| --- | --- |
| **Division 1 Application for enforcement order in relation to child support proceedings Work performed** | **Amount** |
| **Stage 1: Initiating or opposing application up to completion of first court day** |
| (This stage includes final hearing of up to 1 day if it is held on the first court date) |
| Lump sum Plus: Court attendance | $2,100.00 Daily hearing fee |

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| **Stage 2: Interim or summary hearing—as a discrete event** |
| (This stage applies to an interim application, or a summary proceeding of a type not otherwise addressed in this fee structure such as an application for an order that a proceeding be stayed. It does not include the stage 1 component) |
| Lump sum Plus: Court attendance | $1,559.00 Daily hearing fee |
| **Stage 3: Preparation of final hearing for a matter of 2 or more days in duration**  |
| Preparation for second and each additional hearing day: per day | $1,059.00 |
| **Stage 4: Final hearing costs for solicitor** |
| Attendance at hearing to take judgment and explain orders | $255.00 Daily hearing fee |
| **Additional events** |
| **Advocacy loading** |
| Increase relevant daily hearing fee | 50% |
| **Daily hearing fee** |
| Short mention Half-day hearing Full-day hearing | $255.00 $936.00 $1,873.00 |
| **Disbursements** |
| Court fees and other fees and payments, to the extent that they have been reasonably incurred |
| Photocopying for documents containing less than 10 pages, per page | $0.67  |
| Photocopying for documents containing 10 or more pages: |
| First 10 pages, per page | $0.67 |
| Each additional page, per page | $0.20 |
| **Agents fees/travelling costs** |
| Increase lump sum fee by | $527.00 |
| 2 hours travel is the benchmark. There is no entitlement |