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

The Child Support Registrar

Department of Human Services: Child Support

GPO Box 9815

MELBOURNE VIC 3001

Dear Madam/Sir

**Reference No:**

I act for

On the Court made an order that allows my client to effect service on the respondent, , by posting the relevant documents to the Department of Human Services: Child Support.

Accordingly, please find enclosed the following documents:

1. Initiating Application filed on ;
2. Affidavit of sworn and filed on ;
3. Orders made by at Parramatta on ;
4. Family Court brochures: *Marriage, Families and Separation, and Child Support Applications.*

Please forward these documents to your most recent address for .

Please note that these proceedings have been adjourned for further mention on

Please confirm in writing within 14 days that the above documents have been received by the Child Support Registrar and forwarded to at his last known address.

Please also execute the enclosed “Affidavit of Service” and return it to me at

 so that arrangements can be made for filing.

Yours sincerely

**Solicitor**