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

**By Email:**

Dear

**Child Support**

I am writing to you about your appointment with me at on .

**[user delete whichever is not applicable]**

**OPTION 1**

I enclose a copy of a letter I have sent to for your information. I will contact you again once I receive a response to this letter.

**OPTION 2**

I enclose a blank authority form. I need your completed authority to obtain information from the Child Support Agency regarding your case. Please sign and date this form and return it to me at:

within 14 days.

**OPTION 3**

I also enclose a copy of the letter I have faxed to Centrelink on your behalf. This should ensure your payments are not affected while you take action to resolve this matter.

**OPTION 4**

If you wish to pursue this matter you may commence court proceedings. You may apply for a grant of legal aid for these proceedings. I have enclosed an application for legal aid. Please complete this form and forward it to me at:

Please include with your application the following information as proof of your income and assets:

1. Copies of your bank statements showing transactions for the last **3 months** for each of your accounts;
2. A copy of a statement from Centrelink verifying your entitlements; and
3. At least 2 of your most recent pay slips (if applicable).

I enclose a Fact Sheet providing you with some information about taking action to obtain child support.

If you have any questions about your matter please contact me on .

Yours sincerely

**Solicitor**