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

**By Email:**

Dear

**Child:**

**Date of Birth:**

I am assisting in relation to child support matters.

 instructs me that you are the father of her child,

 born on . I understand that you have not signed the birth certificate or a statutory declaration acknowledging paternity of .

As my client receives a Centrelink payment she must apply to the Department of Human Services: Child Support for an assessment of child support for the child. If my client does not do this, Centrelink will significantly reduce her payments, leaving her without adequate means of supporting the child. For this reason, she needs proof that you are the father of

 .

I enclose a statutory declaration form, on which you can admit that you are the father of given name surname for child support purposes. If you wish to make this declaration, please follow the instructions on the form and sign it before one of the "Authorised Persons" listed. Please return the completed form to this office within 14 days.

My client wishes to avoid the need for court proceedings. However, if I do not receive your favourable response to this letter within 14 days of the date of this letter, my client may have no alternative but to commence court proceedings to resolve this issue. Court proceedings will cause you unnecessary expense and inconvenience.

In addition, if is forced to take court action she may seek an order that you pay her costs of such proceedings.

If wish to discuss this matter, please do not contact directly but telephone me on .

Yours sincerely

**Solicitor**

Encl. *CSA Statutory Authority Form*