



Department for

**Social  
Development**

[www.dsdni.gov.uk](http://www.dsdni.gov.uk)

# How to appeal



## **What is this leaflet about?**

This leaflet tells you what you can do if you disagree with a decision we have made about how much child maintenance you must pay or should receive. It explains what rights you have to appeal against these decisions and how we handle appeals. Finally, it tells you what happens after an appeal decision has been made and what you can do if you disagree with that decision.

In this leaflet, we use some standard terms to talk about our services and the way we work. The glossary at the end explains them.

## **Important information about this leaflet**

This leaflet is only a guide and does not cover every circumstance. We have done our best to make sure the leaflet is correct as of 30 August 2010, but it may not reflect changes to the law or our procedures after this date. You may wish to get independent advice before making financial decisions based on the leaflet.

## About us

The Child Maintenance and Enforcement Division is part of the Department for Social Development (DSD).

Our role is to make sure that parents who live apart from their children contribute towards their children's upkeep by paying child maintenance.

We use a standard process to work out how much child maintenance should be paid in each case, and to manage the payments. We can take legal action if the right amount of money is not paid at the right time.

To get help or more information, visit our website at **[www.dsdni.gov.uk](http://www.dsdni.gov.uk)** or call us on **0845 713 9896** or **0845 713 9704** (textphone). For details of call charges and opening times, see pages 28 and 29.

If you want to make child maintenance arrangements privately, rather than through the Child Maintenance and Enforcement Division, contact the Information and Support Service for impartial information and support. Visit their website at **[www.dsdni.gov.uk](http://www.dsdni.gov.uk)** or call them on **0800 028 7439**.

## Contents

|  |    |
|--|----|
| Is an appeal the only way to get the Child Maintenance and Enforcement Division to look at a decision again? | 6  |
| What child maintenance decisions can I appeal against?   | 7  |
| When can I appeal against a child maintenance decision?  | 9  |
| How can I appeal against a child maintenance decision?   | 10 |
| What happens when the Child Maintenance and Enforcement Division receives my appeal?                         | 13 |
| How will my appeal hearing be arranged?  | 17 |
| What happens at the appeal hearing?  | 19 |
| Can I withdraw my appeal?  | 23 |
| What happens if the tribunal changes the original decision?  | 24 |
| What happens if the tribunal decides the original decision was correct?                                      | 25 |
| What changes to my circumstances must I tell the Child Maintenance and Enforcement Division about?           | 26 |
| Where can I get more help and information?   | 28 |
| Appeal application form  | 35 |

## **Is an appeal the only way to get the Child Maintenance and Enforcement Division to look at a decision again?**

No. Instead of appealing, you can ask us to explain our decision or to look at the decision again. This is less formal and, because an appeal can take a long time, it is often a quicker way of correcting a decision that you think may have overlooked some important facts.

### **How do I ask you to look at the decision again?**

If you think that the decision is wrong, you should contact us by phone or in writing. You can find the address and phone number on the front page of the letter telling you about our decision.

**Please have the letter with you when you phone, so that you can give us the reference number.**

You should tell us why you think the decision is wrong and ask us to look at it again. We'll explain to you the reasons for the decision and change it if it is wrong. We will let you know the outcome in writing.

If you are still not happy after we have looked at our decision again, you can appeal. However, if you are the non-resident parent, you have to continue to pay the amount we worked out until the appeal is resolved.

You can ask someone to contact us on your behalf, as long as you have given us written permission to speak to them about your case.

## **What child maintenance decisions can I appeal against?**

We use information from both parents to work out how much child maintenance the non-resident parent must pay. We then write to both parents saying how much must be paid and the date the payments should start.

If you think the amount we have worked out is wrong, you have the right to appeal against it. You also have the right to appeal if:

- we refuse to look again at a decision you have asked us to review
- you disagree with the changes we make to a decision you have asked us to look at again
- we refuse to calculate child maintenance (for example, if a court order for child maintenance has been in place for less than 12 months)
- we make a 'default maintenance decision' or 'interim maintenance assessment'. (We will do this when the non-resident parent has not given us the information we need to work out child maintenance), or
- we refuse to cancel a default maintenance decision or interim maintenance assessment.

## Are there things I should not appeal about?

Yes, there are four specific situations where an appeal will not be accepted:

1. If you are unhappy with the service you have received from us. You can contact us to discuss this instead. If you are still not happy, you can make a complaint. For more information on how to do this, read our leaflet *How do I complain about the service I get from the Child Maintenance and Enforcement Division?* (CSL308(NI)). See the back page for details. There is also more information on our website at **[www.dsdni.gov.uk](http://www.dsdni.gov.uk)**
2. When a person denies they are the child's parent. This is called disputed parentage. If you want to know more about disputed parentage, get a copy of the leaflet *What happens if someone denies they are the parent of a child?* (CSL304(NI)). See the back page for details. There is also more information on our website at **[www.dsdni.gov.uk](http://www.dsdni.gov.uk)**
3. If you are a non-resident parent and you are unhappy that we are collecting child maintenance from your earnings using a Deduction from Earnings Order, your appeal should be made to a Magistrates' Court. (The letter we have sent you about the order will say more about this.)
4. If you are unhappy that we are trying to collect child maintenance from your bank account using a deduction order, your appeal should be made to the Magistrates' Court. (The letter we have sent you about this will explain how to do this.)

## When can I appeal against a child maintenance decision?

You have to appeal **within one month of the date of the letter** that tells you our decision. See pages 11 and 12 for more information about what happens if your appeal is late.

**If you miss the one-month time limit, you may not have another opportunity to appeal against our decision, even if we take action through the courts to get child maintenance paid.**

An appeal is a formal process. When someone appeals against a child maintenance decision, an independent tribunal chairperson will take another look at our decision.

Remember: instead of appealing, you can ask us to explain our decision or to look at the decision again. This is less formal and can be a quicker way of correcting a decision that you think is wrong.

You should be aware that if we or a tribunal make a new decision, it may either **increase** or **reduce** the amount of child maintenance due. If we or the tribunal decide to change the amount of child maintenance, this new amount will be backdated to start from the date of the decision you have appealed against.

While a decision is being looked at again, or appealed against, it will stay in force. **If you are the non-resident parent, you have to continue to pay child maintenance until the appeal is resolved.**

## How can I appeal against a child maintenance decision?

If you want to appeal, you should fill in the form at the back of this leaflet or write a letter telling us:

- your child maintenance reference number (at the top of our letter about the decision)
- the decision you are appealing against
- the date on the letter about the decision, and
- why you think the decision is wrong.

You must sign the appeal form or letter. If you have asked someone to represent you, you must authorise them to do so by giving their name and address and signing where shown on the appeal form or in your letter. They can then sign the form or letter on your behalf.

When you have filled in the form or written your letter, please send it to:

Child Maintenance and Enforcement Division  
Appeals Section  
Enterprise Way  
Newtownabbey  
BT58 1AE.

You have to send your appeal to us **within one month of the date of the letter** that tells you our decision.

When we receive your appeal, we will look again at our decision and contact you to discuss it. We may then prepare an appeal submission for The Appeals Service, which will arrange a tribunal hearing to consider your appeal. You can find out more about this on pages 13 - 22.

If you want to appeal to a Magistrates' Court for one of the reasons stated on page 8, do not send your appeal to the Appeals Section.

Instead, ask the office handling your case about how to appeal to the courts. You can find a contact number at the top of the last letter you received from us.

## What happens if my appeal is late?

Appeals have to be made within one month - see page 9 for details. If you want us to consider a late appeal, you need to tell us why it is late in the correct box on the appeal form or in the appeal letter you send us.

We will only accept a late appeal if it is late because of one or more of these special circumstances:

- if you have been seriously ill
- if a close relative - your partner or someone who depends on you, such as a child - has been seriously ill or died
- if you live outside the United Kingdom, or
- if the postal services were disrupted.

## How to appeal

Even if we are not satisfied that one or more of these circumstances applies to you, we will pass your late appeal to The Appeals Service. However, The Appeals Service is only allowed to accept a late appeal if it is satisfied that the appeal:

- has a reasonable chance of success
- is being made in special circumstances, and
- is no more than a year after the time limit for appeal, or
- The Appeals Service decides there was some other exceptional reason why you could not appeal within the time limit.

The Appeals Service will look at the reasons you have given and decide whether or not to go ahead with your appeal.

## **What happens when the Child Maintenance and Enforcement Division receives my appeal?**

First we'll check that you have given us all the information we need. We'll also check that you, or the person you have asked to represent you, have signed the appeal. If you have, we'll accept that your appeal has been made properly. We sometimes call this 'duly made'. We'll then examine your appeal.

If your appeal has not been made properly, we'll return it to you to complete, or ask you to give us more information, within 14 days.

If you send back everything that is needed within these 14 days, we'll treat your appeal as if it had been made in time. If you think you cannot meet this deadline, please tell us straight away because we may be able to give you more time.

If you don't send us all the information we ask for in the time allowed, we'll send what you have provided to The Appeals Service. It may decide not to accept the appeal because it was not duly made.

## Looking at the decision again

If we accept that you have made an appeal properly, we look carefully at the parts of our decision that you disagree with. We may contact you direct to try to sort out the issue – either by explaining the reasons for our decision or to get more information.

If you are satisfied by our explanation, you can ask to withdraw your appeal.

If we find that we can change the decision, and that the change will be in favour of the parent who made the appeal, we'll change the decision. We'll then write to both parents saying how much child maintenance must now be paid.

If we find that we made no mistakes in our decision or that changing our decision would not be in your favour, we'll ask you if you want to withdraw your appeal. If you withdraw your appeal, we may still change our decision if it was incorrect. To withdraw your appeal, you must write to the Appeals Section at the address on page 10.

We usually sort out around half of all appeals by this stage in the process. However, this stage does take an average of 12 weeks.

## Preparing an appeal submission

If we don't change our decision and you decide you want your appeal to continue we'll then prepare an appeal submission for The Appeals Service. If we do change the decision but not in your favour, we will still prepare an appeal submission but we will explain our new decision.

The appeal submission includes all the relevant information about the decision you have appealed against and why we made it. The information will include the original application form and may include wage slips, bank statements, and any letters we sent or received. It may also include all documents and records we have about the appeal, such as copies of letters from you or the other people involved, details of bank accounts or the name of your employer.

We'll then send copies of our appeal submission to The Appeals Service, to you and to all the other people involved in the appeal. The tribunal will then contact you and give you the information you need about the hearing, including when it will take place. It can take more than 20 weeks before a hearing takes place.

Before we send the appeal submission to everyone involved, we may send a form to ask if they want us to remove any information that would reveal their whereabouts from the document. If anyone involved wants to make sure that this information does not appear in the appeal submission, they must fill in this form and return it to our Appeals Section within 14 days of receiving it.

Some appeals may involve more than one parent with care. In these cases all parents with care will receive a copy of the appeal papers. You may wish to consider this before deciding whether you want us to remove any information that would reveal your whereabouts from the appeal submission.

No other information that is part of the appeal can be removed from the submission.

## **How will my appeal hearing be arranged?**

When we send the appeal submission to all the people involved, The Appeals Service send you a pre-hearing enquiry form.

The pre-hearing enquiry form asks when you will be available to come for an appeal hearing and whether you want your appeal considered in a 'paper hearing' or an 'oral hearing'. You should read the appeal submission and the other documents carefully.

You must fill in the pre-hearing enquiry form and return it to The Appeals Service in the envelope provided.

You may want to get independent advice, for example about child maintenance law or the appeal submission. This may help you decide whether you agree with what is said in the appeal submission. You will need to send your comments, extra information or evidence to The Appeals Service as soon as you can if you:

- disagree with what has been said, or
- have any extra information or evidence that you think the tribunal needs to know about.

The address will be on the enquiry form. The sooner you can send this, the more time you will give the tribunal to read and understand the extra information. If you send this on the day of the hearing, the tribunal chairperson may decide to move the hearing to another day to give it time to read the new information. The tribunal will send copies of any extra information or evidence you provide to the other people involved in the appeal.

You **must** return the pre-hearing enquiry form **within 14 days**. If the tribunal does not receive the form in time, it may decide not to go ahead with your appeal. This is known as ‘striking out’ an appeal.

If the tribunal strikes out your appeal and you still want a hearing, you can ask it to reinstate your appeal. The tribunal will tell you how to do this.

### When will my hearing take place?

It can take 20 weeks or more before a hearing will take place. The Appeals Service will normally tell you when and where your oral hearing will take place at least 14 days beforehand so that you can prepare. Sometimes you may be able to get a decision more quickly if you agree to an oral hearing on shorter notice.

If an early hearing date is available, the tribunal will write to you, and the other people connected to the appeal, asking for permission to book it. In these circumstances, the oral hearing will only go ahead on the new date if everyone agrees it can.

## What happens at the appeal hearing?

During the appeal hearing, the tribunal will look at all the evidence given in the appeal submission and any new evidence we have received since sending in the submission. Before the hearing, the tribunal will give everyone involved a copy of all the evidence it has received. All the evidence will be taken into account at the hearing.

There are 2 types of hearing.

- A **paper hearing** means the tribunal will decide the appeal on the written evidence or information provided.
- An **oral hearing** is one you can go to. If you choose to go, you will be asked to present your case and challenge anything you are unhappy with. The tribunal chairperson may ask you to explain any points in your appeal.

On the pre-hearing enquiry form, which we send to everyone connected to the appeal, we ask you to say what sort of hearing you would like.

If anyone asks for an oral hearing, there will be one. If nobody asks for an oral hearing, your appeal will probably get a paper hearing. However, the tribunal chairperson may decide to hold an oral hearing anyway.

## Who takes part?

In an oral hearing, all the people involved in the appeal can take part. You can bring a friend or representative to support you, if you feel this would help. Or you can send a representative in your place to give your views.

If you need an interpreter or signer, tell the The Appeals Service as soon as possible. Before the hearing, you should tell it if you will need help to attend the hearing – for example, if you have a disability.

The appeal tribunal is independent of the Child Maintenance and Enforcement Division, and its members are appointed by the Lord Chancellor, not by us. Whether for a paper or oral hearing, the tribunal can consist of:

- a legally qualified member alone, or
- a legally qualified member, who will normally be the chairperson, and a member who has financial expertise, such as an accountant. The financial expert will be there if the tribunal feels that your appeal needs one, for example to help decide difficult questions about your or the other parent's accounts.

## Who else can come to the hearing?

Appeal tribunal hearings are normally public. This means that the press, and people without any personal interest in your case, can go. One of our representatives, called a presenting officer, may also attend. If you want a private hearing, you can ask on the day of the hearing. The tribunal chairperson (or legally qualified panel member) can decide that a hearing should be in private, depending on the case.

## What if I can't get to the hearing?

If you want to go to the hearing, but cannot do so – for example, because you are ill or have transport difficulties – you should contact the Clerk to the Tribunal as soon as possible. The address and phone number will be on the letter telling you the date of the hearing. The Clerk will then ask the chairperson to decide whether they can postpone your hearing.

The Appeals Service may pay for some expenses for going to a tribunal – for example, travel costs. If you want more information about expenses, contact The Appeals Service. The phone number and address will be on the letter telling you the date of the hearing.

## How does the tribunal give its decision?

The tribunal will send you its decision in writing after the appeal hearing. The other people involved in the appeal will also receive a copy. For oral hearings, the tribunal will usually give you its decision on the day of the hearing and will confirm it by letter a few days later.

The tribunal will also tell you about:

- your right to ask for a statement of its findings and the reasons for the decision (this is called a ‘statement of reasons’), and
- what to do if you disagree with its decision.

If you disagree with the tribunal’s decision, you must ask it for a statement of reasons within one month of the date of its decision letter. You can also ask for a copy of the record of the tribunal proceedings within 6 months of the hearing. After this time, the record may be destroyed.

## Can I withdraw my appeal?

Yes, you can withdraw your appeal at any time:

- If you want to withdraw your appeal **before you have received the appeal submission**, you should write to our Appeals Section at the address on page 10.
- If **you have been sent the appeal submission**, you should then receive an enquiry form from The Appeals Service. To withdraw your appeal, tick the relevant box on the enquiry form and return it to their office.
- If **you have returned the enquiry form**, you should write to The Appeals Service.

Our Appeals Section or The Appeals Service will write to you and the other people involved to say that the appeal has been withdrawn.

## **What happens if the tribunal changes the original decision?**

If the tribunal changes the decision that you appealed against, they will send us a 'decision notice'. This will tell us what we should do to put the decision right.

If we have to work out your child maintenance again, this will be done as soon as possible after we receive the tribunal's decision. It may take longer if we have to get more information to do this.

The tribunal may ask us to get more information from you or others. If we need you to give more information, you must do so within the time that we or the tribunal give you.

**The new decision may mean that your child maintenance payments will rise or fall.** The new rate will normally apply from the date we made the decision you appealed against. We'll tell you the new amount as soon as possible.

## **What happens if the tribunal decides the original decision was correct?**

If the tribunal decides the original decision was correct, that decision will stand. The Appeals Service will give you information about what to do if you disagree with the tribunal's decision.

## **What changes to my circumstances must I tell the Child Maintenance and Enforcement Division about?**

If either parent's circumstances change, it can mean that we need to change the amount of maintenance that must be paid. So you should tell us if there is a change to any of the information you gave us to work out child maintenance, such as the amount of income the non-resident parent gets.

In particular, if you are a non-resident parent, you **must** tell us if:

- your address changes (you **must** tell us about this within 7 days from the date that your address changes)
- you pay child maintenance through a Deduction from Earnings Order and you leave your job. You **must** tell us:
  - the name and address of your new employer (if any)
  - how much you expect to earn, and
  - your payroll number (if any).

If you are a parent with care, you **must** tell us if there is a change to:

- the number of children living with you that the non-resident parent must pay child maintenance for, or
- the number of nights a child regularly stays overnight with the non-resident parent.

If you fail to give us the information we need, or you give us information that you know is false, we can take you to court and you could be fined up to £1,000. This applies to any person or organisation who, by law, must give us information - such as employers and accountants as well as parents.

Not all changes of circumstance will mean we need to change the amount of child maintenance that must be paid. We may not change the amount of child maintenance if the non-resident parent's regular net weekly income changes by less than 5%.

## **Where can I get more help and information?**

If you want to know more about child maintenance and how we work it out, visit our website at **[www.dsdni.gov.uk](http://www.dsdni.gov.uk)**. You can download all our leaflets from there.

If you would like to talk to someone about your case, you should call the number on the top right-hand corner of your most recent letter from us. That number will be for the office handling your case.

If you do not yet have a case with us or cannot find a recent letter, you can contact our national helpline. The person taking your call will not have your personal information so won't be able to answer questions on your case. However, they can help you with anything general to do with child maintenance. They will also be able to give you the phone number of the office handling your case if you want to speak to someone who can answer specific questions.

You can call the national helpline on **0845 713 9896** from 8am to 8pm Monday to Friday and 9am to 5pm on Saturdays.

Please have your National Insurance number with you when you call.

We may record our phone calls to check our service and to train our employees.

## Textphone services

If you have speech or hearing difficulties, a textphone service is available on **0845 713 9704**.

Textphones are for people who find it hard to speak or hear clearly. If you do not have a textphone, some libraries or Citizens Advice Bureaux may have one. Textphones do **not** receive text messages from mobile phones.

## Other languages

If English is not your first language, you can use your own interpreter or one that we provide.

## Call charges

Calls to **0845** numbers from BT landlines should cost no more than 6p a minute. You may have to pay more if you use another phone company or a mobile phone, or if you are calling from abroad. Calls from mobile phones can cost a lot more, so check the cost of calls with your service provider.

## Information in other formats

This leaflet is available in other languages, in large print, in Braille and on audio cassette. You can order information in these formats by contacting our national helpline.

## **Leaflets available from us**

### **For parents who live apart**

(Reference: CSA2001(NI)) For all parents

### **How to appeal**

(Reference: CSA2006A(NI)) For all parents

### **Paying child maintenance direct from your earnings**

(Reference: CSA2034(NI)) For non-resident parents

### **Notes for non-resident parents who are self-employed**

(Reference: CSA2095(NI)) For non-resident parents

### **What happens if someone denies they are the parent of a child?**

(Reference: CSL304(NI)) For all parents

### **What action can the Child Maintenance and Enforcement Division take if parents don't pay?**

(Reference: CSL306(NI)) For all parents

### **How do I complain about the service I get from the Child Maintenance and Enforcement Division?**

(Reference: CSL308(NI)) For all parents

### **My case is moving to the child maintenance scheme introduced in 2003 – what will change?**

(Reference: CSL310(NI)) For any parent whose case is moving to the current scheme

### **How does the Child Maintenance and Enforcement Division use and store information?**

(Reference: CSL311(NI)) For all parents

## **Glossary**

### **Appeal**

The process of asking an independent tribunal to look at your case if you are not happy with a decision we have made.

### **Appeal submission**

An appeal submission contains all the information we have that relates to the decision you are appealing against (such as the original application form, wage slips, bank statements and any letters we sent or received). We send it to The Appeals Service, to you and to all the other people connected to the appeal.

### **Child**

For child maintenance purposes, a child is anyone under 16 or someone between 16 and 19 who:

- is not, nor has ever been, married or in a civil partnership, and
- is in full-time non-advanced education.

However, if child benefit is still being received, someone under 19 can still be regarded as a child for child maintenance purposes even if they are not in full-time non-advanced education.

## **Child maintenance**

Money paid by the non-resident parent to the parent with care towards their child's everyday living costs.

## **Deduction from Earnings Order**

One of the ways we normally set up payments if the non-resident parent is employed. Under a Deduction from Earnings Order, we ask the non-resident parent's employer to take child maintenance direct from the non-resident parent's earnings and send it to us.

We can also set up a Deduction from Earnings Order if the non-resident parent is employed and they have not kept to other payment methods or failed to agree a payment method.

## **Deduction order**

This is how we take the child maintenance that the non-resident parent owes direct from their bank or building society account. We can set up a deduction order to take regular payments or to take a one-off payment. We do not have to get the non-resident parent's agreement to do this and do not have to ask a court for permission. The bank or building society can charge an administration fee for each deduction they make.

## Duly made

An appeal is 'duly made' if all the information we need is provided correctly. This information is:

- your child maintenance reference number (this will be at the top of the letter telling you about the decision)
- the decision you are appealing against
- the date on the letter telling you about the decision, and
- why you think the decision is wrong.

The appeal application form asks specifically for all this information. You must also sign the appeal form. If you appeal using a letter, you must make sure that you include all the information and sign the letter.

## Legally qualified member

For a tribunal, this will normally be a lawyer.

## Non-resident parent

The parent who the child does not normally live with.

## **Oral hearing**

In an oral hearing, people involved in the appeal can go to the tribunal and present their case.

## **Paper hearing**

In a paper hearing, the tribunal will decide the appeal using just the written evidence or information provided.

## **Parent with care**

The parent or carer who the child normally lives with and who therefore pays for most of the child's everyday living costs. In some cases this can be a grandparent, guardian or other family member – who is then known as the 'person with care', rather than the 'parent with care'.

## **Striking out**

If a tribunal strikes out an appeal, it means that the appeal is stopped and no further action will be taken.

## **The Appeals Service (Northern Ireland)**

The Appeals Service (Northern Ireland) arranges and hears appeals on decisions on social security, child maintenance and related issues.

# Appeal application form

Before filling in this form, it may be quicker to ask us to look at our decision again. You can find out more on page 6.

In the decision I am appealing against, I am the:

non-resident parent    person with care    other

Please give us the following information.

The name of the other parent  
or the person with care

*(we will send this person copies of the appeal papers)*

Your child maintenance reference number

*(this is on the letter telling you about the decision)*

Your National Insurance number

Your surname

Your first names

Your address

A phone number where we can contact you

Daytime number

Evening number

# Appeal application form – continued

Have you arranged for someone to help you with your appeal?

No  Yes

Please tell us their name and address.

Their full name

Their address

Postcode

Sign this box to authorise this person to act for you.

The date of the letter telling you about the decision.

Have you spoken to the Child Maintenance and Enforcement Division to discuss the issues related to your appeal?

Yes  No

The decision you are appealing against. (Please see page 7 for the decisions you can appeal against and page 8 for things that the tribunal does not deal with.)

Please tick the relevant box or boxes:

Maintenance calculation/assessment (please tick which parts of the calculation/assessment you are appealing against)

Earnings used

Housing costs

(only for applications made before 3 March 2003)

Effective date

Shared Care

## Appeal application form – continued

- Variation/departure
- Interim maintenance assessment  
(only for applications made before 3 March 2003)
- Default maintenance decision
- Division refused to calculate
- I disagree with the decision that the Division has looked at again
- Your case has been closed

Use the box below to explain why you think the decision is wrong, based on the reasons you have ticked above or on the previous page. Please give as much relevant information as you can. If you need more space, use a separate piece of paper.

Are you making this appeal more than one month after the date on the letter telling you about the decision?  No  Yes

If yes, tell us in the box below why your appeal is late (see pages 11 and 12).

# Appeal application form – continued

Are you (please tick):

the person appealing?     the representative?

We may send your appeal to other people involved in your case. We can remove from the appeal papers only your home address and any information which may reasonably lead to your whereabouts being identified. Other details, including financial information, will remain in the appeal papers.

I request that details of my whereabouts in the appeal papers are kept confidential.

Yes     No

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## What to do now

Check that you have answered **all** the questions on this form that apply to you.

Check the form has been **signed and dated**. If you are authorising a person to act for you, check that you have signed the appropriate box.

Then send this form to:

**Child Maintenance and Enforcement Division  
Appeals Section  
Enterprise Way  
Newtownabbey  
BT58 1AE.**

Please remember, this form must reach the address above within one month of the date at the top of the letter telling you about the decision.



Information in Child Maintenance and Enforcement Division leaflets is also available in other languages, in large print, in Braille and on audio cassette.

You can get any of our leaflets:

- by phone on **0845 713 9896** (the line is open from 8am to 8pm Monday to Friday and 9am to 5pm on Saturdays)
- by textphone on **0845 713 9704**, or
- from our website at **[www.dsdni.gov.uk](http://www.dsdni.gov.uk)**

Where textphone numbers are provided, these are for people who find it hard to speak or hear clearly. If you do not have a textphone, some libraries or Citizens Advice Bureaux may have one. Textphones do not receive text messages from mobile phones.