



Child Support Program

Request for Court Action Status Update

CS-OA247 Rule 12E-1.036 Florida Administrative Code Effective 09/19/17

<<CP/CTR NAME>>
<<CP/CTR Address>>
<<CP/CTR Address1>>
<<CP/CTR Address2>>

Date: <<Date>>
Child Support Case Number: <<CSECase#>>
Other Parent: <<NCP NAME>>

In response to our notice of administrative proceeding, you asked us to proceed with a court action to determine your child support obligation.

Before we do that, we need additional information from the other parent. Once we have that, our attorney will send you a Notice of Commencement of Action and Request for Waiver of Service of Process, Waiver of Service of Process, and a copy of the petition for <<Option 1>> to the address listed above. You must complete the waiver of service and return it within 10 days of receiving it for the court action to proceed. If you do not return the waiver of service timely, we will dismiss the court action and continue with the administrative proceeding.

If you have questions call 850-488-KIDS (5437) or 305-530-2600 if your case is handled in Miami-Dade County. You may also visit your local Child Support office or our website at www.floridarevenue.com/dor/childsupport.

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**OPTION 1 (based on the type of order being established)**

- a. paternity and support
- b. support