

Child Support Program



**Acknowledgment of Request to Proceed in Civil Court
Administrative Proceeding**

If your address has changed, provide new address here

Date

Child Support Case Number:

Activity Number:

We received your request for a hearing on . We will send your request to the Division of Administrative Hearings (DOAH). DOAH will assign an Administrative Law Judge to hear the case. You will receive a Notice of Hearing from DOAH when a hearing date and time are set.

Although you have requested a hearing, it still may be possible to resolve your issues or concerns without the need for a hearing. If issues are resolved, you may be able to reduce the time spent or avoid the need to travel to and attend the hearing. We look forward to the opportunity to discuss your case.

NOTE: We will record all testimony at the hearing. If you decide to appeal you may need a written transcript of the testimony. A transcript may be prepared after the hearing, at your expense, by a certified court reporter. You may also hire a certified court reporter to attend and record the hearing and to prepare a transcript. If you hire a reporter to attend the hearing, you must notify us and the Administrative Law Judge before the hearing of the court reporter's name, mailing address, and telephone number. That reporter's record will be the official transcript of the hearing.

Your request for a hearing was not received until , which was after the deadline of . Failure to file your request by the deadline is considered to be a waiver of your right to request a hearing. Because your request was late, you are not entitled to a hearing, and we will render a Final Administrative Order.

You requested a hearing, but your request was not received until , which is after the deadline. Because your request was late, you are not entitled to a hearing. We rendered a Final Order of Support on .

You requested that we proceed in circuit court to address your support obligation. However, your request was not received within the required timeframe or was not a valid request. The administrative proceeding will continue.

To contact us call 1-800-622-KIDS (5437) or visit:

Child Support Program

cc: