

PARTICIPANT RESPONSIBILITY TO FILE DOCUMENTS WITH COURT AND PROTECT CONFIDENTIAL INFORMATION

Dear Participant:

We may forward documents to court for you: While it is your responsibility to file documents related to your case directly with the court, it is the policy of the Department of Child Support Services (Child Support) to forward appropriate legal forms and supporting documents received from participants such as yourself to the Superior Court for filing. Documents you return to Child Support for the purpose of modifying your order may also be forwarded to court. Documents intended for the court but received by Child Support will be routed to the court as a convenience to you. Documents forwarded to the court from Child Support may also be served on the other party in the court case.

We cannot change information on paperwork we send to court: Documents filed with the court may become a matter of public record. Child Support will not remove or change any information on forms that are submitted for filing with the court, so please be aware that private information such as your address or social security number on documents sent to the court by Child Support can become public records that anyone may see.

We are not your attorney: Since current law does not allow any child support agency to provide legal representation for you, you or your attorney are responsible for properly completing all forms prior to filing them with the court or submitting them to Child Support. Incomplete or improper forms may not be accepted by the court, and routing of completed documents from Child Support to the court as a courtesy to you does not create an attorney-client relationship between you and Child Support.

Legal help is available: If you have any questions or concerns about private information on legal forms and documents, we strongly encourage you to seek legal assistance or talk to your county's Family Law Facilitator office for possible options.