

[SCU LETTERHEAD]

TO: _____

Date: _____

New York Case Identifier: _____

Notice to Noncustodial Parent of Total Costs for Legal Services

Dear _____:

Our records indicate that you have requested and received legal services from the _____ Child Support Enforcement Unit (CSEU) attorney in regards to establishing paternity or establishing, modifying, or enforcing a child support order.

At the time that you requested legal services, you signed a "Right to Recovery Agreement for Legal Services." You agreed to pay the CSEU an additional amount equal to 25% of the current support obligation or payment made to the Support Collection Unit until such time that the CSEU is reimbursed for the total cost of the legal services provided.

The rate for the legal services provided was \$ _____ per hour. Legal services were provided for _____ hours, for a total of \$ _____ in legal services costs.

You are responsible for \$ _____, payable, per the agreement, at a rate of \$ _____ per _____, until such time that the CSEU is reimbursed for the total cost of the legal services provided.

Do not include the payment for attorney's fees with your child support payments. The attorney's fees must be paid separately. You must submit your payments by money order or cashier's check. These payments will NOT be deducted through income withholding by your employer. You must include your name, New York Case Identifier _____, and write "counsel fees" on each payment. All payments must be made payable to the NYS Child Support Processing Center and mailed to:

NYS Child Support Processing Center
PO Box 15363
Albany, NY 12212-5363

If you have any questions about this notice, please contact the **NYS Child Support Helpline toll-free at 888-208-4485** [Monday through Friday from 8:00 AM to 7:00 PM].
TTY 866-875-9975, Video Relay Service (http://www.fcc.gov/cgb/dro/trs_providers.html)

Sincerely,

SCU Supervisor