

[SCU LETTERHEAD]

TO: _____

Date: _____

New York Case Identifier: _____

Custodial Parent Name: _____

Notice of Court Order for Counsel Fees

Dear _____:

On _____, 20__, the _____ Court ordered you to pay the total costs for counsel fees provided by the _____ Child Support Enforcement Unit (CSEU) attorney in regards to a child support proceeding for the above cited case, in the total amount of \$_____. The court provided a payment schedule in which you are required to pay \$_____ per _____. You must begin making the court ordered payments identified in the payment schedule beginning on _____, and continue to make such payments until such time that the CSEU is reimbursed for the total cost of the legal services as ordered by the court.

Do not include the payment for attorneys fees with your child support payments. The attorneys fees must be paid separately. You must submit your payments by money order or cashier 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