

[SCU Letterhead]

To:

, Petitioner/Plaintiff

Date:

Docket/Index No.:

Date of Hearing:

– against –

, Respondent/Defendant

Dear (*Recipient of Child Support Services*):

We recently received an order of support from the Supreme Family Court directing that all payments be made to the _____ Support Collection Unit (SCU). The SCU has reviewed the order of support and determined the next step in the provision of child support services. The status of your request for child support services is as follows:

The SCU has all necessary information and will begin to provide child support services. For your information, review and keep the enclosed LDSS-5143A, *Important Information about Child Support Services*. The LDSS-5143A discusses available child support services; the rights and responsibilities resulting from paternity establishment; the right to notice of legal proceedings; distribution policies; legal services and cost recovery; applicable fees; and payment and contact information.

The SCU does not have all necessary information to provide child support services. To receive child support services and have support payments made to the SCU, you must complete and sign the LDSS-5143 *Application for Child Support Services*. Detach and keep the *Important Information about Child Support Services* section and **return the LDSS-5143 Application for Child Support Services within fifteen (15) calendar days from the date of this letter to:**

(SCU address for correspondence)

If you do not return the completed and signed LDSS-5143 *Application for Child Support Services* within fifteen (15) calendar days, the SCU will be unable to provide child support services and your case will be closed. Please review and keep pages 1-4, the *Important Information about Child Support Services* section of the LDSS-5143, for your records.

Sincerely,

Support Collection Unit Supervisor

Enclosure(s)

cc: (*Child Support Payor*)