



STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
*Ka 'Oihana O Ka Loio Kuhina*  
CHILD SUPPORT ENFORCEMENT AGENCY  
601 Kamokila Boulevard, Suite 251, Kapolei, Hawaii 96707-2021  
(808) 207-9915 Mainland: 1-888-314-0037

## CHILD SUPPORT SERVICES, RIGHTS, AND RESPONSIBILITIES Information Summary

### CONTACT INFORMATION FOR THE CHILD SUPPORT ENFORCEMENT AGENCY

The Agency may be visited or contacted between 9:00 A.M. and 3:00 P.M at the following addresses and telephone numbers:

**On OAHU:** CSEA – Oahu Mailing  
P.O. Box 2310  
Honolulu, HI 96804-2310  
(808) 207-9915

**On OAHU:** CSEA – Oahu Street Address  
601 Kamokila Blvd., Suite 251  
Kapolei, HI 96707  
(808) 207-9915

**On MAUI, MOLOKAI & LANAI:**  
CSEA – Maui, Molokai & Lanai  
35 Lunalilo St, Suite 201  
Wailuku, HI 96793  
(808) 207-9915

**On Island of HAWAII:**  
CSEA – Hawaii  
88 Kanoelehua Ave, Ste. 202  
Hilo, HI 96720  
(808) 207-9915

**On KAUAI:**  
CSEA – Kauai  
4370 Kukui Grove St., Suite 204  
Lihue, HI 96766  
(808) 207-9915

**Mainland Toll-Free 1-888-314-0037.**

Information is also available through the Agency website: [www.hawaii.gov/ag/csea](http://www.hawaii.gov/ag/csea)

### ACCESSING CASE SPECIFIC INFORMATION FROM THE CHILD SUPPORT ENFORCEMENT AGENCY THROUGH THE TELEPHONE

In order to access information specific to your case and your account, you will need your personal Identification number (PIN) and your access code. Both numbers will be sent to you on our **Security Access Code Notice**, form FSU004 that will be mailed to the participants of a child support case. If you have a case with our Agency, but do not know your PIN and Access Code, you may request that they be mailed to you. You may do this by calling or writing to the Agency. You will need your Social Security Number to request a new PIN and Access Code. Agency contact information is provided above.

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**THE CHILD SUPPORT ENFORCEMENT AGENCY (“AGENCY”) PROVIDES THE FOLLOWING SERVICES:**

- Establishes and enforces child support orders, including paternity establishment
- Establishes and enforces medical support obligations
- Reviews child support orders for possible modification
  - Receives, records, and distributes child support payments upon receipt of a written request.
  - Enforcement of support orders.
  - Receive and disburse payments, and maintain an accounting record of all transactions related to the court ordered support.

**THE AGENCY PROVIDES SUPPORT ESTABLISHMENT/ENFORCEMENT SERVICES WHEN IT RECEIVES ONE OF THE FOLLOWING:**

- An Application for Services from either the custodian or the noncustodial parent.
- A referral from a public assistance office indicating that the child(ren) receive Temporary Assistance for Needy Families (TANF) or State Assistance, receive Medicaid or Quest, or have been placed in Foster Care.
- A request from another state or jurisdiction requesting support services.

**THE AGENCY PROVIDES THE FOLLOWING TYPES OF ESTABLISHMENT/ENFORCEMENT SERVICES:**

**Full Services.** This service includes the following full range of support services (as the Agency finds appropriate):

- Support order establishment for cases that do not have a support order.
- Paternity establishment.
- Medical support establishment.
- Review and modification of support orders.

**Medical Enforcement Only:** Individuals receiving medical assistance through the State’s Medicaid program qualify for full services. However, these individuals may choose to have the Agency stop services related to the establishment or enforcement of child support on the case. The option to suspend services for medical support while receiving medical assistance is not an option.

- If your child(ren) receives medical assistance benefits (Title XIX – Medicaid) through the State, but you don’t want the Agency’s involvement in child support, you must submit a written request notifying the Agency that you are requesting that the Agency only enforce medical support.
- Your case will be classified for medical services only once the Agency receives your written request to only enforce medical support.
- When your child stops receiving medical assistance, you may elect to have the Agency stop further services for medical support by submitting a request in writing for the Agency to terminate all services. Any medical support and enforcement actions that are currently in place will continue. The Agency will not initiate any action to terminate existing medical support activities for the case.

**Non-Enforcement Bookkeeping/Payment Processing Only.** In these types of cases there is no “Application for Services” made to the agency, or the applicant has submitted a request in writing for the Agency to terminate services for the case. The Agency does not provide enforcement services if there are no applicants for services.

- The Agency creates these cases when it receives a court order from an attorney or private party that requires support to be paid through the Agency without an Application for Services.
- The Agency will receive and disburse payments, and maintain an accounting record of all transactions related to the court ordered support.
- An Applicant, or former public benefits recipient of full service, can request termination of the Agency’s services. If there are no support balances that are owed to the State, the case will be change to a Bookkeeping/Payment Processing Only case.
- Payments applied to the case will continue to be disbursed to the payee named in the support order.

### **IMPORTANT INFORMATION THAT YOU MUST KNOW ABOUT AGENCY SERVICES, POLICIES AND PROCEDURES AND YOUR RESPONSIBILITIES**

The Agency’s attorneys are not the private attorney of any party to a case. They represent the interests of the State of Hawaii, and there is no creation of an attorney-client relationship between the Agency’s attorneys and an Applicant and/or a non-custodial parent.

The Agency is authorized to undertake whatever action is necessary to locate the parent(s), establish paternity, establish and/or enforce child support obligations, review and adjust support orders, and to execute in an Applicant’s name any pleadings relative to legal action pursuant to Title IV-D of the Social Security Act. The decision of how to proceed in a case is the Agency’s.

Federal law requires that Applicants supply Social Security Numbers for themselves and the children to the Agency based upon section 455(a)(13) of the Social Security Act. The numbers will be used for the Agency’s enforcement program.

The custodial and noncustodial parents/participants on the case must keep the Agency informed of their current mailing addresses.

Applicants must respond to all requests by the Agency for information, or the case may be closed. They must also appear punctually for any appointments, hearings, or court dates.

Parties may be required to appear in court or administrative hearings in a different county than where they reside.

Applicants have the right to request a review of their support orders every three years, or sooner if there is a significant change of circumstances, to determine if the amount of child support needs to be changed. (Some examples of significant change of circumstances are: loss of job; incarceration, or an extraordinary increase or decrease in income.) A review may result in an increase, decrease, or no change in the child support amount in accordance with the calculation under the Amended Hawaii Child Support Guidelines. Applicants also have the right to request a review if an order for health insurance needs to be added or changed. Once made, a request for a review may not be withdrawn.

The Agency may release any information contained in its records, including the parties addresses and the addresses of the child(ren), to other states, medical insurance plans, the Federal Parent Locator Service, and to the other party, other party’s employers or union as may be necessary in the course of establishment of a child/medical support order, enforcement of a child/medical support order, or other child support actions.

If it is necessary for the Agency to take action under the Uniform Interstate Family Support Act (UIFSA) because a party lives in a state other than Hawaii, the addresses of the parties and the subject child(ren) and other identifying information will be disclosed in documents required to be completed under UIFSA unless a court order is obtained that prohibits the disclosure.

An “Application Requesting Non-Disclosure of Information and Placement of Family Violence Indicator on my Case” form may be completed in any case. If this application is certified (approved), the Agency will not disclose location information on you and/or the subject child(ren) to other states or persons through the Federal Parent Locator Service without court approval or your written authorization.

If an Applicant does not want the Agency to pursue the other parent to obtain health insurance for the child(ren), then the Applicant must provide proof that the child(ren) has third party (private) health insurance coverage.

If issues of custody and visitation arise in the course of establishing paternity or support, the Agency will not be involved in resolving those matters other than using the information for the purposes of calculating child support.

An Applicant who disagrees with actions of the Agency, may discontinue Agency services. A request to discontinue Agency services must be made in writing. The cancellation of Agency services will not cancel (terminate by court or administrative order) support orders and orders/notices for income withholding already obtained by the Agency. In court proceedings, if the other party has been served and court hearings are pending, Agency services may continue until orders are issued by the court.

### **HOW CHILD SUPPORT IS CALCULATED IN HAWAII**

Hawaii law requires that child support be calculated according to the Amended Hawaii Child Support Guidelines. The Hawaii guidelines are based upon the needs of the child(ren) and the relative ability of each parent to pay support.

The amount of child support properly calculated pursuant to the guidelines is presumed to be correct. The judges and hearings officers must order the amount of the correct calculation unless there are “exceptional circumstances.” Some examples of “exceptional circumstances” are extraordinary medical expenses for the child or parent or too many children to support out of the parent’s income.

The Amended Hawaii Child Support guidelines may be accessed through the CSEA website:

### **HOW THE AGENCY PROCESSES ITS CASES**

#### **Initial Agency Determinations**

**Is There a Court or Administrative Order?** When the Agency receives a new case, the first determination to be made is whether there is a current support order for the child(ren) who are the subject of the action.

**There Is a Court or Administrative Order.** The case goes directly into administrative enforcement of support.

**No Court or Administrative Order.** If there is no order, the Agency must determine paternity for the subject child(ren). If paternity is established, the case goes directly into *administrative order establishment*. If paternity is not established, the case is referred to the Agency attorneys for *paternity establishment*.

#### **Agency Paternity Establishment**

Paternity of a child is at issue if the biological parents of the child were not married to each other at the time of birth of the child.

Paternity for a child may be established by the child being born during the marriage of the biological parents to each other, by Voluntary Establishment of Paternity (the natural parents sign legal documents at the birthing hospital or the Department of Health establishing paternity and putting the father’s name on the birth certificate), or by court order/decreed/judgment.

If paternity for a child is not established, the Agency must first establish paternity before it can obtain and enforce a support order.

### ***Paternity Establishment Process***

If paternity has not been established for a child, the Agency refers the case to its attorneys to establish paternity. Applicants and public assistance recipients must cooperate with the Agency attorneys and staff in establishing paternity. This includes providing requested documentation and appearing for interviews and court hearings. The Agency attorneys process the case as follows:

A Complaint for Establishment of Paternity is filed and served on the parties to the case: mother, alleged father and any legal father or caretakers of the child(ren).

An alleged or legal father must admit or deny that he is the father or request genetic testing.

A genetic (DNA) test may be requested by any party to the case. If it is requested, the court must order such a test. The Agency has a contract with a company to provide genetic testing that makes the test very affordable. The Agency pays for the test, but a party may be ordered to reimburse the Agency for the cost of the test.

If the alleged father is excluded as the natural father of the child, the case is dismissed.

If the alleged father is not excluded as the natural father, he either admits paternity or requests a trial.

At the point when an alleged father admits paternity, the Agency will attempt to reach an agreement with all parties on all issues including child and medical support and enter into a Consent Judgment of Paternity.

The court will set a case for trial if an alleged father continues to contest paternity or there is a dispute by the parties on any of the issues in the case.

Following a trial on the issue of paternity, the court will enter an order dismissing the case or issue a Judgment of Paternity that generally addresses all the requisite issues in a case: fatherhood, child support, medical support, past child support, adding the father's name to the birth certificate, the child's name, custody and visitation, etc.

Normally, if the parties have an agreement regarding paternity and some of the issues in the case, a Judgment of Paternity will be issued. At a trial on any remaining issues, the court will make a decision on each issue and enter an Order following judgment.

Once paternity is established and orders for child and medical support are issued, the Agency begins ENFORCEMENT of the orders.

### **Agency Administrative Order Establishment**

If the Agency determines that paternity for a child is established and that there is no court or administrative order for support, the Agency will start *administrative order establishment*.

#### ***Administrative Order Establishment Process***

The Agency begins this process by requesting income information from both parents/parties.

If the Applicant fails to return the completed income form to the Agency within the designated time period, the agency will close the case. If the other parent fails to return the completed income statement, the agency will use default income figures for the calculation of child support.

When the income information for both parents/parties is determined, child support is calculated according to the Amended Hawaii Child Support Guidelines. The child support figures are then used in preparing a "Proposed Administrative Order."

The Proposed Administrative Order is served on both parties by certified mail or personal service (if the Agency has a good residence address). If service fails on either parent/party, the action is suspended until a good address is obtained. (When certified mail is used, it is sent to a specific parent/party. A common problem that slows the establishment process is acceptance of service of the documents by someone other than the specific parent/party. If someone else signs for the certified mail, this may not be considered as valid service of process.) When valid service is not done, the process may have to start over, thus delaying the establishment of child support.

When the Proposed Administrative Order has been successfully served on both parents/parties, each party has the right to challenge the terms of the proposed order by requesting an administrative hearing within 10 days of the date that the last party was served. (If you object to the income figures used for either parent/party or the amount of childcare or health insurance costs used to calculate the child support guidelines, you may want to request a hearing to contest the amount of the child support. You may also contest the amount if “exceptional circumstances” may be present in your case. An example of “exceptional circumstances” is extraordinary medical expenses for you or the child.

A “Notice of Hearing” is sent to both parents/parties if either requested a hearing within 10 days of service. The notice sets the time, date and place of the hearing.

At the hearing, both parents/parties can testify and present evidence regarding the contested issues in the case (usually the amount of child support, amount of past child support and, medical support). An Administrative Hearings Officer will issue a written decision and order which is filed with the court and distributed to the parents/parties.

Either parent/party may object to the order and may file an appeal of the Administrative Officer’s decision with the Family Court in the Circuit where the order was filed.

#### **Uncontested – No Hearing Requested**

After service of the Proposed Administrative Order, if neither parent/party objects to the terms of the order, it will be signed by an Administrative Hearings Officer, filed with the court, and distributed to the parents/parties.

#### **Agency Enforcement**

Once there is a support order, the Agency will try to collect the amount of the order. If the payor becomes delinquent in payment, the Agency will take other actions to compel payment. The Agency will decide what actions will be taken. Applicants and public assistance recipients cannot pick and choose which actions they wish taken.

Among the enforcement actions the Agency uses are: credit bureau reporting; lien filing with the Bureau of Conveyances; statutory liens; income withholding; passport suspension/denial; unemployment benefits intercept; federal and state tax intercept; license suspension, and; other appropriate actions.

#### **Agency Review & Modification of Support Orders**

Applicants may request the Agency to review the support order every three years for modification. Requests for modification may be made sooner if there is a “material change of circumstances.” Loss of a job, incarceration, and extraordinary change in income of either party may be examples of “material change of circumstances.”

The Agency will conduct a review of the support orders in TANF recipient cases every three years.

A review may result in an increase, decrease, or no change in the child support amount in accordance with the calculation under the Amended Hawaii Child Support Guidelines.

In this process the Proposed Administrative Order is served upon the parties by regular mail and the parties have 30 days in which to request an administrative hearing.

#### **MEDICAL INSURANCE**

The Agency will pursue medical insurance coverage for the child(ren) by establishing or enforcing a medical support order for the non-custodial parent to provide coverage. The Agency will continue this enforcement unless it receives proof that the child(ren) are enrolled in a third party (private) medical insurance plan.

Quest and other State of Hawaii provided health insurance plans may not be acceptable third party insurance plans. If the child(ren) has health insurance through the State of Hawaii, the Agency may pursue the non-custodial parent to obtain health insurance.

If enforcement is necessary, the non-custodial parent's employer or union is required to enroll the subject child(ren) in the plan in which the non-custodial parent is enrolled or the least costly plan otherwise available to the non-custodial parent that is comparable to the plan in which the non-custodial parent is enrolled. If the non-custodial parent is not enrolled in a plan and fails to select a plan for the child(ren), the Agency may contact the custodial parent/party for consultation in selecting an appropriate plan for the child(ren).

### **FEDERAL TAX REFUND OFFSET**

The Agency will submit Full Service and public assistance cases for federal income tax refund offset if the non-custodial parent's social security number is known and the case meets federally required criteria. The past due support amount owed to the custodial parent/party must be \$500.00 or more before the amount is submitted for federal income tax refund offset.

If the IRS intercepts the non-custodial parent's tax refund and the offset is sent to the Agency, the amount is used to pay the past due support.

If the custodial parent received public assistance in the past, the Agency will pay the tax refunds to the debt owed to the State of Hawaii first.

If the non-custodial parent filed a joint tax return, the Agency may hold the refund for six months before paying the past due support. The tax refund is held to allow the injured spouse of the joint return to claim his or her share of the refund.

### **PROBLEMS THE AGENCY MAY HAVE IN ESTABLISHING OR ENFORCING SUPPORT**

The Agency will open a case based upon an application for services or a public assistance referral. However, if sufficient information about the other parent is not supplied, the Agency may not be able to locate that person to serve him or her with documents in the case. In order to locate a person, the Agency needs the person's full name, date of birth, and Social Security Number.

Even if you provide the Agency with a court order requiring the other parent to pay support, we cannot enforce that order unless we can locate that individual.

The Agency is able to enforce orders where the other parent has a reportable income through a legitimate employer or has locatable assets in his or her name.

If the other parent is self-employed, "works under the table," or earns his or her income through criminal activity, the Agency may not be able to enforce a support order. If you have credible evidence that the other parent earns income through criminal activity, report this information to the police and not to the Agency.

### **PAYMENTS, ALLOCATION & DISBURSEMENT**

#### **How Payments are Made**

All payments must be made payable to the CHILD SUPPORT ENFORCEMENT AGENCY (CSEA) and mailed to the Child Support Enforcement Agency, State Disbursement Branch, P.O. Box 1860, Honolulu, HI 96805-1860.

#### **Payment, Allocation & Disbursement Information**

Most orders require that payments be made to the Agency by payroll deduction by the non-custodial parent's employer. Employers are entitled to annualize the payments and pay equal amounts according to their pay cycles. This means that in some months the support paid will be less than the monthly ordered amount, and in other months it will be more.



If for some reason, payroll deduction does not apply in your case, payments should be made to the Agency by money order, certified check or cashier's check. For proper credit, the Payor's CSEA Case ID, Social Security Number, or CSEA PIN should be included on all payments and correspondence.

When the Agency receives a payment for support, it will be transmitted to the appropriate payee within two (2) days.

There are strict federal and state regulations for distributing support payments. The agency uses the date the payment was received by the Agency to decide how to apply support money. Neither party to a support order can choose the period the payment covers.

The Agency cannot guarantee collection of your support payments.

The Agency does not calculate and collect interest on delinquent support as it accrues on your order.

Often the non-custodial parent owes child support for children who live with different custodial parents/caretakers. When payments come in, the Agency will distribute payments to try to cover all of the non-custodial parent's obligations. Any extra money paid during the same month is applied to past-due child support, if any.

When application is made to the Agency for services to enforce the collection of support for an order that provided for the direct payment of support, the Agency will initiate collection activities from the first day of the month following their mailing of a "Notice of Change in Payment Requirements" that will be sent to each party named in the court order.

Any payments for support received directly by an Applicant from the non-custodial parent, and not paid through the Agency, cannot be credited by the Agency as payments for support. In order for payment credit to be given, one of the parties must obtain a court order that identifies the specific amount that shall be credited against the obligation balance in the case.

Applicants authorize the Agency to endorse and negotiate any checks in accordance with federal allocation requirements.

If payments are made by the Agency that are later determined to be inappropriate, the Agency will require payment to be returned to the Agency. Examples of valid reasons for the Agency requesting the return of a payment include, but are not limited to: the Agency sends money to a party in error; the Agency sends more money to a party than was paid to the Agency; a check is sent to the custodial party when the payment check is received by the Agency but thereafter the payment check is rejected by the financial institution for lack of funds or for some other reason; and, the custodial party receives a check from the non-custodial parent's federal tax refund offset and the Internal Revenue Service later takes back the federal tax refund offset from the Agency.

The Agency will take action to recover overpayments from either party, as appropriate. The Agency provides notice prior to any action taken to recover any overpayment. In the event the Agency needs to correct an overpayment to an Applicant, the Agency may withhold ten percent (10%) from future support payments until the Agency is reimbursed in full for the overpayment.

Applicants that have never received TANF (formerly known as AFDC) will be charged an annual fee of \$35 for each federal fiscal year (October 1 through September 30) in which at least \$500 in support has been collected and paid to the custodial parent/caretaker on a case. The Agency will retain this amount from the support collections.

If the non-custodial parent files a joint federal income tax return, the Agency has the authority to hold the refund for up to six months before applying it to the support case.

If there are amounts owed for past due medical support and the non-custodial parent's state income tax refunds have been setoff, the amount of the state income tax refund that is applied to the past medical support will be paid to the State of Hawaii in cases where the custodial parent/caretaker has assigned his/her rights to the medical support to the State of Hawaii.

## **EMANCIPATION**

Children become emancipated when they are no longer legally dependent upon their parents. A child becomes emancipated at the age of 18, or earlier when the child marries, enlists in military service or obtains a court order of emancipation.

## **CHILD SUPPORT BEYOND AGE 18 – CONTINUED SCHOOLING OR INCAPACITATION**

Under Hawaii law, child support may continue beyond age 18 for children attending school full-time (usually determined to be high school or 12 credit hours per semester of classes at a post-secondary institution).

In cases where the Agency is providing Full Services, the Agency sends a notice to the custodial parent/ caretaker and a notice to the child to provide proof of high school attendance or of acceptance and full-time enrollment for higher education in college, university or trade school when the child is 17 years and 9 months old. Child support continues if proof is provided. If proof is not provided in a timely manner, the child is considered emancipated, and order termination procedures begin. Child support is ultimately stopped.

Child support may continue beyond age 18 for adult incapacitated children. If support is to continue beyond emancipation for an adult incapacitated child, an order for continuing support must be obtained from the court.

## **TERMINATION OF CHILD SUPPORT**

Some orders provide for the automatic termination of support when emancipation occurs or when an adult child ceases to attend school full-time. The Agency will determine which orders contain this language, and the Agency will automatically terminate support. The parents/parties will be noticed.

Other orders do not automatically terminate upon emancipation or failure to attend school full-time. In this case, the Agency will begin order termination processing.

Once child support is appropriately terminated for a child over the age of 18, for whatever reason, the Agency will not take action to re-establish child support. Should a parent wish to re-establish support, the proper action should be initiated through the Family Court.

When child support for the youngest child in an order is terminated and there is no past due child support amount owing, the Agency will close the case, with notice to the parties.

If support terminates but there are past due support amounts still owing, the Agency will continue to enforce until the past due support amounts are paid in full.

## **STATUTE OF LIMITATIONS**

Statute of Limitations is a law that allows for the collection of debt to stop after the passage of a period of time. In Hawaii, child support is enforceable until it is paid in full.

## **STOPPING AGENCY SERVICES**

If you want the Agency to stop providing you with Full Services, you must make this request to the Agency in writing. If there is a support order that requires the non-custodial parent to pay support through the Agency, the Agency will stop providing full services and will change the case type to a Bookkeeping/Payment Processing case. The Agency will not do any enforcement. However, the Agency will not stop any enforcement mechanisms already in place, such as terminating the support order or the order for income withholding.

## **PRIVACY OF INFORMATION**

Confidential information includes your address information, Social Security number, date of birth, or any other personal identification information.

The Agency obtains and uses the information about you only to establish, collect, and enforce child support.

The Agency will not release confidential information about you to the other party except when necessary to establish, collect, and enforce support orders and when required by law or court order. The Agency does release such information to persons or agencies only as state and federal laws and regulations allow and/or require.

## **NOTICE OF NON-DISCRIMINATION**

The Agency will accept your application and provide services regardless of age, color, disability, ethnicity, gender, nationality, race, religion, or sexual orientation.

## **HOW TO LOCATE DOCUMENTS AND OTHER INFORMATION YOU MAY NEED**

### OUT-OF-STATE LEGAL AND VITAL STATISTICS DOCUMENTS

Contact the Court or State Department of Health that issued the original of the document. Most jurisdictions have on-line information on how to contact them.

### HAWAII VITAL STATISTICS DOCUMENTS

Birth, marriage and death certificates may be obtained from the State Department of Health. There is a fee.

Call (808) 586-4533 to find out what information the Department of Health needs before you can obtain your records.

You may visit:

Department of Health, Vital Records Section  
1250 Punchbowl Street, Room 103  
Honolulu, Hawaii 96813

Or write to:

Vital Records Section  
State Department of Health  
P.O. Box 3378  
Honolulu, Hawaii 96801

### HAWAII COURT ORDERS

Hawaii orders and other court documents may be obtained from the Circuit Court Legal Documents Section of the Circuit in which your orders originated. There is a fee.

For more information, write, visit, or call:

#### OAHU

First Circuit Court  
Legal Documents Section  
Kapolei Judiciary Complex  
4675 Kapolei Parkway  
Kapolei, HI 96707-3272  
(808) 954-8144

#### HILO

Third Circuit Court  
Legal Documents Section  
Hale Kaulike  
777 Kilauea Avenue  
Hilo, Hawaii 96720-4212  
(808) 961-7400

#### MAUI, MOLOKAI, LANAI

Second Circuit Court  
Legal Documents Section  
2145 Main Street, Suite 106  
Wailuku, Hawaii 96793  
(808) 244-2969

#### KONA

Third Circuit Court  
Legal Documents Section  
Keahuolu Courthouse  
74-5451 Kamaka'eha Avenue  
Kailua-Kona, Hawaii 96740  
(808) 322-8750

#### KAUAI

Fifth Circuit Court  
Legal Documents Section  
3970 Kaana Street #207  
Lihue, Hawaii 96766  
(808) 482-2300

## YOUR INCOME DOCUMENTS

Check your own records for your income information. These documents would include your last four pay statements and your most recent tax returns.

## YOUR CHILD CARE COSTS

Check your own records for proof of child care payments. These documents would include receipts for the last three months of payments for child care services.