**REQUEST TO APPEAR BY TELEPHONE AT ADMINISTRATIVE CHILD SUPPORT HEARING**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Responsible Parent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSEA Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the: [ ]  Responsible Parent [ ]  Custodial Parent [ ]  Other ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TO THE OFFICE OF CHILD SUPPORT HEARINGS:**

I have an administrative child support hearing scheduled on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Hearing Date & Time)

I would like to appear at my administrative child support by telephone. I am unable to attend the hearing in person because:

**Location of Hearing:** [ ]  Oahu [ ]  Hilo [ ]  Maui [ ]  Kauai

**PHONE NUMBER WHERE I MAY BE**

**CALLED AT THE TIME OF THE HEARING: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand that I must be available at the telephone number I have provided above for a minimum of one-hour after the scheduled time of the hearing to allow for scheduling changes and delays. I also understand that I am responsible for converting Hawaii time to my local time, if necessary, and that ***any call blocking feature on the telephone number I will be using to appear at the hearing must be entirely disabled and/or removed for the hearing.*** I further understand that if I am not present at the above phone number at the time of the hearing and/or if the above phone number has call blocking when I am called for my hearing, the hearing may proceed without me and an administrative order adverse to my interests may be entered.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

Fax or mail completed form to: Office of Child Support Hearings,

601 Kamokila Blvd., Room 436, Kapolei, HI 96707

Phone no.: 808-692-7110; Fax no.: 808-692-7114