

**Office of Child Support Hearings  
Department of the Attorney General  
State of Hawaii  
601 Kamokila Blvd., Suite 436  
Kapolei, HI 96707  
Phone: 808-692-7110; Fax 808-692-7114**

## **ADMINISTRATIVE HEARING TELEPHONE FORM**

Because of the Covid-19 pandemic, all administrative child support hearings are currently being conducted only by telephone call and not in person to protect the safety of hearing participants. To ensure we have your current contact information, please complete this form as soon as possible and return it by fax to **808-692-7114**, or mail to **OCSH, 601 Kamokila Blvd., Suite 436, Kapolei, HI, 96707**. Phone hearings are permitted pursuant to Sec. 576E-9, Hawaii Revised Statutes, and Sec. 5-34-15, Hawaii Administrative Rules.

YOUR NAME: \_\_\_\_\_

I AM THE: [  ]Responsible Parent [  ]Custodial Parent [  ]Other\_\_\_\_\_

RESPONSIBLE PARENT'S NAME: \_\_\_\_\_

CSEA CASE NO.: \_\_\_\_\_

YOUR ADDRESS: \_\_\_\_\_

DATE OF YOUR HEARING: \_\_\_\_\_

TIME OF YOUR HEARING: \_\_\_\_\_

**YOUR TELEPHONE NUMBER:** \_\_\_\_\_

**Instructions:**

- **You must be available at the telephone number you provided at the time of the hearing and a minimum of one hour after the scheduled start of the hearing in case there are delays.**
- **You must convert the time of the hearing in Hawaii to your local time.**
- **You must remove any call blocking features and answer the call, because it will appear to be from a restricted/private/blocked telephone number.**
- **If you are not present at the telephone number you provided at the time of the hearing, or if the call is blocked when you are called, the hearing may proceed without you and an order may be entered that is adverse to you.**

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date