

Office of Child Support Hearings  
Department of the Attorney General  
State of Hawaii  
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Kapolei, HI 96707  
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## **ADMINISTRATIVE HEARING PHONE/CONTACT FORM**

Beginning September 1, 2022, all child support hearings statewide are being conducted only by telephone, pursuant to Sec. 576E-9, Hawaii Revised Statutes, and Sec. 5-34-15, Hawaii Administrative Rules. Please complete this form to update your contact information and return it as soon as possible to this office (see information above).

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

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

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

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

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

E-MAIL ADDRESS: \_\_\_\_\_

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

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

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

### **Instructions:**

- You must be available at the phone 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 (it may appear to be from a spam/restricted/private/blocked telephone number).
- If you are not present at the time of the hearing at the phone number you provided, 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