

IMPORTANT INFORMATION ABOUT YOUR UPCOMING COURT DATE

DO NOT REPORT IN PERSON TO YOUR COURT HEARING

For everyone's safety, pursuant to an Order from the Court during the COVID-19 pandemic, all Child Support Services Court matters will be held by telephone instead of in person.

YOU MUST COMPLETE THESE ACTIONS PRIOR TO YOUR HEARING DATE

1 EMAIL YOUR CONTACT INFORMATION TO THE COURT

To conduct your hearing by phone you must email your contact information to:

DCSSCalendaring@kern.courts.ca.gov

Your email **MUST** include all of the following information:

- ✓ Full Name
- ✓ Court Case Number
- ✓ Phone Number
- ✓ Mailing Address
- ✓ Email Address

Contact information must be received at least **1 (one) business day** prior to your court hearing date.

2 SUBMIT YOUR DOCUMENTS TO THE DEPARTMENT OF CHILD SUPPORT SERVICES

All required documents must be submitted between 5-10 business days prior to your Hearing Date.

Documents can be submitted by:

EMAIL	LegalDocuments@kernco.cse.ca.gov
FAX	(661) 868-6503
IN PERSON	Drop off documents in the Lobby of the Child Support Services Office at: 3701 N. Sillect Avenue, Bakersfield, CA Hours of Operation: Mon. - Fri., 8 am - 5 pm <i>A copier is available in the lobby to make free photocopies of your documents</i>

Please include your Full Name, CSE Case Number and Court Case Date with any documents that you submit

DOCUMENT CHECK LIST

- ✓ Income and Expense Declaration Form (FL-150)
- ✓ Health Insurance Information Form (FS-DCSS-0054)
- ✓ Child Care Verification (FS-DCSS-0069)
- ✓ Visitation Verification (FS-DCSS-0053)
- ✓ Proof of Income: A copy of your most recent paycheck stub, proof of disability benefit, unemployment benefit or other sources of income.
- ✓ Any other supporting documents for your Case

For more information, see the copy of the Standing Order for the Department of Child Support Services Matters during the COVID-19 Pandemic included in this mailing.

DAY OF HEARING

You will receive a call at the number you provided in your email anytime between 8:00 am - 5:00 pm.