

Dear Parent,

The second page of this informational document contains a request for review and adjustment services. Please complete the request and return it to us to start the review.

If our review shows that the amount of your present support order is different (more than 15 percent) from the amount suggested in *Child Support and Arrearage Guidelines* (the rules that are used to set the amount of support), then we will arrange for the court to hear your case. The court will determine if your support order will go up, down or remain the same.

There are a few things that you should know about the review process. First, after we get your request, we mail you a packet of information. This must be completed and returned to us as soon as possible. Second, the process of reviewing your order and getting it to court usually takes about four months. This timeframe will vary from court to court. Third, Support Enforcement Services staff will assist in getting your case before the court, but our role is to help the court, not represent either parent. And finally, there are other ways of getting your order changed. You can get all the paperwork from the court and complete the process on your own, or you can hire a lawyer to help.

If you have any questions regarding this process, please contact the Child Support Call Center at 1-888-233-7223.

Support Enforcement Services
Central Processing Unit – Review and Adjustment
414 Chapel Street, 2nd Floor
New Haven, CT 06510

Internet Request for Review

To Whom It May Concern:

Please review my child support order to see if a change the amount is needed. I think my order needs to be changed because:

- The other parent's income has changed.
- My income has changed.
- There is another child that needs to be added to the order.
- Other _____

Case Information (please complete):

Today's Date _____

My name _____

My Social Security Number _____

My Employer or Source of Income _____

My income is (amount per week) _____

The Other Parent's Name _____

My child(ren) name(s) _____

Official SES Use Only

Date Received _____

SES File number _____

Order amounts

Court Location _____