

FREE CHILD-SUPPORT CASE RECORDS STARTER KIT

Your 15-minute preparation checklist

- Write down the date and time of every hearing, response, appeal or agency objection deadline.
 - Find the latest signed support order and every subsequent modification.
 - Request a full itemized payment and arrears ledger from the issuing agency.
 - Find the initial proof of service, notices of enforcement and wage-withholding notices.
 - Separate what you know from what you believe; make a two-column fact-and-evidence list.
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Copyable agency records request

To: [CHILD-SUPPORT OFFICE]

Case: [CASE NUMBER]

From: [YOUR NAME AND CONTACT DETAILS]

Date: [DATE]

I request copies of: (1) the currently operative support order and all modifications; (2) a complete charge, payment, interest, fee and arrears ledger showing dates and amounts; (3) notices of income withholding or other enforcement actions; and (4) instructions for disputing an identified entry or seeking a case review. Please identify any required application form, identification, fee, permissible delivery channel, and response timeframe. If records are withheld, please identify the applicable rule and available appeal/review process.

Thank you,

[YOUR NAME]

Evidence and deadline tracker

Date	Event / deadline	Document you need	Status
[DATE]	[EVENT]	[DOCUMENT]	[TO DO]
[DATE]	[EVENT]	[DOCUMENT]	[TO DO]
[DATE]	[EVENT]	[DOCUMENT]	[TO DO]

The most important warning

Sending a records request does not pause an existing order, garnishment, appeal clock or court date. Filing and service rules differ by state and county. This educational checklist is not legal advice and creates no attorney-client relationship. For immediate contempt or incarceration risk, contact local legal aid or a licensed attorney.

Go deeper

The Child Support Defense Playbook includes step-by-step issue triage, 15 adaptable forms, and a 30-day case-preparation plan. Search the book title in your preferred bookstore or see the publisher's official store when available.