

### Customer Service Checklist

DCSE is available to help you find the non-custodial parent, establish paternity, establish the legal support obligation and collect child support and maintenance payments. DCSE only will take steps to enforce the child and medical support provision of your order. Problems such as property settlement, visitation and custody are not issues addressed by DCSE workers.

Activity	Date
Completion of Application	■ _____
Location of Absent Parent	■ _____
Establishment of Paternity	■ _____
<ul style="list-style-type: none"> <li>■ A. Voluntary Acknowledgment</li> <li>■ B. Genetic Test</li> <li>■ C. Default</li> </ul>	
Establishment of Support Order	■ _____
<ul style="list-style-type: none"> <li>■ A. Administrative Order of Support</li> <li>■ B. Judicial Order of Support</li> <li>■ C. Default Order of Support</li> </ul>	
Amount of the Support Order	\$ _____ per _____ (amount) (frequency)
Effective Date of Support Order	_____ (month) (year)
Termination Date of Support Order	_____ (month) (year)

**Other Child Support Activities**

Modification Services	Date
_____	_____
Name of Activity	
_____	_____
Name of Activity	
_____	_____
Name of Activity	
_____	_____
Name of Activity	