



Child Support Program

CS-OA55  
Rule 12E-1.036  
Florida Administrative Code  
Effective 04/05/16

**Acknowledgment of <<Option 1>>  
Administrative Proceeding**

If your address has changed, provide new address here:

┌  
<<Option 35>>

Empty rectangular box with horizontal lines for address input.

└

<<Date>>

Child Support Case Number: <<CSE Case #>>

Activity Number: <<ActivityNum>>

<<Option 2>>

To contact us call <<Option 3>> or visit:

Child Support Program  
<<Local CSE Site Address 1>>  
<< Local CSE Site Address 2>>.

<<Option 4>>

XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX  
XXXX

<<Option 5>>

T

**OPTION 1:**

**A. (when notice is generated from C-030-190 (opt out))**

**Request to Proceed in Civil Court**

**B. (when notice is generated from B-020-020-020-300 or from B-020-020-240)**

**Hearing Request**

**OPTION 2 (A or B or C or D)**

**A. (Use this option ONLY with 1.B when the request for hearing was received timely)**

We received your request for a hearing on <<date request was received>>. We will send your request to the Division of Administrative Hearings (DOAH). DOAH will assign an Administrative Law Judge to hear the case. You will receive a Notice of Hearing from DOAH when a hearing date and time are set.

Although you have requested a hearing, it still may be possible to resolve your issues or concerns without the need for a hearing. If issues are resolved, you may be able to reduce the time spent or avoid the need to travel to and attend the hearing. We look forward to the opportunity to discuss your case.

NOTE: We will record all testimony at the hearing. If you decide to appeal you may need a written transcript of the testimony. A transcript may be prepared after the hearing, at your expense, by a certified court reporter. You may also hire a certified court reporter to attend and record the hearing and to prepare a transcript. If you hire a reporter to attend the hearing, you must notify us and the Administrative Law Judge before the hearing of the court reporter's name, mailing address, and telephone number. That reporter's record will be the official transcript of the hearing.

**B. (Use this option ONLY with 1.B if the hearing request was late, but the Final Administrative Order HAS NOT been sent)**

Your request for a hearing was not received until <<date request was received>>, which was after the deadline of <<deadline date for hearing request>>. Failure to file your request by the deadline is considered to be a waiver of your right to request a hearing. Because your request was late, you are not entitled to a hearing, and we will render a Final Administrative Order.

**C. (Use this option ONLY with 1.B if the request was late and the Final Administrative Order HAS been sent)**

You requested a hearing, but your request was not received until <<date request was received>>, which is after the deadline. Because your request was late, you are not entitled to a hearing. We rendered a Final Order of <<Option 6>> on <<date final order rendered>>.

**D. (Use this option ONLY with 1.A. if the notice is generated from C-030-190)**

You requested that we proceed in circuit court to address your support obligation. However, your request was not received within the required timeframe or was not a valid request. The administrative proceeding will continue.

**Option 3 (based on the office handling the case)**

- A. 1-305-530-2600 (if case is handled in Miami-Dade County)
- B. 1-800-622-KIDS (5437) (if Condition A is not met, [all other sites])

**Option 4 (Only appear with 2B and 2C)**

<<Optional Educational Message Line1>>  
<<Optional Educational Message Line2>>  
<<Optional Educational Message Line3>>  
<<Optional Educational Message Line4>>  
<<Optional Educational Message Line5>>

**Option 5 (Only used when Option 2A is generated [other party address should not appear in address block, only name])**

cc: <<NCPorCP(who was not served in admin action) or Caretaker Relative Name>>

**Option 6**

- A. Support
- B. Paternity
- C. Paternity and Support
- D. Modification

**This notice is sent to the party who was served in the admin action.**

<<Option 35>> refers to common administrative logic option 35 for recipients address