

## **115525 Processing a Review for Adjustment - Initiated by the Local Child Support Agency**

### **(a)**

Within 15 business days of becoming aware of any potential change in circumstance set forth in Section 115530, the local child support agency shall: (1) Provide the parties, who are parents, by mail or personal delivery, with the appropriate income and expense Judicial Council forms and a written notice. The written notice shall include the following information: (A) The local child support agency is initiating a review for adjustment based upon a potential change in circumstance. (B) The local child support agency requests that each parent provide his or her current and complete income and expense Judicial Council forms and requested documents. (C) The party's failure to submit current and complete income and expense Judicial Council forms and the requested documents within 20 business days of the date of the notice will result in the local child support agency proceeding with the review for adjustment based upon the information the other party provides and/or verified information obtained by the local child support agency. (2) Provide the parties, who are not parents, by mail or personal delivery, with a written notice that shall include the following information: (A) The local child support agency is initiating a review for adjustment based upon a potential change in circumstance. (B) A request that specific information, which may affect a child support determination, be submitted within 20 business days of the date of the

notice.

**(1)**

Provide the parties, who are parents, by mail or personal delivery, with the appropriate income and expense Judicial Council forms and a written notice. The written notice shall include the following information: (A) The local child support agency is initiating a review for adjustment based upon a potential change in circumstance. (B) The local child support agency requests that each parent provide his or her current and complete income and expense Judicial Council forms and requested documents. (C) The party's failure to submit current and complete income and expense Judicial Council forms and the requested documents within 20 business days of the date of the notice will result in the local child support agency proceeding with the review for adjustment based upon the information the other party provides and/or verified information obtained by the local child support agency.

**(A)**

The local child support agency is initiating a review for adjustment based upon a potential change in circumstance.

**(B)**

The local child support agency requests that each parent provide his or her current and complete income and expense Judicial Council forms and requested documents.

**(C)**

The party's failure to submit current and complete income and expense Judicial Council forms and the requested documents within 20 business days of the date of the notice will result in the local child support agency proceeding with the review for adjustment based upon the information the other party provides and/or verified information obtained by the local child support agency.

**(2)**

Provide the parties, who are not parents, by mail or personal delivery, with a written notice that shall include the following information: (A) The local child support agency is initiating a review for adjustment based upon a potential change in circumstance. (B) A request that specific information, which may affect a child support determination, be submitted within 20 business days of the date of the notice.

**(A)**

The local child support agency is initiating a review for adjustment based upon a potential change in circumstance.

**(B)**

A request that specific information, which may affect a child support determination, be submitted within 20 business days of the date of the notice.