

115503 Notification of the Right to Request Review for Adjustment

(a)

Each local child support agency shall mail a written notice, at least once every 3 years, to each party to a child support order with a current support obligation subject to enforcement by the local child support agency.

(b)

The notice shall be mailed to the last known address of each party.

(c)

The notice shall inform the parties of the following: (1) The right to request, either written or orally, that the local child support agency review the current child support obligation for either an upward or downward adjustment based upon either of the following: (A) A change in circumstance as specified in Section 115520 or Section 115530. The notice shall include examples of changes of circumstances. (B) The need to include a provision for medical support. (2) The name, address, and public telephone number of the local child support agency. (3) The requirement that the local child support agency assist each party throughout the review and adjustment process by explaining the process, providing forms and information. (4) The requirement that the local child support agency conduct a review for adjustment upon request and either obtain an adjusted order, or determine that the order should not be adjusted within 180 days from the date of a request for review

and adjustment, or the date a non-requesting party has been located, whichever is later. The date of receipt of a request is the date the requesting party provides current and complete income and expense Judicial Council forms and requested documents to the local child support agency. (5) Notification that a request for review and adjustment in an interjurisdictional case, such as a case involving another state, may need to be forwarded to the agency having jurisdiction over the case for review and adjustment. (6) The right of a party to file a motion for modification, order to show cause, or motion to set aside on his or her own behalf at anytime. (7) The right of a party to obtain assistance from the local Family Law Facilitator. (8) The name, address, and public telephone number of the local Family Law Facilitator. (9) The availability of the complaint resolution and state hearing processes pursuant to 22 California Code of Regulations, Chapter 10, Section 120001 et seq.

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(A)

A change in circumstance as specified in Section 115520 or Section 115530. The notice shall include examples of changes of circumstances.

(B)

The need to include a provision for medical support.

(2)

The name, address, and public telephone number of the local child support agency.

(3)

The requirement that the local child support agency assist each party throughout the review and adjustment process by explaining the process, providing forms and information.

(4)

The requirement that the local child support agency conduct a review for adjustment upon request and either obtain an adjusted order, or determine that the order should not be adjusted within 180 days from the date of a request for review and adjustment, or the date a non-requesting party has been located, whichever is later. The date of receipt of a request is the date the requesting party provides current and complete income and expense Judicial Council forms and requested documents to the local child support agency.

(5)

Notification that a request for review and adjustment in an interjurisdictional case, such as a case involving another state, may need to be forwarded to the agency having jurisdiction over the case for review and adjustment.

(6)

The right of a party to file a motion for modification, order to show cause, or motion to set aside on his or her own behalf at anytime.

(7)

The right of a party to obtain assistance from the local Family Law Facilitator.

(8)

The name, address, and public telephone number of the local Family Law Facilitator.

(9)

The availability of the complaint resolution and state hearing processes pursuant to 22 California Code of Regulations, Chapter 10, Section 120001 et seq.