

Authorization for DCSS Communication with Represented Party

I, _____ am the Attorney of Record for
_____ in his/her child support case.

REGARDING NON-LITIGATION DOCUMENTS FROM DCSS, MY CLIENT AND I AGREE THAT (please select ONE of the following 2 options):

Non-litigation documents sent out by the Department of Child Support Services (DCSS) may include but are not limited to the following: Case status updates, Childcare verification letters, Child support warning notices, Delinquency notices, Disbursement statements, Emancipation verification letters, General correspondence, Informational letters re: enforcement actions DCSS is taking, Health insurance forms, License suspension notices, Monthly billing statements, Notification of special programs offered by DCSS, Notices regarding credit reporting agencies, Refund or support checks, Requests for information, and Review and Adjustment notices.

- (1) ___ Non-litigation documents should be sent directly to my client.
- (2) ___ Non-litigation documents should be sent to the Attorney of Record only.

REGARDING SPEAKING WITH DCSS, MY CLIENT AND I AGREE THAT (please select ONE of the following 4 options):

- (1) ___ My client will not speak directly with the Department of Child Support Services (DCSS). DCSS should speak only with the Attorney of Record.
- (2) ___ My client may be interviewed directly by DCSS staff for the initial case opening interview without the Attorney of Record's presence or involvement, but all other communication with DCSS should go through the Attorney of Record.
- (3) ___ My client may speak directly with DCSS staff (including but not limited to representatives of that office such as caseworkers and attorneys), with respect to the following issues only: _____

- (4) ___ My client may speak directly with DCSS staff (including but not limited to representatives of that office such as caseworkers and attorneys), regarding any aspect of my client's child support case.

My client has been advised and understands the following:

- A potential conflict of interest may exist between my client and DCSS.
- No attorney-client relationship exists and no such relationship may be established through any communication between my client and DCSS staff, including with DCSS Attorneys.
- DCSS cannot and will not give legal advice to my client. DCSS will refer my client to the Attorney of Record if legal advice is sought or thought to be sought during any communication with DCSS.
- My client has the right to have an attorney present when speaking with DCSS staff, but waives that right to the extent permitted by the option selected on the previous page.
- DCSS staff may elect at their discretion to limit communication with my client at any time in order to comply with ethical duties or for any other reason, regardless of any communication authorized herein.

Date: _____

Client's Signature

Date: _____

Attorney's Signature