



David Reber, Esq.  
President, Board of Directors

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Executive Director

Thank you for your request for information on requesting a child support order. If you have not already done so, you should apply for services with the Legal Aid Society of Hawai`i to get free counsel and advice on your legal issue(s) and to see if we can offer you assistance. The hotline is open Monday-Friday 9:00-11:30 a.m. and 1:00-3:30 p.m.

O`ahu	536-4302	Kaua`i	245-7580
Maui	242-0724	Moloka`i	553-3251
Hilo	934-0678	Lana`i	565-6089
Kona	329-8331		

Because of a lack of resources, we are not always able to represent everyone who needs a child support order. If we are not able to represent you, we hope to give you the tools you need to help you along the way. You are welcome to call back our hotline for more advice as you go through the process.

Child Support Enforcement Agency (“CSEA”) is the government organization which helps people establish and collect child support from a non-custodial parent.

To establish a child support order, call the CSEA:  
**Statewide phone number: 1-888-317-9081**

Or visit their offices:

Oahu: 601 Kamokila Blvd, Suite 251 Kapolei, HI 96707 email: <a href="mailto:csea-adm@pixi.com">csea-adm@pixi.com</a>	Maui: 35 Lunalilo Street, Suite 201 Wailuku, HI 96793 email: <a href="mailto:mauifsu@aloha.net">mauifsu@aloha.net</a>
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Big Island: 88 Kanoelehua Ave, Suite 202 Hilo, HI 96720	Kauai: 4180 Rice Street, Suite 104 Lihue, HI 96766
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Make sure to get the name of the person you are speaking to and follow up your phone request with a letter to the CSEA. You can copy the attached letter, filling in the blanks with information specific to your support request. If you did not get the name of the person you spoke with at CSEA, you can mail the letter addressed to the CSEA.

In working with the CSEA, remember to keep copies of all your correspondence, and keep a log of the dates, times and names of people you speak with over the phone.

Again, thank you for your request for information. You can call back if you have more questions.

# Sample letter to CSEA to request child support

(Your name  
and address)

(Name of person you spoke with)

Child Support Enforcement Agency

*Insert Address Here*

(date)

RE: A request for a support order

Dear (Name of person you spoke with),

This letter is in regard to my recent request for a child support order. I called on (date you called) and spoke to you. This is a written request for a support order. It is to my understanding that CSEA will help me help me in acquiring child support.

The person I am requesting child support from is (name of the child's other parent). S/he is my (describe the relationship). S/he is (give physical description and nationality). His/her social security number or driver's license number is (state numbers here). I believe s/he works at (name, address, phone number of work or his/her previous work place) and his/her job title is (job title). S/he lives at (his/her most recent place of residence). The following people might know how to locate him/her: (give names and addresses of his parents, siblings or other close relatives).

We had a relationship for (length of relationship). During that time we had (names and ages of children). I would like your help in getting this child support order so that I can provide for all the needs of my children.

Thank you for your time and consideration. If you need to reach me my phone number where you can reach me during the day is (fill in). Please notify me immediately if you need any more information, or if you have any questions, or if you cannot process my request for any reason.

Thank you,  
(sign here)  
(print your name)

Send your letter to CSEA by certified mail and keep a copy for your records.