

Iowa Department of Human Services  
Court Order Request Letter

«applicantname»  
«applicantaddrline1»  
«applicantaddrline2»  
«applicantcitystzip»

Date: «gendate»

**IF YOU HAVE ANY SUPPORT ORDERS, FILL IN THE BLANKS AND GIVE THIS TO THE CLERK OF COURT IN THE COUNTY OR COUNTIES WHERE YOU HAVE SUPPORT DOCUMENTS FILED. THE CLERK OF COURT WILL SEND THIS UNIT THE NECESSARY DOCUMENTS TO ACTIVATE YOUR CASE.**

Dear Clerk,

In order to provide support services, CSRU needs copies of support documents for:

Name: \_\_\_\_\_  
Children's Names: \_\_\_\_\_  
\_\_\_\_\_  
Other Parent's  
Name: \_\_\_\_\_  
County of Filing: \_\_\_\_\_  
Court Order Number: \_\_\_\_\_  
Filing Date of Order: \_\_\_\_\_

Please provide CSRU the following court documents on this case as soon as possible:

- ◆ Any court orders.
- ◆ Any stipulations.
- ◆ Any modifications.
- ◆ A complete payment record.
- ◆ Any satisfactions.
- ◆ Any income withholding order on file.

Send the copies to:

Child Support Recovery Unit  
«csruaddrline1»  
«csruaddrline2»  
«csrucitystzip»