



IMPORTANT INFORMATION ABOUT ACCEPTING SERVICE OF PROCESS

To: _____

Date: _____
CSC No.: _____
Docket No.: _____
County: _____
Child(ren): _____

From: _____
Child Support Recovery Unit

Telephone: _____

The Child Support Recovery Unit is starting a legal action on a child support case involving you. Enclosed are your legal documents for you to read. Keep them so you know the steps that will be taken and so you know your rights to object to the entry of an order against you.

We need to prove that you received the *Notice* packet and agree that courts in Iowa have authority over the action. This is your opportunity to sign the attached *Waiver* of personal service and return it to our office confirming you have received the *Notice* enclosed. If you choose to not accept service by signing the attached *Waiver*, we may send a sheriff or private process server to your home or place of work to serve you the same legal documents.

Signing the *Waiver* confirms you have received the enclosed *Notice* informing you a legal action has started and you agree that the action can take place in Iowa. Signing the *Waiver*, however, does not prevent you from disagreeing with what is included in the *Notice*. (Please refer to the enclosed *Notice* for your rights to challenge this action).

Please sign the *Waiver* in front of a notary and return to us within 10 days. Notaries can be found at most banks, police offices and child support offices.

ATTENTION:

If you are concerned about having your address seen by others, you may want to sign the *Waiver* of personal service. This is because most court files are open for anyone to see and the documents proving you received these legal Notices will be in your court file. The *Waiver* does not contain your address. The proof of service signed by the sheriff or private process server may show your address.

If you have any questions or concerns, call or visit your local Child Support office listed above or contact your private attorney.