



THE STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF HUMAN SERVICES OFFICE OF CHILD SUPPORT SERVICES

77 DORRANCE STREET PROVIDENCE RI 02903

[WWW.CSE.RI.GOV](http://WWW.CSE.RI.GOV)

NON CUSTODIAL PARENT REQUEST FOR RELIEF

**NON CUSTODIAL PARENT REQUEST FOR RELIEF – RHODE ISLAND RESIDENT**

BY COMPLETING THIS FORM YOU ARE REQUESTING THAT THE OFFICE OF CHILD SUPPORT SERVICES (OCSS) FILE THE PAPERWORK CALLED A MOTION FOR RELIEF, TO DECREASE OR SUSPEND YOUR CHILD SUPPORT ORDER AND YOU ARE REQUESTING THAT A COURT DATE, FOR WHICH YOU WILL NEED TO APPEAR, BE SCHEDULED FOR YOU.

- OCSS CAN ONLY ASSIST YOU IF THE CASE IS ONE THAT IS CURRENTLY IN OUR CHILD SUPPORT CASELOAD AND IF THERE ARE NO OTHER MOTIONS PENDING.
- YOU WILL BE NOTIFIED IF THE REQUEST IS REJECTED. IF REJECTED, YOU MAY OF COURSE FILE THE MOTION ON YOUR OWN AT ANY TIME. THERE IS A MOTION AVAILABLE AT THE RI FAMILY COURT, OR ON OUR WEBSITE AT [WWW.CSE.RI.GOV](http://WWW.CSE.RI.GOV).
- LEGAL COUNSEL FOR THIS AGENCY WILL NOT LEGALLY REPRESENT YOU AT THE HEARING REGARDLESS OF WHETHER WE FILE THE MOTION FOR YOU OR YOU FILE ON YOUR OWN NOR DO WE REPRESENT THE OTHER PARENT. YOU WILL BE REQUIRED TO PRESENT YOUR CASE TO THE MAGISTRATE/JUDGE OR RETAIN LEGAL COUNSEL TO PRESENT YOUR CASE ON THE HEARING DATE.
- YOU WILL BE MAILED A COPY OF THE MOTION AND A NOTICE OF THE DATE, LOCATION AND TIME WHEN THE HEARING IS SCHEDULED. IF YOU DO NOT APPEAR, OR THE CUSTODIAL PARENT DOES NOT APPEAR/IS NOT SERVED, THEN THE MOTION MAY NOT BE HEARD.
- AN INCOME AND EXPENSE SHEET CALLED AN [OCSS-1](#) WILL BE MAILED TO YOU ALONG WITH A COPY OF YOUR MOTION. PLEASE FILL OUT THE FORM COMPLETELY AND BRING IT WITH YOU TO YOUR COURT DATE. THE COURT WILL RELY ON THIS FORM AS WELL AS YOUR TESTIMONY IN MAKING DECISION.

**IN ORDER TO FILE THE PAPERWORK, THE FOLLOWING INFORMATION IS NEEDED. PLEASE COMPLETE ONE (1) FORM FOR EACH CASE.**

TODAY'S DATE:

YOUR NAME:

YOUR CURRENT ADDRESS:

EMPLOYER NAME & ADDRESS/SOURCE OF INCOME:

YOUR CELL PHONE NUMBER:

OTHER PARENTS NAME:

CHILD/CHILDREN NAME(S):

CASE NUMBER:

OR DOCKET NUMBER (CIVIL ACTION FILE NUMBER):

**IN ORDER FOR THE COURT TO CONSIDER YOUR MOTION TO DECREASE OR END YOUR ORDER, THE COURT NEEDS TO KNOW THE REASON WHY. PLEASE EXPLAIN WHY YOU ARE REQUESTING A DECREASE OR SUSPENSION OF YOUR COURT ORDER.**

	LOSS OF JOB
	WORKING LESS HOURS
	RECONCILIATION WITH OTHER PARENT
	LOSS OF MEDICAL COVERAGE
	CHILD IS NO LONGER WITH THE OTHER PARENT
	INCARCERATION; EXPECTED DATE OF RELEASE IS _____
	OTHER (EXPLAIN – <i>CONTINUED NEXT PAGE</i> )

**DO YOU NEED HELP WITH ANY OTHER ISSUES/SERVICES? IF SO PLEASE DESCRIBE THE SERVICES YOU NEED:**


**IF WE MUST GET IN TOUCH WITH YOU TO ASK YOU QUESTIONS, WHAT IS THE BEST TIME AND THE BEST PHONE NUMBER TO REACH YOU?**


**BY SIGNING BELOW, I AUTHORIZE THE OCSS TO FILE A MOTION FOR RELIEF ON MY BEHALF & THAT I HAVE READ THE NOTICE AND WAIVER REGARDING LEGAL REPRESENTATION.**

I UNDERSTAND THAT THE DEPARTMENT OF HUMAN SERVICES - OFFICE OF CHILD SUPPORT SERVICES (OCSS) ATTORNEYS ARE NOT MY ATTORNEYS AND DO NOT REPRESENT ME, EVEN THOUGH I MAY BENEFIT FROM THE WORK OF THOSE ATTORNEYS. I UNDERSTAND THAT THE ONLY CLIENT OF OCSS LEGAL COUNSEL IS THE STATE OF RHODE ISLAND. BECAUSE I DO NOT HAVE AN ATTORNEY/CLIENT RELATIONSHIP WITH OCSS LEGAL COUNSEL, ANY INFORMATION I SHARE WITH OCSS OR THEIR ATTORNEYS IS NOT PRIVILEGED OR CONFIDENTIAL, EXCEPT AS OTHERWISE PROVIDED BY LAW. IT ALSO MEANS THAT OCSS MAY PROVIDE SERVICES TO THE OTHER PARENT OF MY CHILD OR ANOTHER PERSON, AGENCY OR DEPARTMENT HAVING CUSTODY/PHYSICAL POSSESSION OF MY CHILD AND IN NEED OF THE AGENCY'S SERVICES.

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**SIGNATURE/DATE**

**PLEASE SUBMIT COMPLETED FORM TO:**

**OFFICE OF CHILD SUPPORT SERVICES  
COMMUNITY OUTREACH LIAISON  
ATTENTION: DARLEEN REYES  
77 DORRANCE STREET  
PROVIDENCE, RI 02903**

**FOR ANSWERS TO QUESTIONS, OR FOR MORE INFORMATION, CONTACT DARLEEN REYES, AT:**

**PHONE: (401) 458-4425**

**FAX: (401) 458-4418**

**EMAIL: [DARLEEN.REYES@DHS.RI.GOV](mailto:DARLEEN.REYES@DHS.RI.GOV)**

**OFFICE USE ONLY:**

**DATE RECEIVED: \_\_\_\_\_**