

OPENING A CHILD SUPPORT CASE



OFFICE OF THE DISTRICT ATTORNEY
CHILD SUPPORT ENFORCEMENT DIVISION
DOUGLAS COUNTY

Mark B. Jackson
District Attorney

P.O. Box 1240
Minden, NV 89423
775-782-9881
775-782-9880 fax

Connie Wenner
Child Support Coordinator
cwenner@douglas.nv.gov

TO OPEN A CASE AT DOUGLAS COUNTY CHILD SUPPORT

Please review and complete the following documents:

- ___ CASE OPENING COVER LETTER
- ___ ADMINISTRATIVE COMPLAINT PROCEDURE AND POLICY
- ___ PATERNITY AFFIDAVIT
- ___ COURT INFORMATION SHEET
- ___ HEALTH INSURANCE INFORMATION SHEET
- ___ INFORMATION SHEET

There may be a delay in proceeding with your case if the following is not provided in a timely manner:

1. ___ One (1) certified copy of the Divorce Decree or Support Order, and one (1) certified copy of any Modifications of the Order and/or one (1) certified copy of any change of Custody Order. (Please note a certified copy has the Court Seal on it and can be obtained from the Court where the Order was filed).
2. ___ a. Your Social Security number and photo identification (Drivers License or ID Card)
___ b. A Social Security card for each child.
___ c. A Birth Certificate for each child.
___ d. If you have a case open in another state please bring a current copy of their payment history.
3. Provide, the other parent's:
___ a. Social Security Number and Date of Birth
___ b. Residence address and/or
___ c. Employer name and address.
___ d. A photograph, if possible.

You must bring the above items and documents along with the completed forms to the scheduled meeting with your case manager.

PLEASE DO NOT SIGN THE PAPERS UNTIL YOU ARE AT GROUP INTAKE.

If you are more than 10 minutes late, you will need to attend the next group intake.

