

Your Day in Court



When is my hearing?

Please double check your Notice of Hearing paperwork for the date, time, and location of your court hearing. Contact Child Support Services customer service at 1-800-522-2922 if you have questions. You can also call CSS a week before your hearing to arrange to appear by telephone if you cannot be there in person.

How long will I be in court?

Plan to be in court for several hours. Because many cases are scheduled on the same day, you may need to arrange time off from work or hire a babysitter.

What should I wear to court?

Please be neat and clean. Clothing you would wear to a job interview would be proper for court:

- Clothing should be free of obscene words, pants should be pulled up and tops shouldn't be revealing.
- Shorts, short skirts, sunglasses, and flip-flops are inappropriate.
- Caps or hats must be removed while in the courtroom.
- Shoes are required.

What do I need to bring to my hearing? You should bring proof of:

- Income;
- Childcare expenses;
- Health care coverage information and health insurance costs;
- Out of pocket health care costs for children;
- Living expenses; and
- Monthly bills.

Also bring:

- Any documentation showing child support payments paid and received; and
- Other helpful documents.

Can I bring others to court with me?

- Do not bring family members or friends unless they are witnesses. They will not be allowed in the interview room when you meet with CSS.
- Please do not bring children to court unless you have been directed to do so for genetic testing. Children are not allowed in the courtroom during the hearing.

What happens in the court hearing?

- You will be given time before the hearing to talk to a CSS representative.
- The hearing starts when the judge calls your case.
- You will be asked to take an oath to tell the truth.
- The judge listens to witnesses and reviews documents.
- If the attorneys or judge asks questions, answer them carefully.
- Your case may be continued to another date if more information is needed.
- The judge makes a decision and issues an order.

What happens if I don't show up for my court appearance?

If you do not show up, the court may:

- Determine you to be the father;
- Enter an order for current or past-due child support;
- Revoke your licenses; or
- Issue a warrant for your arrest.



Authorized Representative

If you have named an individual to access your case information, this individual cannot speak on your behalf in the hearing.

If you have a Power of Attorney, filed in district court, please provide our office with copies before your court hearing.

Attorneys

CSS does not provide anyone with an attorney. CSS attorneys only represent the state of Oklahoma and cannot represent you or provide legal advice. You may represent yourself or you may hire a private attorney. In district court contempt cases, you may ask the judge to appoint an attorney if you cannot afford one. Your attorney must be with you at court.

Who attends the court hearing and what do they do?

- **Judge** – reviews information, makes legal decisions and issues an order.
- **State’s Attorney** – represents the state of Oklahoma to ensure law is followed and an accurate order is issued.
- **Child Support Specialist** – prepares cases for court hearings.

Other basic guidelines

- Turn off cell phones or electronic devices.
- Don’t chew gum.
- Keep your emotions in check; don’t use profanity.
- Do not bring weapons.
- If you’re concerned about your safety, notify CSS or court personnel.

Make all payments payable to DHS.

Mail to:

Oklahoma Centralized Support Registry
P.O. Box 268849
Oklahoma City, OK 73126-8849

Questions?

If you have questions or need to provide information about your case or hearing, you may contact Child Support Services at:

Statewide: 1-800-522-2922

Oklahoma City Metro: 522-2273

Tulsa Metro: 295-3500

TTY: 711 or 1-800-722-0353

Important:

If you are represented by an attorney for your child support case, we can only speak with your attorney about your case. Please be respectful of our staff and understand they cannot speak with you about your case. Have your attorney contact us.



Child Support Services

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