

**REQUEST FOR TELEPHONIC HEARING**

By Out-Of-State Party On DCSE Cases

DOCKET NO: \_\_\_\_\_

DCSE NO. \_\_\_\_\_

STYLE OF THE CASE: \_\_\_\_\_

TRIAL DATE: \_\_\_\_\_

TIME ZONE: \_\_\_\_\_

**REQUESTING PARTY NAME INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_

PHONE # TO BE REACHED THE DAY OF THE HEARING:

\_\_\_\_\_

I HAVE MADE ARRANGEMENTS TO BE SWORN IN THE DAY OF HEARING AS REQUESTED. THE DETAILS ARE AS FOLLOWS:

\_\_\_\_\_

ATTACHED ARE THE FOLLOWING DOCUMENTS:

1. Documentation of recent gross income such as a pay stub
2. Documentation of day care cost for the child(ren) if applicable
3. Documentation of health insurance/dental cost for the child(ren) if applicable. If the children are on a family plan, it is essential to provide documentation of what the health insurance cost for an individual versus for the parent and child(ren).

**Court Policy is as follows:**

For Initial petitions for child support and child support modification, the party is authorized a telephonic hearing upon meeting the following three conditions. **Failure to fully complete the form and the conditions stated below will result in the denial of the telephonic hearing.**

1. Reside out-of-state;
2. Out-of-state parties must be sworn in under oath by a person authorized by the state in which they are present to testify. **It is the out-of-state party's responsibility to set up the telephonic hearing under oath and advise this court and DCSE with the details.** The individual administering the oath to the party must have the authority by the state in which the party is present to do so and provide this court with documentation of such. Examples of such persons may include clerks of court and notaries of public.
3. Provide the court with a completed Request for Telephonic Hearing Form along with the requested attachments at least one week prior to the court hearing by fax or mail. These documents should be faxed to the Virginia Beach Juvenile & Domestic Relations District Court at 757-385-5683 and to DCSE at 757-552-1196.

The Court's address is as follows:

Virginia Beach Juvenile & Domestic Relations District Court  
2425 Nimmo Parkway, Building 10  
Judicial Complex 10A  
Municipal Center  
Virginia Beach, VA 23456

DCSE's address is as follows:

Division of Child Support Enforcement  
Pembroke Office Building 6, Suite 500  
Virginia Beach, VA 23462