

An administrative hearing for your child support case has been requested.

What happens next?

Before the hearing

- You will receive a Notice of Hearing in the mail from the Office of Administrative Hearings with the date and time of your scheduled hearing. Your hearing will be conducted via a telephone conference call.
- Contact the Office of Administrative Hearings if you need to reschedule your hearing, update your contact information or have any safety concerns, special accommodations or need your hearing in a language other than English.
- You may represent yourself at the hearing or have an attorney, friend, relative or other person assist you as long as they do not work for the Department of Social and Health Services. Legal aid organizations or your county's bar association may help you find an attorney if you think you need one.

Prepare for the hearing

- An administrative law judge will preside over the hearing. The judge is neutral and not employed by the Division of Child Support. This is your opportunity to provide the judge all relevant information pertaining to the hearing issue.
- DCS will provide you a set of documents, called an exhibit packet, that contains all relevant hearing documents in DCS's files. If you have additional documents that support your case, you should submit them in advance through the [OAH Participant Portal](#). You'll need to create an account to access the portal.
- You may want to look up the rules that apply to child support hearings. Visit [apps.leg.wa.gov](#) to search for RCW chapters 26, 74 and 74A as well as WAC chapters 388-14A and 388-02.
- A DCS claims officer will participate in the hearing. This is a licensed attorney employed by DCS and representing DCS. They cannot provide you legal guidance.
- At the scheduled time of your hearing conference call, you will receive a phone call at the number on file with DCS. If you are not available, the call may proceed without you.
- You will be able to present your side of the story, under oath, to the judge and provide relevant documents that support your position. You will also be expected to answer questions from other parties and the judge.

At the hearing

- All parties on the call will also be able to present their side of the story under oath and will be expected to answer any questions.
- The judge will listen to all parties and review the evidence.

After the hearing

- The judge will make a decision and OAH will notify you via mail within 21 days.
- If you disagree with the judge's decision, you have the right to appeal to OAH or superior court.

Contact information



Division of Child Support
800-442-KIDS (5437)
[childsupportonline.gov](#)



Office of Administrative Hearings
800-583-8271
[oah.wa.gov](#)

