



Sonoma County Department of

Telephone: 1-866-901-3212  
Fax: 707-565-4018

# Child Support Services

1755 Copperhill Parkway, Santa Rosa, CA 95403

Mailing Address: P.O. Box 6534, Santa Rosa, CA 95406

Julie S. Paik, Director

Jeanne Miskel, Chief Child Support Attorney

## INFORMATION ABOUT COMPLYING WITH YOUR JOB SEARCH ORDER

The Court has ordered you to seek full-time employment, beginning immediately. At a minimum, you must look for work at the number of different places required by the court order, and give the Sonoma County Department of Child Support Services (DCSS) information about each of these potential employers. The information should be printed neatly on the employer contact information forms. You should have received one of these forms with the job search order. If you do not have an employer contact form, or need additional copies, please contact the Sonoma County DCSS at 1755 Copperhill Parkway, Santa Rosa, California, or 1-866-901-3212.

It is important that you enter all of the details about the places you apply for work, beginning with the date you applied. You must write in the full name of the employer, the employer's complete address, including the city, and the complete telephone number, including the area code. You must also write in the name of the person you spoke with when you applied for work. Lastly, you must fill in the result of your application; let the Sonoma County DCSS know whether or not you got the job, or what the employer told you when you asked for work. It is also extremely important that you let us know right away when you get a job, and give us your employer's name, address and telephone number.

A completed employer contact information form must be sent to the Sonoma County DCSS every two weeks, beginning two weeks from the date you were ordered to begin looking for work. You must date and sign the form, and neatly print your full name, address, and telephone number, before you sent it in. Your signature is made under penalty of perjury so be sure that everything is accurate.

The Child Support Officer handling your case will review your compliance with the Court's order requiring you to look for work. The employers listed on the forms will be contacted to confirm that your statements are accurate. If you do not return the forms as required by the court order, or if the statements on the forms are not accurate, it is likely that the Sonoma County DCSS will take further legal action against you.

Please contact your Child Support Officer if you have any questions about your obligation to look for work and report your efforts to the Sonoma County DCSS. Thank you for your anticipated cooperation.