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**To all Child Support/Visitation/Custody Clients:**

Please be reminded that **social media and all other forms of communication** can be used against you in a Court of Law. Please refrain from speaking of or referring to the other parent on any media outlet source. If there is incriminating information that could be used against you on any social media outlet please remove it or delete your account pending the conclusion of this case. Furthermore, we ask that if you are married to the other parent, that any **paramours/mistresses** be excluded from the consultations and proceedings, as they may negatively affect the outcome of your case. **No person(s) may be present during your consultation and meetings with the attorney, unless requested. Attorney-Client privilege only attaches to the communications between the attorney and client.** You should also be aware that at any point during litigation, you could be ordered to participate in either a hair follicle or urine drug testing!

The **consultation fee** or a portion of it will apply to any future service. *Clients and potential clients understand that consultations/meetings may not be recorded by any method of recording, nor for any purpose.*

If you believe that you are not the biological father of any child or children involved in the pending matter, please immediately inform the attorney. The only way to be certain of paternity is for the parties and child to participate in DNA/genetic testing. If you, the mother, are uncertain of whether the current man paying child support or who will be potentially obligated to pay child support is the father of the child/children in the pending matter, please immediately inform the attorney to avoid the possibility of fraud and future civil actions.

We have a very low tolerance for fraud, misrepresentations and lying, so please do not misstate the facts of your case and any other material facts that will put our office in any compromising and/or unethical situation because we will have no choice but to withdraw from your case.

Finally, **all payments are due before the court appearance.** In the event that you do not have your payment prior to your hearing or court appearances, your attorney may choose to reset your case. Our fees are set out as installments to avoid clients having to pay huge initial retainers. Please do your part in making sure your account balance is paid in a timely manner to avoid your case being continued and held in a suspended status. There will be no final hearing until your account balance is paid in full.

**THANK YOU FOR CHOOSING STOKES FAMILY LAW, PLLC**



### **YOU WILL NEED FOR A CHILD SUPPORT HEARING**

1. **Your most recent Paystub from your employer and the prior year's W-2/ or 1099: TN child support is based on the income of both parents.**
  2. **Social Security Statement of Income, if case will be retroactive for 3 years +: it's only 1 pg. and FREE from any Social Security administration office.**
  3. **A Calendar of Parenting Time Days: TN Child support is based upon the number of days each parent spends with the child.**
    - Please print a calendar for any year from our website (the hidden consultation page) or from [www.timeanddate.com](http://www.timeanddate.com) and keep track of all the days the Non-Custodial parent (NCP) has the child(ren) for 12 hours or more or overnight.
    - **For the hearing, you will need a calendar of visitation for the past 1 year.**
    - Please **CIRCLE** the NCPs overnights with the child and add a forward slash ( / ) for the return dates back to the **Primary Residential Parent (PRP)**
    - Total the **CIRCLED** days the NCP has had the child for the past year, and have this number ready for the attorney prior to or on your court date.
  4. **Proof of any Health, Dental, and Vision Insurance YOU Pay, especially if it does not come from your check:** You will receive a credit for any insurance premiums you pay for your child(ren).
  5. **Proof of Childcare/Daycare Fees:** Credible proof consists of actual payment receipts and/or payment ledgers from the childcare facility. The Court cares about what the parents have actually paid!
  6. **Proof of Private School Tuition Fees:** Credible proof consists of actual payment receipts and/or payment ledgers from the educational institution. The Court cares about what the parents have actually paid!
  7. **Any child support payments toward children not living in your home:** you must have a child support statement summary or canceled checks/money orders if it does not come out of your check! *Proof from the past 12 months.*
  8. **Proof of Extraordinary Travel Expenses:** In cases where the parents *do not* reside in the same state or near each other. Please provide proof and create a ledger of all travel-related receipts (incurred to exchange the child), including costs for car rentals, gas, train and bus tickets, hotels, and plane tickets, etc.
  9. **Proof of Payments toward Necessities or Money given to Custodial Parent | CREATE A LEDGER (We can provide a TEMPLATE) A TOTAL of ALL such payments – please include the following and any related expenses so that you receive a CREDIT toward any retroactive child support amount:**
    - b. Receipts of Purchases for necessities (food, clothes, milk, shoes, etc., BUT NOT TOYS)
    - c. Canceled Checks, if any or copies of checks of purchases made or given to the custodial parent
    - d. Money orders given to the custodial parent
    - e. Bank statements that evidence purchases (highlight them), if there are no receipts
    - f. Payments toward any daycare/childcare fees
    - g. Payment toward any private school tuition
    - h. Payment toward extracurricular activities (football, cheerleading, soccer, math camp, etc.)
    - i. Ledger of cash payments=meaning you list cash payments to custodial parents and the amount of cash given to custodial parent and the date of such payment
- NOTE:** "A total of all of the above" meaning *YOU should total up all payments toward necessities given to the custodial parent since the child's birth or since the parties' separation (if they lived together after the child was born) and have a figure ready for the attorney. Failure to provide credible proof of payments/cash/purchases made/receipts will result in you not receiving a credit toward your back pay (retroactive child support) for things purchased prior to child support being set!*
10. **Attorney Court Appearance Fee**
  11. **TO MAKE CHILD SUPPORT PAYMENTS:** (1) At Juvenile Court, (2) By Mail: Send Money Order with TCSES No. , Docket No., & Party Names to: TN Central Child Support Receiving Unit, P.O. Box 305200, Nashville, TN 37229 (3) Pay Online at: <https://tn.smartchildsupport.com/>
  12. **TO VIEW YOUR PAYMENT HISTORY OR PAYMENTS RECEIVED:** Visit <https://apps.tn.gov/tcses/> you will need your SSN and Member ID/TCSES No.