

[CURR_DATE]

Recipient name
Recipient address (multiple lines)

CSE Case Number:
[CSE_CASE_NUMBER]
Custodial Parent:
[CP_PRIMARY_NAME]
Noncustodial Parent:
[NCP_PRIMARY_NAME]
Court Case Number:
[COURT_CASE_NUM]

Dear [RECIPIENT_NAME]:

Our office has reviewed your claim of mistaken identity for the above child support court order. After investigating your claim, the [OFFICE_NAME] has determined that you are the person we are seeking. We will continue to enforce this order as necessary.

You have the right to file a Notice of Motion with the court to establish a case of mistaken identity. You can contact the office of the Family Law Facilitator, at [FLF_PHONE] or visit their office at [FLF_MAIL_ADDRESS] for help.

If you have any questions, please visit Customer Connect at www.childsupport.ca.gov/customer-connect for assistance on-line or call Customer Connect at (866) 901-3212. Persons with hearing or speech impairments, please call the TTY number (866) 399-4096.

Sincerely,

[WORKER_NAME]
[WORKER_TITLE]