

## **252H.15 Notice of intent to review and adjust.**

1. Prior to conducting a review of a support order, the unit shall issue a notice of intent to review and adjust to each parent, or if applicable, to each parent's attorney. However, notice to a child support agency or an agency entitled to receive child or medical support payments as the result of an assignment of support rights is not required.

2. Notice shall be served upon each parent in accordance with the rules of civil procedure, except that a parent requesting a review pursuant to section 252H.13 shall waive the right to personal service of the notice in writing and accept service by regular mail. If the service by regular mail does not occur within ninety days of the written waiver of personal service, personal service of the notice is required unless a new waiver of personal service is obtained.

3. The unit shall adopt rules pursuant to chapter 17A to ensure that all of the following are included in the notice:

*a.* The legal basis and purpose of the action.

*b.* Information sufficient to identify the affected parties and the support order or orders affected.

*c.* An explanation of the procedures for determining child support and a request for financial or income information as necessary for application of the child support guidelines established pursuant to section 598.21, subsection 4.

*d.* An explanation of the legal rights and responsibilities of the affected parties, including the time frames in which the parties must act.

*e.* Criteria for determining appropriateness of an adjustment and a statement that the unit will use the child support guidelines established pursuant to section 598.21, subsection 4, and the provisions for medical support pursuant to chapter 252E to adjust the order.

*f.* Procedures for contesting the action.

*g.* An explanation of the right to request a court hearing, and the applicable time frames and procedures to follow in requesting a court hearing.

*h.* Other information as appropriate.

93 Acts, ch 78, §38; 2004 Acts, ch 1116, §22