

# MILAM COUNTY



THE BLAKE BUILDING  
204 N. Central  
Cameron, Texas 76520

**KERRY SPEARS**  
County and District Attorney

254/697-7013  
254/697-7014  
FAX: 254/697-7016

## MEMORANDUM

To: All employees  
From: Kerry Spears, County and District Attorney *KMS*  
Date: 9 August 2002  
Re: **Criminal Non Support**

It has come to my attention that some members of the public think that we do not accept Criminal Non Support cases in this office. That is not true. We do have guidelines about which cases will be accepted. There are also procedures to be followed in talking with people who wish to file a Criminal Non Support case. The following are the procedures:

1. Ask whether or not the person has filed with the Attorney General's office – Child Support Division
  - A. If they have never been to the AG's office – refer them to the AG's office (Reason – AG's office is better equipped to investigate these cases. That is all their office does.)
2. If they have already been through the AG's office but still want to see about filing with us – Do the following:
  - A. If here in person – Get them to fill out Information Sheet and Release of Information \*\*They need their AG case number and amount behind in child support on the Information sheet.
  - B. If on telephone – Ask them to come by and fill out Information Sheet and Release of Information or request address to mail to them
  - C. Once everything filled out – Forward to one of the attorneys.
3. Attorneys:
  - A. Call AG office and find out what is going on with the case.
  - B. Get idea from attorney if case has criminal potential

**CRIMINAL NONSUPPORT  
INFORMATION SHEET**

Today's date: \_\_\_\_\_ Attorney General case no. \_\_\_\_\_

**PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT YOURSELF:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Home telephone: (\_\_\_\_) \_\_\_\_\_ Work telephone: (\_\_\_\_) \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

**PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE NON  
CUSTODIAL PARENT:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Home telephone: (\_\_\_\_) \_\_\_\_\_ Work telephone: (\_\_\_\_) \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_ Race: \_\_\_\_\_

**PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT YOUR CHILDREN:**

Name of child	Date of Birth	Social Security number
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AMOUNT NON\_CUSTODIAL PARENT BEHIND ON CHILD SUPPORT \$ \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, Child Support Case number \_\_\_\_\_:  
authorize and request the Office of the Attorney General of Texas to disclose information  
or records in its possession or control that would be disclosed to me under applicable laws  
or rules to the person/agency identified below:

**MILAM COUNTY AND DISTRICT ATTORNEY'S OFFICE/ INTAKE ATTORNEY.**

License or ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

I understand that this authorization will automatically expire if the case is closed. I may  
choose to revoke this authorization at any time by submitting a completed Form 1722,  
Revocation of Authorization For Release of Information.

I certify that there is no court order in effect that prohibits the release of information, and  
that this information will only be used for criminal nonsupport/child support purposes.

I understand that The Office of the Attorney General of Texas is not responsible for  
disputes between the listed party and me as a result of this arrangement.

Signed,

\_\_\_\_\_

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME on this \_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed name of Notary

## IMPORTANT

**Please read this page.** It describes your responsibilities now that you have chosen to authorize a third party to receive case information on your behalf or obtain assistance from a private collection agency or private attorney. Below are some of the conditions that must be met for us to properly work the child support case. Failure to follow these guidelines may result in our taking appropriate action as permitted by federal agencies.

- \* All case information provided to a third party must be used for child support purposes only.
- \* All requests for information must be answered within the time frame specified.
- \* All payments must go through our office before being distributed to a private collection agency or private attorney.
- \* Any changes in arrears must be approved by our office.
- \* Non-cash child support must be approved by our office.
- \* We must be provided with timely notice of each order, writ, or lien entered in the case by your representative.
- \* Your representative must not take any action that interferes with or duplicates our legal efforts.