

**SAMPLE INITIAL LETTER TO HOLDER OF CLAIM  
FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7**

[Name and Address of Holder of Claim for a Domestic Support Obligation]

In re: [Name of Debtor]  
Bankruptcy Case Number: [xx-xxxxx]

Dear [Name of Holder of Claim]:

I am the chapter 7 trustee in the case of [Name of Debtor] filed on [Date of Filing] in the United States Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_. Information provided to me indicates you may be owed money by the debtor for a domestic support obligation. If this domestic support obligation includes child support, you have the right to ask your State child support enforcement agency to assist you in collecting this child support during and after the bankruptcy case. The name, address, and telephone number of the agency in your State are listed below:

[Name, Address and Telephone Number of Child Support Enforcement Agency]

If this letter has reached you, but you have moved to another State, you may wish to visit the Internet web site of the United States Trustee Program at <http://www.usdoj.gov/ust/eo/bapcpa/ds/index.htm> for a complete listing of State child support enforcement agencies. Please also notify my office of your new address.

If funds are available for distribution in this bankruptcy case, you may file a proof of claim for all domestic support obligation amounts (child support, spousal support, alimony, maintenance, etc.) you were owed by [Name of Debtor] when this case was filed on [Date of Filing]. By law, all such domestic support claims will be given first priority and will be paid ahead of all other creditors, except for certain administrative expenses. If you receive a notice from the court that this case will have money to be distributed, you should file a proof of claim before the deadline stated in the notice. This will maximize your chances of being paid at least a portion of your domestic support obligation claim.

[Name of Debtor] may receive a discharge from other debts and may not owe other creditors any more money at the end of this case. Domestic support obligations are not subject to discharge, and [Name of Debtor] will still owe you any domestic support obligation that remains unpaid at the end of this case.

If [Name of Debtor] successfully completes this bankruptcy case and receives a discharge from other debts, I will send you another letter with additional information that may assist you in collecting on any domestic support obligation you are still owed.

Sincerely yours,

Chapter 7 Trustee

**SAMPLE INITIAL LETTER TO HOLDER OF CLAIM  
FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 12 or 13**

[Name and Address of Holder of Claim for a Domestic Support Obligation]

In re: [Name of Debtor]  
Bankruptcy Case Number: [xx-xxxxx]

Dear [Name of Holder of Claim]:

I am the chapter [12 or 13] trustee in the case of [Name of Debtor] filed on [Date of Filing] in the United States Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_. Information provided to me indicates you may be owed money by the debtor for a domestic support obligation. If this domestic support obligation includes child support, you have the right to ask your State child support enforcement agency to assist you in collecting this child support during and after the bankruptcy case. The name, address, and telephone number of the agency in your State are listed below:

[Name, Address, and Telephone Number of State Child Support Enforcement Agency]

If this letter has reached you, but you have moved to another State, you may wish to visit the Internet web site of the United States Trustee Program at <http://www.usdoj.gov/ust/eo/bapcpa/ds/index.htm> for a complete listing of State child support enforcement agencies. Please also notify my office of your new address.

If [Name of Debtor] successfully completes this bankruptcy case and receives a discharge from other debts, I will send you another letter with additional information that may assist you in collecting on any domestic support obligation you are still owed.

Sincerely yours,

Chapter 12 or 13 Trustee

**SAMPLE INITIAL LETTER TO  
STATE CHILD SUPPORT ENFORCEMENT AGENCY REGARDING  
A CLAIM FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7, 12, or 13**

[Name and Address of State Agency]

Attention: Bankruptcy Reporting Contact

Re: Domestic Support Obligation Owed to [Name of Person Owed Support]  
By [Name of Debtor, Bankruptcy Case No. xx-xxxxx,  
Social Security Number xxx-xx-xxxx]

Dear Bankruptcy Reporting Contact:

I am the chapter [7, 12, or 13] trustee in the case of [Name of Debtor] filed on [Date of Filing] in the United States Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_. Please be advised that information provided to me in this case lists the following person as having a claim for a domestic support obligation against [Name of Debtor]:

[Name, Address, and Telephone Number of Holder of Claim)

In addition to contacting you, I have sent [Holder of Claim] a letter which explains that your agency may assist in collecting any child support claim due from [Name of Debtor].

If [Name of Debtor] successfully completes this bankruptcy case and receives a discharge from other debts, I will send you another letter providing additional information that may help your agency provide assistance to [Name of Holder of Claim] to collect on any domestic support obligation still owed.

Sincerely,

Chapter 7, 12, or 13 Trustee

**SAMPLE DISCHARGE NOTIFICATION TO  
HOLDER OF CLAIM FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7, 12, or 13**

[Name and Address of Holder of Claim for a Domestic Support Obligation]

Re: [Name of Debtor]  
Bankruptcy Case Number: [xx-xxxxx]

Dear [Name of Holder of Claim]:

Please be advised that [Name of Debtor] was granted a discharge in bankruptcy on [Date of Discharge]. The following information is being provided to assist in your efforts to collect any domestic support obligation which [Name of Debtor] may still owe you:

Last known address of the debtor:

Name of debtor's last known employer:

Address of debtor's last known employer:

I am also obligated to provide you the names of certain creditors whose debts were not discharged or reaffirmed. These creditors are as follows:

[Listing of Creditors]

These creditors may be a source of information regarding any future address for [Name of Debtor]. If you request information from these creditors, they are allowed by law to disclose to you the last known address for [Name of Debtor].

Sincerely,

Chapter 7, 12, or 13 Trustee

**SAMPLE DISCHARGE NOTIFICATION TO  
STATE CHILD SUPPORT ENFORCEMENT AGENCY REGARDING  
A CLAIM FOR A DOMESTIC SUPPORT OBLIGATION**

**Chapter 7, 12, or 13**

[Name and Address of State Agency]

Attention: Bankruptcy Reporting Contact

Re: Domestic Support Obligation Owed to [Name of Person Owed Support]  
By [Name of Debtor, Bankruptcy Case No. xx-xxxxx,  
Social Security Number xxx-xx-xxxx]

Dear Bankruptcy Reporting Contact:

Please be advised that [Name of Debtor] was granted a discharge in bankruptcy on [Date of Discharge]. The following information is being provided to assist in your efforts to collect any domestic support obligation which [Name of Debtor] may still owe to [Name of Person Owed Support]:

Last known address of the debtor:

Name of debtor's last known employer:

Address of debtor's last known employer:

I am also obligated to provide you the names of certain creditors whose debts were not discharged or reaffirmed. These creditors are as follows:

[Listing of Creditors]

These creditors may be a source of information regarding any future address for [Name of Debtor]. If you request information from these creditors, they are allowed by law to disclose to you the last known address for [Name of the Debtor].

Sincerely,

Chapter 7, 12, or 13 Trustee