

# Service by Email for Department Child Support Services (DCSS))

## Forms Needed: (\* Mandatory Forms)

- Court Forms (Completed)
- [Proof of Electronic service \(POS-050\)\\*](#)

## What is proof of electronic service and service on Department of Child Support Services (DCSS)?

Electronic service is the ability to serve document(s) by electronic means such as an email to a person or entity who has authorized such service.

DCSS can be served via email. If you must serve DCSS (for example, requesting orders involving child support and child support related issues and DCSS is involved in your case), someone over 18, not a party to the case would email [ServicePortal@Rivco.org](mailto:ServicePortal@Rivco.org) and complete the Proof of Electronic Service form.

*Note: If you are uncertain as to how to serve the **other parent** in matters involving the Department of Child Support Services and your matter involves child support or child support related issues, please contact the Department of Child Support Services for additional options that may be available to you regarding service on the other parent by their agency.*

|  |  |  |
|--|--|--|
| If you are serving a Request for Order, you must file the Request for Order with the court <b>before</b> serving the paperwork on the parties. |  |  |
| <b>1</b>   | <b>Make Copies</b>   | Make (2) identical copies of all your documents and file with the court.   |
| <b>2</b>   | <b>Serve Copy via email</b>                                | Have someone over 18, and not a party to the case email the documents to <a href="mailto:ServicePortal@Rivco.org">ServicePortal@Rivco.org</a> and complete the Proof of Electronic Service form ( <a href="#">POS-050</a> ).<br>If you need assistance on how to complete the form, please watch the following video:<br><a href="https://www.youtube.com/watch?v=0_RXnQAfdpQ">https://www.youtube.com/watch?v=0_RXnQAfdpQ</a>   |
| <b>3</b>   | <b>File the Proof of Electronic Service with the Court</b> | <p><b><u>In-Person:</u></b> Go to the Clerk's Office window. You will need the following:</p> <ul style="list-style-type: none"> <li>• The original and at least copy (max 2)</li> </ul> <p><b><u>Drop box or Mail:</u></b> Use the drop box or mail your forms to the courthouse listed on your forms. Include the following:</p> <ul style="list-style-type: none"> <li>• The original and at least a copy (max 2)</li> <li>• An envelope addressed to yourself with sufficient postage affixed.</li> </ul> <p><b><u>Online:</u></b> Submit your forms online through eSubmit Portal. Follow the instructions below:</p> <ul style="list-style-type: none"> <li>• Electronically sign your documents at all signature lines in the document.</li> <li>• Watch video tutorials to prepare your documents at:<br/><a href="https://riverside.courts.ca.gov/SelfHelp/FamiliesChildren/PDF-Video.mp4">https://riverside.courts.ca.gov/SelfHelp/FamiliesChildren/PDF-Video.mp4</a></li> <li>• Read instructions and eSubmit documents at:<br/><a href="https://riverside.courts.ca.gov/forms-filing/esubmit">https://riverside.courts.ca.gov/forms-filing/esubmit</a></li> <li>• An eSubmit transaction fee applies.</li> </ul> |
| <b>4</b>   | <b>If scheduled, Attend Hearing</b>                        | Attend your scheduled hearing. Some hearings are currently being held remotely. Please ensure that you have the call-in information for hearing at the time indicated on your notice prior to the hearing date.  |

*DISCLAIMER: Our Self-Help Center staff is not your private attorney and does not represent any party. There is NO attorney-client relationship and staff is unable to provide legal advice based on your individual facts. The Self-Help Center staff may provide information and services to the other party in the case. Further, communications between you and Self-Help Center staff is NOT Confidential. You should consult with your own attorney if you want personalized advise or strategy, to have a confidential conversation, or to be represented by an attorney in court.*

|  |                           |
|--|---------------------------|
| ATTORNEY OR PARTY WITHOUT ATTORNEY:<br><br><br><br><br><br><br>TELEPHONE NO.:<br>ATTORNEY FOR ( <i>Name</i> ): | <b>FOR COURT USE ONLY</b> |
| <b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE</b>   | CASE NUMBER:              |
| PLAINTIFF/PETITIONER:<br>DEFENDANT/RESPONDENT:   | JUDICIAL OFFICER:         |
| <b>PROOF OF ELECTRONIC SERVICE</b>   | DEPARTMENT:               |

1. I am at least 18 years old.
  - a. My residence or business address is (*specify*):
  
  
  
  - b. My electronic service address is (*specify*):

2. I electronically served the following documents (*exact titles*):

The documents served are listed in an attachment. (*Form POS-050(D)/EFS-050(D) may be used for this purpose.*)

3. I electronically served the documents listed in 2 as follows:

a. Name of person served:  
 On behalf of (*name or names of parties represented, if person served is an attorney*):

b. Electronic service address of person served :

c. On (*date*):

The documents listed in item 2 were served electronically on the persons and in the manner described in an attachment. (*Form POS-050(P)/EFS-050(P) may be used for this purpose.*)

Date:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  \_\_\_\_\_  
 (TYPE OR PRINT NAME OF DECLARANT) (SIGNATURE OF DECLARANT)