

# To Request Assistance:

Due to time and manpower restrictions, the CSEA **cannot respond via email**. Your email inquiry will be treated as a regular letter and routed to the proper department for assistance.

For better service, please submit the following information with your email:

- **Name**
- **SETS Case Number**
- **Court Case Number**
- **Day Time Telephone Number**

And any information which may have changed:

- **Addresses**
- **Employment**
- **Insurance Coverage**

For accurate routing, please state your wishes as clearly as possible. You may email us at:

[LUCAS\\_CSEAInfo@odjfs.state.oh.us](mailto:LUCAS_CSEAInfo@odjfs.state.oh.us)