

Domestic Relations Section, Northampton County Government Center

126 South Union Street, Easton, Pennsylvania 18042-4444

Telephone 610-829-7700 Fax 610-253-4135

Payment & other information about your case may be accessed over the Internet at www.childsupport.state.pa.us

RULES FOR DEFENDANT

You are now under the jurisdiction of this Court and due to the volume of support cases, the following policies, rules and procedures will be strictly enforced.

1. All payments of Court Orders **MUST** be processed through the State Collections and Disbursement Unit (SCDU), PO Box 69110, Harrisburg, PA 17106-9110. It is your responsibility to make payments pending receipt of monies through a wage attachment. In order to ensure payments are correctly applied, you must use the coupons provided or include your Member ID Number. No credit will be given for direct payments unless specifically authorized by the Court.
2. In accordance with 23 PA CSA Section 4353, you must report any material change in circumstances relevant to the level of support or the administration of the support order must be reported to the Domestic Relations Section and the other parties in writing within seven (7) days of occurrence. This includes, but is not limited to, a change in personal address, change of income or employment.
3. When reporting any change of circumstances, you **MUST** list your Member ID Number and Case ID Number(s). In addition, when changing your address, include old address and new address and telephone number.
4. You **MUST** attend all conferences. If you fail to attend, the Court will make further disposition based on the facts of record or may issue a bench warrant.
5. Visitation rights and custody matters are not under the jurisdiction of this Section. If you have any questions concerning these or any other legal matters, consult your attorney for further clarification or contact the Attorney Referral & Information Service at (610) 258-6333.
6. In accordance with 23 Pa. C.S.A., if there is overdue support owed, any or all of the following enforcement actions may occur:
Past due arrears will be reported to credit bureau organizations, lottery winnings are subject to attachment, your name may be published in newspapers, an automatic lien against real property, your driver's, recreational and/or professional license may be denied or suspended, interception of Federal and State Tax Refund, passport denial or non-renewal, financial assets seized and insurance settlements intercepted.
7. If health care coverage is available to you at no cost as a benefit of employment, or at a reasonable cost of an employment related or group basis, you **MUST** make the coverage available to all dependents named on the Court Order.
8. All support orders will be reviewed every 3 years if such a review is requested by one of the parties.
9. The Court will not grant credit prior to the date of the filing of the petition unless the party requesting such relief was precluded from the filing due to a physical or mental disorder, misrepresentation of another party, or some other compelling reason, and promptly filed when no longer precluded from doing so.

I ACKNOWLEDGE RECEIVING A COPY OF THESE RULES.

DRS Personnel

Date

Docket Number

Case ID Number

Defendant's Member Number
(must be included with all payments)

Defendant's Name

Street Address

City State ZIP Code

Telephone

E-mail