

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 PLAINTIFF

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). **YOU CANNOT APPEAR AT THIS SECTION TO COLLECT YOUR SUPPORT CHECK.** Acceptance of direct payments from the defendant is justification for the Court to suspend the support order.
2. In accordance with 23 Pa. C.S.A. Section, 4353, you **MUST** report any material change in circumstances relevant to the level of support or the administration of the support order to the Domestic Relations Section and the other parties in writing or by personal appearance within seven (7) days of occurrence. This includes, but is not limited to, a change in personal address, or change of address of any child receiving support, change of employment, divorce and/or remarriage. In addition, you must report the graduation, emancipation, change in custody or change in daycare cost of any child for whom support is paid.

When reporting any change in circumstance, you **MUST** list your Case ID Number and Member ID Number, and the name of the person who is paying the support. In addition, when changing your address, include old address, new address and telephone number. Failure to provide information requested by this Section may result in your case being closed.

3. In accordance with 23 Pa. C.S.A. Section, if arrears are owed, any or all of the following may occur:
Past due arrears will be reported to credit bureau organizations, lottery winnings are subject to attachment, defendant's name may be published in newspapers, an automatic lien against real property, driver's 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.
4. All support orders will be reviewed every 3 years if such a review is requested by one of the parties in writing.
5. 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 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.
6. You **MUST** attend all conferences. If you fail to attend, your case may be closed or the Court may make further disposition based on the facts of record.
7. 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.

I ACKNOWLEDGE RECEIVING A COPY OF THESE RULES.

DRS Personnel

Date

Docket Number

Case ID Number

Plaintiff's Member Number

Plaintiff's Name

Street Address

City State ZIP Code

Telephone

E-mail