

CHILD SUPPORT BUREAU, DIVISION OF FAMILY & CHILDREN
INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATIONS
402 W. WASHINGTON, ROOM W36 MS #11
INDIANAPOLIS, IN 46204
1-800-840-8757 OR (317) 233- KIDS (5437)

INDIANA STATE CENTRAL COLLECTION UNIT
P.O. BOX 6219
INDIANAPOLIS, IN 46206-6219

CHILD SUPPORT DIVISION
OFFICE OF ST. JOSEPH COUNTY PROSECUTING ATTORNEY
227 W. JEFFERSON BLVD. 6TH FLOOR
SOUTH BEND, IN 46601
(574) 235-9786

THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA
501 ALONZO WATSON DR.
P.O. BOX 11057
SOUTH BEND, IN 46634
(574) 235-9346

HOUSING ASSISTANCE OFFICE, INC OF ST. JOSEPH COUNTY
1138 LINCOLNWAY EAST
SOUTH BEND, IN 46601
(574) 233-9305

HOUSING AUTHORITY OF MISHAWAKA
P.O. BOX 1347
MISHAWAKA, IN 46546-
(574) 258-1658

ST. JOSEPH COUNTY DIVISION OF FAMILY AND CHILDREN SERVICE
401 E. COLFAX
SOUTH BEND, IN 46601
WELFARE INFORMATION (574) 236-5300

ST. JOSEPH COUNTY DIVISION OF FAMILY RESOURCES
4634 W. WESTERN AVE
SOUTH BEND, IN 46619
(574) 251-8668

CHILD SUPPORT INFORMATION FOR ST. JOSEPH COUNTY

COURTESY OF:

CLERK, ST. JOSEPH CIRCUIT COURT

WHAT YOU NEED TO KNOW

Cash, NO CC

SOUTH BEND DIVISION
101 SOUTH MAIN ST., RM 30
SOUTH BEND, IN 46601
(574) 235-9635
FAX # (574) 235-9838

MISHAWAKA DIVISION
219 LINCOLNWAY WEST, STE. 101
MISHAWAKA, IN 46544
(574) 256-6201
FAX # (574) 256-6225

PROBATE DIVISION
1000 S. MICHIGAN ST.
SOUTH BEND, IN 46601
(574) 235-5371
FAX # (574) 235-5501

GENERAL INFORMATION FOR BOTH PAYORS AND RECIPIENTS

- 1) OFFICE HOURS – All offices are open from 8:00 am to 4:30 pm Monday through Friday.
- 2) INFORMATION REGARDING SUPPORT PAYMENTS WILL NOT BE PROVIDED OVER THE TELEPHONE. If questions arise, you may call the Child Support Kids System at 1-800-840-8757. A personal visit to the clerk's office, a letter or a fax with identification will receive prompt attention. For information on the website go to www.mychildsupport.in.gov
- 3) COPIES OF PAYMENT HISTORIES ARE AVAILABLE. If copies are needed, the request should be made at least two (2) weeks prior to any deadline. If you request that copies be sent to you by mail, you must enclose a stamped/self-addressed envelope. Please note, there is a charge of \$.05 per year.
- 4) KNOW YOUR CAUSE NUMBER – All payments and filings are processed by the Cause Number. This number appears in the upper right hand corner of the court papers. Processing can also be identified by an ISETS case number. If you need to contact our office, you will simplify your request by providing this number. If you are in doubt about the cause number, call your attorney or if your case is being handled by the Legal Service or the Prosecutor's Office, you may wish to contact the appropriate office.

PAYOR INFORMATION

- 1) PAYMENTS MAY BE MADE IN PERSON OR BY MAIL.

- 2) FORM OF PAYMENT – NO PERSONAL CHECKS WILL BE ACCEPTED. Payments must be in the form of Money Order, Cashier's Check, or Certified Check payable to the St. Joseph County Clerk. If you mail your payment, and wish to receive a receipt, you must enclose a stamped/self-addressed envelope.
- 3) INFORMATION ON PAYMENT – On the face of any payment you must put; PAYOR'S NAME, RECIPIENT'S NAME, AND THE CAUSE OR CASE NUMBER.
- 4) CLERK'S FEE – The court has ordered that you pay a fee each year for support handled by the Clerk's office as set by the 1987 Indiana General assembly. When paying this fee, you must identify it as a payment for the clerk's fee. This is necessary for the proper crediting of the payment.

RECIPIENT INFORMATION

- 1) THE SUPPORT SIGNATURE BOOK – When a support order is entered by the Court, The Recipient should come to the Clerk's office, sign the signature book and provide a current address. A picture ID is also required.
- 2) RECEIVING PAYMENTS – Normally, all support checks are mailed within 36 hours of receipt, provided all the information received is correct.
- 3) SPECIAL CIRCUMSTANCES – Based on current law, all child support payments involving public assistance, current or arrears, must be sent to Indianapolis and cannot be sent directly to the recipient.