

**BUTLER COUNTY DOMESTIC RELATIONS COURT
SUPPORT ORDER INFORMATION SHEET**

DEFINITIONS

The **obligee** is the person who receives support. The **obligor** is the person who pays support. The **CSEA** is the Child Support Enforcement Agency. **OCSPC** is Ohio Child Support Payment Central. **ODJFS** is the Ohio Department of Job and Family Services.

PAYMENTS

The Butler County CSEA will accept cash or credit card payments only, at the following location:

**Butler County Child Support Enforcement Agency
Government Services Center
315 High Street - 7th Floor
Hamilton OH 45011**

The Butler County CSEA is open Monday through Friday from 7:00 a.m. to 5:00 p.m., excluding legal holidays. The telephone number of the CSEA is (513) 887-3362 or (800) 542-0806. From Middletown, call (513) 424-5351, extension 3362. The FAX number is (513) 887-3699. For further information, please visit the CSEA web site at <http://www.butlercountyohio.org/csea>.

Visa/MasterCard/ATM/Cash payments may be made locally in person only. Do not send cash by mail. **Personal checks will not be accepted by the Butler County CSEA.**

Payments may also be sent to Ohio Child Support Payment Central (OCSPC) as follows:

Obligor:	Employer:
Ohio Child Support Payment Central	Ohio Child Support Payment Central
P.O. Box 182372	P.O. Box 182394
Columbus OH 43218	Columbus OH 43218

Acceptable methods of payment by mail to OCSPC are as follows:

1. certified check
2. money order
3. cashier=s check
4. personal check

Please include the obligee=s name, court order number, and SETS case number. All checks or money orders are to be made payable to Ohio Child Support Payment Central.

Ohio Child Support Payment Central is not accepting credit card payments at this time. **Personal checks are accepted by OCSPC.**

PAYMENTS OF SUPPORT NOT MADE THROUGH THE CSEA OR OCSPC MAY NOT BE CREDITED TO YOUR ACCOUNT. DO NOT PAY SUPPORT DIRECTLY TO THE OBLIGEE.

SUPPORT DEDUCTION ORDERS

If the Court issues an order so that support will be deducted from your wages, bank account, unemployment benefits, workers= compensation benefits, or other sources of income, **you shall pay the CSEA or directly until the deduction order goes into effect.** It usually takes 2 to 4 weeks for a deduction order to begin working. Failure to make these payments yourself is a separate contempt of court.

PROCESSING CHARGE

The Court has ordered that a service charge equal to 2% of the support order be paid by the obligor with each payment. The Ohio Department of Job and Family Services (ODJFS) and CSEA deduct this service charge from the payments they receive. This processing charge is used by the ODJFS/CSEA to defray the costs of processing payments.

PROCESSING PAYMENTS

As soon as the CSEA or OCSPC receives a payment, it is processed and mailed the next business day. **Checks can not be picked up.**

OHIO WORKS FIRST (OWF) RECIPIENTS

If the obligee receives Ohio Works First (OWF) payments, all support is assigned to the State of Ohio to offset the cost of the OWF program.

CHANGE OF ADDRESS

Both the obligor and the obligee must keep the CSEA informed of their current addresses. This will help avoid delays in processing payments and sending notices.

CHANGE OF EMPLOYMENT

The obligor must keep the CSEA informed of any change in employment. If you are unemployed and have been placed under a seek work order, you shall report any new employment immediately to the CSEA so that a wage deduction order can be issued.

CONTEMPT

Failure to pay the support payments ordered by the Court may lead to contempt of court proceedings. As a result of such proceedings, the Court has the power to put an obligor in jail for up to 90 days and to order the payment of fines and costs if the obligor is found not to have followed the terms of the support order.

MODIFICATION OF SUPPORT

Over time, circumstances may change, which will call for a modification of the amount of the original support order. Both the obligor and the obligee have a right to ask the Court to review the circumstances of the parties and to change the amount of the order. In order to change the support order, a motion may be filed with the Court and the Court will set a hearing date. Both parties will have an opportunity at the hearing to present evidence regarding changes which have taken place since the last court order. In the alternative, either party may contact the CSEA about the administrative procedure for reviewing and adjusting the support order. If both parties agree that the support order should be modified, they should contact the Court Compliance Office on the second floor of the Government Services Center; 315 High Street; Hamilton, Ohio (887-3100) regarding the procedure to be followed.