



CHRISTOPHER M. NANCARROW

Clerk of the Allen Circuit and Superior Courts

Allen County Courthouse ♦ 715 S. Calhoun Street ♦ Fort Wayne, Indiana ♦ 46802

INFORMATION FOR PERSONS MAKING SUPPORT PAYMENTS

Online Payments

Visit the Department of Child Services' website at www.in.gov/dcs/ and click on the "Make a Child Support Payment" menu option.

Mailing Payments

Mailed payments must be sent to the Indiana State Central Collection Unit (INSCCU) at the following address:

**INSCCU
P.O. Box 6219
Indianapolis, IN 46207-7130**

Personal checks, money orders, and cashier's checks may be mailed. Cash is not accepted.

Please include the following information with each payment:

1. Your name, phone number, address, and social security number
2. Your ISETS case number and Court cause number
3. Custodial party's name
4. Payment amount

A Child Support Payment Remittance Form found at www.INSCCU.com may be downloaded, printed, and sent with your payments.

Credit Card Payments

Payments may be made by visiting www.childsupportbillpay.com/indiana or by calling 1-866-972-9427. A convenience fee of 2.25% will be applied to any credit card payment.

Cash Payments

These may be made in person at the following locations:

**Clerk's Support Office
Room 200
Allen County Courthouse
715 S. Calhoun Street
Fort Wayne, IN 46802**

**Clerk's Family Relations Division
Room 111
Allen County Juvenile Justice Center
2929 Wells Street
Fort Wayne, IN 46808**

For information regarding your court case number, ISETS case number, or other questions regarding payments, please contact the KIDSLINE at 1-800-840-8757 or 1-317-241-9636 (TTY). These call centers are open

Monday through Friday from 7:00 a.m. until 6:00 p.m. and on Saturday from 7 a.m. until 12:00 p.m. Automated phone service is available 24 hours per day and 7 days a week.

Support Modifications

Because the Court makes support orders, the Clerk does not have the authority to modify your payment schedule. If you need to change a support order or determine arrearages, please consult an attorney.

Service Fee

An Annual Support Fee (ASFE) fee is required in addition to the regular support and maintenance payments. Effective January 1, 2008 the amount is \$55 per child support case. This fee must be paid to INSCCU. ASFE payments to INSCCU are to be sent to the following address:

**INSCCU – ASFE
P.O. Box 6271
Indianapolis, IN 46206-6271**

(Note: This address differs from the regular child support payment location)

All persons ordered to pay support must pay this fee regardless of whether payments are made directly to the recipient, INSCCU, or the Clerk's office.

Address Change

To change your address, you may visit our office and provide your personal identification and case number. You may also mail a statement with your name, signature, former and current address, date of birth, social security number, and the names of the parent and child(ren) who receive support to the Clerk of the Allen Circuit Court, Support Office – Room 200, 715 S. Calhoun St., Fort Wayne, IN 46802.

Support Payment History Record

A history of all payments received on a case may be obtained for \$1.00 per page. Indiana State law requires an additional \$3.00 fee if the history must be certified. To request a history, you can call the Clerk's Support Office at (260) 449-7588 or submit the request in writing by mailing to the Clerk of the Allen Circuit Court, Support Office – Room 200, 715 S. Calhoun St., Fort Wayne, IN 46802. All payment histories can be picked up in Room 200 of the Courthouse. Because information concerning child support is confidential, you must provide a photo ID in order to receive the payment history.

Additional information concerning child support payments may be found on the State of Indiana Department of Child Services' website at www.in.gov/dcs. You may also visit the Clerk's website at www.allencoclerk.us or call the Clerk's Child Support line at (260)449-7588.