



Holly A. Albright

Clerk of the DeKalb Circuit and Superior Courts

PO Box 230
100 S Main Street
Auburn IN 46706

INFORMATION FOR PERSONS MAKING CHILD SUPPORT PAYMENTS

Support Modifications

The Clerk **DOES NOT** have the authority to modify your payment schedule. Your payment schedule cannot be modified without a Court Order. If you need to modify a Support Order or determine arrearages, please consult an attorney.

Cash Payments

These are the **ONLY** payments that may be made in person at the Clerk's Office.

DeKalb County Courthouse
Clerk of Circuit Court
100 S Main St
Auburn IN 46706

Checks & Money Orders

These are **REQUIRED** to be mailed to the Indiana State Central Collection Unit (INSCCU).

INSCCU
PO Box 7130
Indianapolis IN 46207-7130

Please include the following information with each payment:

Your Full Name	Your Phone Number
Your Address	Payment Number
Your ISETS Case Number	Your Court Cause Number
The Custodial Party's Name	The last four (4) digits of your Social Security Number

You may download a Child Support Payment Remittance Form at www.INSCCU.com to remit with your payment.

Credit or Debit Card Payments

A convenience fee of 2.25% or a \$1.00 minimum applies to all credit/debit card transactions.

Payments may be made online at www.childsupportbillpay.com/indiana

Payments may be made over the phone by calling 1-855-972-9427 * *Additional Fees may Apply*

You will need the following information:

- The Social Security Number of the person who is responsible for the child support payment.
- The ten (10) digit Indiana Child Support Case Number
- The Payment Amount
- Credit/Debit Card Information
- Your Phone Number

Service Fee

An Annual Support Fee (ASFE) is required in addition to the regular support and maintenance payments. Effective January 1, 2008 the amount is \$55 per child support case. All persons ordered to pay support must pay this fee regardless of whether payments are made directly to the recipient, INSCCU, or the DeKalb County Clerk's Office.

ASFE payments to INSCCU are to be sent to the following address:

INSCCU – ASFE

PO Box 6271

Indianapolis IN 46206-6271

Note: This address is different from the regular child support payment mailing address.

Support Payment History Record

A history of all payments received on a case may be obtained for \$0.10 per page. Indiana State law requires an additional \$1.00 fee per page if the history must be certified. Information concerning child support may be confidential therefore a photo ID may be required when obtaining a payment history in person at the Clerk's Office.