



**ADDITIONAL ORDERS FOR SUPPORT & NOTICE TO PARTIES
LUCAS COUNTY COURT OF COMMON PLEAS,
JUVENILE DIVISION**

December, 2024

As a party to an action in the Lucas County Court of Common Pleas, Juvenile Division, you must comply with all applicable provisions of this Order.

**SUPPORT ORDERS
R.C. 3121.036**

A. If you are receiving a monetary payment from any source, you are required to have the payer of that income withhold from that income the specified amount required to satisfy the court order. You are required to immediately notify the Lucas County Child Support Enforcement Agency (LCCSEA), in writing, of any change in the source of your income and the availability of any other sources of income that can be the subject of any withholding order or deduction. You must include the nature of any new employment or income source and the name, business address and telephone number of the new employer or income source.

B. If you have been ordered to pay your support obligation through funds deposited in a financial institution account, you must immediately notify LCCSEA, in writing, of any change in the status of the account from which the support is being deducted, or the opening of a new account with any financial institution, the commencement of employment, including self-employment, or of the availability of any other sources of income that can be the subject of a withholding or deduction. You must include the nature of the new account opened at the financial institution, the name, and business address of that financial institution; or the nature of the new employment or income source, the name, business address, and telephone number of the new employer or income source.

C. On commencement of employment, the obligor may request that the court or child support enforcement agency cancel its deduction notice and instead issue a withholding notice to collect support amounts and that on commencement of employment, the court or agency may cancel its deduction notice and instead issue a withholding notice to collect support amounts.

METHODS OF PAYMENT

- A. **Check or money order shall be made to the Ohio Child Support Payment Central (OCSPC), P. O. Box 182372, Columbus, Ohio 43218-2372.** Checks or money orders shall be made payable to "OCSPC".
- B. **Cash payments shall be paid through Lucas County Treasurer's Office at One Government Center, Suite 500, Toledo, Ohio 43604 or the Lucas County Juvenile Court, Clerk's Office at 1801 Spielbusch Avenue, Toledo, Ohio 43604.**
- C. **Credit/Debit/e-Wallet (Apple Pay, Google Pay, PayPal & Venmo) payments can be made on-line at: <https://oh.smartchildsupport.com>**
- D. The child support mobile application can be downloaded by searching "Ohio Child Support" within your phone's application store (i.e., App Store or Google Play). Once registered, payments can be made from the Child Support Application.
- E. Any payments made directly to the other party/parent, shall not be considered as payment of support.
- F. All payments shall include the following information: Obligor's name, Social Security Number, SETS case number, and the Juvenile Court case number.

**REQUIRED NOTIFICATION:
CHANGE OF MAILING INFORMATION OR STATUS OF MINOR CHILDREN**

A. The parent who is the residential parent and legal custodian of a child for whom a child support order is issued, or the person who otherwise has custody of a child for whom a support order is issued, shall notify and the Obligor may notify the LCCSEA of any reason for which the child support order should terminate, including but not limited to; the child attaining the age of majority, the child ceases to attend an accredited high school on a full time basis after attaining the age of majority, if the support order does not provide for the duty of support to continue past the age of majority; or the death, marriage, emancipation, enlistment in the armed services, deportation, adoption, change of legal custody of the child or the Obligor's death. (RC 3119.87 and 3119.88)

B. EACH PARTY TO THIS SUPPORT ACTION MUST NOTIFY THE LUCAS COUNTY CHILD SUPPORT ENFORCEMENT AGENCY, IN WRITING, OF HIS CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY.

IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS YOU MAY BE FINED UP TO \$50.00 FOR THE FIRST OFFENSE, \$100.00 FOR THE SECOND OFFENSE AND \$500.00 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT

ORDER AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1000.00 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.

IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME, ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION. (R.C. 3121.29)

**GENERAL REQUIREMENTS ON PRIVATE HEALTH INSURANCE
R.C. 3119.32**

A child support order shall contain all of the following:

(A)(1) If the obligor, obligee, or both obligor and obligee, are required under section [3119.30](#) of the Revised Code to provide private health insurance coverage for the children, a requirement that whoever is required to provide private health insurance coverage provide to the other, not later than thirty days after the issuance of the order, information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards;

(2) If the obligor, obligee, or both obligor and obligee, are required under section [3119.30](#) of the Revised Code to provide private health insurance coverage for the children, a requirement that whoever is required to provide private health insurance coverage provide to the child support enforcement agency, not later than thirty days after the issuance of the order, documentation that verifies that coverage is being provided as ordered.

(B) A statement setting forth the name and address of the individual who is to be reimbursed for medical expenses.

(C) A requirement that a person required to provide private health insurance coverage for the children designate the children as covered dependents under any private health insurance policy, contract, or plan for which the person contracts.

(D) A requirement that the obligor, the obligee, or both of them under a formula established by the court, with respect to a court child support order, or the child support enforcement agency, with respect to an administrative child support order, pay extraordinary medical expenses for the children.

(E) A notice that the employer of the person required to obtain private health insurance coverage through that employer is required to release to the other parent, any person subject to an order issued under section [3109.19](#) of the Revised Code, or the child support enforcement agency on written request any necessary information on the private health insurance coverage, including the name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with this section and any order or notice issued under this section.

(F) A statement setting forth the full name and date of birth of each child who is the subject of the child support order.

(G) A notice that states the following: "If the person required to obtain private health care insurance coverage for the children subject to this child support order obtains new employment, the agency shall comply with the requirements of section [3119.34](#) of the Revised Code, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the children in private health care insurance coverage provided by the new employer, when insurance is not being provided by any other source."

All required notices which are to be directed to the Lucas County Child Support Enforcement Agency shall be sent to:

**LUCAS COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
P.O. Box 10018
Toledo, Ohio 43604**

The failure of any person to comply with the provisions of this order may be considered in contempt of court.

JUDGE LINDA M. KNEPP

JUDGE AMY E. STONER