

Bucks County Domestic Relations Section

Wants You To...

**Get Informed
Be Informed
Stay Informed**



My Case # _____

My Member # _____

www.buckscounty.org/Courts/DomesticRelations
www.childsupport.state.pa.us

BUCKS COUNTY DOMESTIC RELATIONS SECTION
ESTABLISHES AND ENFORCES CHILD SUPPORT, SPOUSAL SUPPORT AND
ALIMONY PENDENTE LITE.

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FILE A NEW COMPLAINT TO RECEIVE SUPPORT

There are two convenient ways to file for support:

1. Visit the Pennsylvania Child Support Website at www.childsupport.state.pa.us to create an account and file a complaint for support.

** Complaints for Alimony Pendente Lite (APL) cannot be filed online.

For assistance with the Pennsylvania Child Support Website, contact log-in support at ra-pacses@pa.gov.

2. Visit www.buckscounty.org/Courts/DomesticRelations to print and complete the Complaint for Support Packet. You are required to mail the original to:

Bucks County Domestic Relations Section
100 N. Main Street
Doylestown, PA 18901

** You must indicate on your complaint if you are filing for Alimony Pendente Lite (APL).

Items that must be sent to Domestic Relations when filing a new Complaint for Support:

- ◆ Copies of birth certificates for yourself and child(ren)
- ◆ Copies of SSN cards for yourself and child(ren)
- ◆ Custody paperwork, if applicable
- ◆ Marriage license, if applicable
- ◆ Divorce Decree, if applicable
- ◆ Acknowledgement of Paternity/Establishment of Parentage (if parents were not married at the time of the child(ren)'s birth, and paternity was established in another state)

FILE A NEW COMPLAINT TO RECEIVE SUPPORT

Documents should be submitted at least one week prior to your scheduled conference, and can be submitted by using one of the following methods:

1. Emailing your documents to CSBucks@pacses.com
 - Please include your nine-digit PACSES Case ID, found on your Order to Appear, in the subject line of the email.
 - All documents must be a PDF.
 - Do not reduce the size of the image.
 - Cloud-based attachments are not compatible with our imaging system.
2. Mailing hard copies directly to the Domestic Relations Section
Bucks County Domestic Relations Section
100 N. Main Street
Doylestown, PA 18901
3. Stopping in at our Doylestown office and scanning your documents on our LexMark printer located in our main reception area.

Additional things you may need to know when filing for support:

- Paternity may need to be established prior to a support order being entered.
- Translation or interpreter services are available at the Domestic Relations Section. Contact our office to learn more.
- Domestic Relations does not charge a filing fee to file for support.
- If you are concerned about family violence, contact our office. Your information can be made confidential, will be removed from certain forms, and will not be shared with the other party.

Did you know you can scan your documents directly on your smart phone and email them to us? Visit us at www.buckscounty.org/Courts/DomesticRelations for details!

FILE A PETITION TO MODIFY AN EXISTING ORDER OR RECOUP AN OVERPAYMENT

There are two convenient ways to file:

1. Visit the Pennsylvania Child Support Website at www.childsupport.state.pa.us. For assistance with the Pennsylvania Child Support Website, contact log-in support at ra-pacses@pa.gov.
2. Visit www.buckscounty.org/Courts/DomesticRelations to print and complete a Petition to Modify. You are required to mail the original to:
Bucks County Domestic Relations
100 N. Main Street
Doylestown, PA 18901

In order to file the Recovery Petition in an active case, your account balance must be overpaid more than 2 months of the Monthly Support Obligation.

Additional things you may need to know:

- Translation or interpreter services are available at Domestic Relations. Contact our office to learn more.
- Domestic Relations does not charge a filing fee to file for support.
- If you are concerned about family violence, contact our office. Your information can be made confidential, will be removed from certain forms, and will not be shared with the other party.

IF YOU OR SOMEONE YOU KNOW HAS AN ACTIVE DOMESTIC RELATIONS BENCH WARRANT, YOU MUST CALL THE DOMESTIC RELATIONS BENCH WARRANT UNIT AT (215) 348-6843.

PAYING SUPPORT

See page 6 for a list of payment options.

Court ordered payments are accepted at either of our office locations:

⇒ 100 N. Main Street, Doylestown, PA 18901 (Cash or Debit Card only)

⇒ 1240 Veterans Highway, #806, Bristol, PA 19007 (Debit Card only)

Additional things you may need to know:

- Make sure to include your ten-digit member ID or your SSN on all payments.
- Payments are due on the 1st of the month.

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Support Payment Options

<p>Check or Money Order</p>	<p>FREE (other than any purchase fees of the money order)</p>	<p>Immediate upon receipt.</p>	<p>PA SCDU PO Box 69110 Harrisburg, PA 17106-9110</p>	<p>Payment must be made out to PA SCDU. In order for payment to be processed, you must include the non-custodial parent's name and PACSES Member ID number or SSN. Customer Service Number: 1-877-727-7238</p>
<p>PA SCDU IYR</p>	<p>2.95% for \$0-\$700; \$20.00 for \$700.01 or greater</p>	<p>Next Banking Day</p>	<p>1-800-955-2305</p>	<p>Accepts MasterCard, Visa or Discover. Payments made by 11:59PM the prior day, will be posted the following day. Customer Service Number: 1-877-727-7238</p>
	<p>FREE</p>	<p>5-7 Banking Days</p>	<p>www.expertpay.com</p>	<p>This is used for one-time or recurring withdrawals from a bank account. You must register and setup an account on the website. There is no limit on the transaction amount. 1-800-403-0879.</p>
	<p>\$3.99</p>	<p>4-7 Banking Days</p>	<p>See MoneyGram website (www.moneygram.com) for list of locations.</p>	<p>Must pay by cash or debit card with pin number. Transaction Limits vary by location. PA SCDU receive code is 14677. Customer Service Number: 1-800-666-3947.</p>
	<p>\$7.99 for \$0-\$300; \$10.99 for \$300.01-\$500</p>	<p>4 Banking Days</p>	<p>http://www.moneygram.com/paybills?receiveCode=14677</p>	<p>Limit of \$500 per transaction and total of \$2999 over a 30 day period. May be made with a credit card or debit card. Your credit card company may charge cash advance fee and interest. PA SCDU receive code is 14677.</p>

RECEIVING SUPPORT

Receive your support payments by either
Direct Deposit or EPPICard:

DIRECT DEPOSIT

- Support payments are electronically deposited into a checking or savings account.
- To receive your payments via direct deposit, or to update your current direct deposit information, visit www.buckscounty.org/Courts/DomesticRelations to complete the direct deposit form. Scan and email the completed form to pa-childsupp-4.fc-sls@Conduent.com or mail the completed form to:

PA SCDU
PO Box 61216
Harrisburg, PA 17106-1216

EPPICARD

- Support payments are electronically loaded onto a stored value Debit MasterCard.
- For additional information, including any possible fees, visit www.EPPICARD.com or call 1-800-304-1669.

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CONFERENCES

Most scheduled Domestic Relations Section (DRS) conferences are being held via telephone. Be sure to read your Order to Appear to determine if your upcoming conference is being held in person or via telephone

IF YOUR CONFERENCE IS BEING HELD BY TELEPHONE... You must provide the Domestic Relations Section with a telephone number where you can be reached on the date and time of your conference. **A Domestic Relations Officer will call you as close to your scheduled time as possible.**

At least one week prior to your scheduled telephone conference you must submit all required documentation (as indicated on your Order to Appear). You can do so by:

1. Emailing your documents to CSBucks@pacses.com
 - Please include your nine-digit PACSES Case ID, found on your Order to Appear, in the subject line of the email.
 - All documents must be a PDF.
 - Do not reduce the size of the image.
 - Cloud-based attachments are not compatible with our imaging system.
2. Mailing hard copies directly to the Domestic Relations Section
Bucks County Domestic Relations Section
100 N. Main Street
Doylestown, PA 18901
3. Stopping in at our Doylestown office and scanning your documents on our LexMark printer located in our main reception area.

Contact our office prior to your scheduled conference if you will need translation or interpreter services.

Did you know you can scan your documents directly on your smart phone and email them to us? Visit us at www.buckscounty.org/Courts/DomesticRelations for details!

HEARINGS

If you have any questions please contact our office at CSBucks@pacses.com or (215) 340-8068.

HEARINGS

Most modification and new hearings are done via telephone, however some complex matters and special listings may be required to be heard in person. Your Order to Appear should indicate whether your hearing will be done via telephone or in person, however, if you are unsure you should contact our office.

If your hearing is via telephone, a Domestic Relations Officer will call you as close to your scheduled time as possible.

CONTEMPT HEARINGS

Defendants must appear for all contempt hearings in person. Failure to appear could result in a bench warrant being issued. Plaintiffs are not automatically contacted for contempt hearings unless specifically requested.

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PATERNITY ESTABLISHMENT

- A husband is presumed to be the legal father of a child born of a marriage. Only a judge can disestablish the husband as the child's legal father before a Complaint for Support can be filed against another party.
- A birth certificate does not constitute paternity in Pennsylvania. There must be an Acknowledgement of Paternity (AOP) on file.
- Genetic testing performed in the Domestic Relations office is done by buccal swab (swabbing the inside of the cheek).
- The fee for genetic testing is \$19.75 per person tested. If a person is tested outside of Bucks County, the fee may be higher. The fee is paid by the defendant if he requests genetic testing and is found to be the biological father. There is no fee if the defendant is excluded as the biological father. Results may take up to four (4) weeks.

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FAQ

- **What services does Domestic Relations provide?** Domestic Relations establishes and enforces court orders for child support, spousal support, and alimony pendente lite (APL). Domestic Relations also establishes paternity for children on support cases who were born out of wedlock. Domestic Relations does not address custody or protection from abuse orders. Contact the Prothonotary Office at 215-348-6822 for assistance with custody or protection from abuse.
- **Do I have to come to Domestic Relations in person to file for support?** You can file online at www.childsupport.state.pa.us or file through the mail. Visit [www.buckscounty.org/Courts/Domestic Relations](http://www.buckscounty.org/Courts/DomesticRelations) to learn more about filing for support.
- **What information do I need to provide before my support conference?** See your Order to Appear for a list of conference documents.
- **How do I submit documents prior to my upcoming support conference?** See page 8 for instructions on submitting your documents.
- **What is the difference between a conference and a hearing?** Conferences are held with officers and if an agreement is reached, an order is entered. If no agreement is reached, the matter is scheduled for a hearing in front of a Judge who will enter an order.
- **Do I have to appear in person for my conference?** Your Order to Appear will indicate whether your conference is by telephone or in person.
- **Do I have to appear in person for my hearing?** Your Order to Appear will indicate whether your hearing is by telephone or in person.
- **How do I scan and send requested documents to Domestic Relations?** Visit [www.buckscounty.org/Courts/Domestic Relations](http://www.buckscounty.org/Courts/DomesticRelations) for instructions on how to scan your documents and send them to Domestic Relations.
- **Can I pay my child support at the Domestic Relations office?** Payments that are ordered at a conference or a hearing are accepted at our Doylestown and Bristol locations. It is strongly encouraged that ALL other payments be made by any of the payment options found on page 6.
- **How will I receive my support payments?** Support payments are paid via direct deposit into a bank account or loaded onto a stored value Debit MasterCard.
- **How long will my child support order be in effect?** In most cases, a child support order in Pennsylvania terminates when a child has turned 18 AND has graduated from high school, whichever occurs last. Any Arrears that remain due after a child has emancipated continue to be collected until paid in full.

FAQ

- **Are translation or interpreter services available?** Yes. Contact Domestic Relations at CSBucks@pacses.com or call (215) 340-8068 for assistance.
- **How do I get reimbursed for the medical expenses that are included in my support order?** Visit www.buckscounty.org/Courts/DomesticRelations to print and complete the Unreimbursed Medical Instructions and the Unreimbursed Medical Summary.
- **How can I check my balance or get recent payment information?** For balance or payment information, go to www.childsupport.pa.state.us or call PA SCDU at 1-877-727-7238.
- **How do I request enforcement on my case?** Visit www.buckscounty.org/Courts/DomesticRelations to complete and submit the Client Request Form electronically.
- **How do I request a copy of my Order or a payment history?** Visit www.buckscounty.org/Courts/DomesticRelations to complete and submit the Client Request Form electronically.
- **I have a Domestic Relations Bench Warrant. What should I do?** Contact our office immediately at (215) 348-6843.
- **When there is family violence, can personal information be kept confidential?** Your personal information, such as your address, telephone number, and employer can be kept confidential from the other party. Please contact Domestic Relations at CSBucks@pacses.com or call (215) 340-8068 for additional information.

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OTHER RESOURCES

- **Need help finding employment or bettering your employment?** Visit PA CareerLink at www.pacareerlink.pa.gov.
- **Need resources?** Visit Bucks County Opportunity Council at www.bcoc.org.
- **Live in Bucks County? Need transportation to a court hearing?** Visit Bucks County Transport at www.bctransport.org.
- **Need help or know someone who needs help?** Visit A Woman's Place at www.awomansplace.org.
- **Need an attorney?** Visit Bucks County Bar Association at www.bucksbar.org.
- **Department of Human Services:** Visit www.dhs.pa.gov.
- **Network of Victim Assistance:** Visit www.novabucks.org.
- **Suicide Prevention:** Visit www.suicidepreventionlifeline.org.
- **Want to improve your English literacy, reading, writing or math skills?** Visit VITA Education Services at www.vitaeducation.org.

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CONTACT BUCKS COUNTY DOMESTIC RELATIONS

◇ **EMAIL:** CSBucks@pacses.com

Visit www.buckscounty.org/Courts/DomesticRelations to complete and submit the Client Request Form electronically.

*** Please include your nine-digit PACSES case number in the subject line. ***

◇ **PHONE:** (215) 340-8068

◇ **OFFICE LOCATIONS:**

- Doylestown: 100 N. Main Street, Doylestown, PA 18901
- Bristol: 1240 Veterans Highway, #806, Bristol, PA 19007

◇ **OFFICE HOURS:** 8:00am - 4:45pm

*** Domestic Relations Section has extended calling hours the 3rd Wednesday of every month from 5:00pm - 7:00pm. ***

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