

**INSTRUCTIONS FOR MAKING SUPPORT PAYMENTS THROUGH  
THE CLEARINGHOUSE**

**In NON IV-D (PRIVATE CASES)**

Until the Order of Assignment becomes effective with an employer and monies are actually deducted from the paycheck and directed to the Clearinghouse, it shall be the responsibility of the parent obligated to pay support to personally pay the support through the Clearinghouse as ordered by the Court. The payer should coordinate with the payroll office as to when deductions will start.

*The Clearinghouse is not responsible for returning overpayments.*

**Support payments and support payment handling fees made personally must be paid as follows:**

1. **Make all checks payable to: Clearinghouse**
2. **Mail only payments (not correspondence) to: Clearinghouse  
P.O. Box 52107  
Phoenix, AZ 85072-2107**
3. **All checks must show the ATLAS case number and the payer's name** to ensure positive identification and receive proper credit. Your ATLAS number maybe on your order or you may call (602) **372-5375** to obtain the ATLAS number. Checks lacking this information requires research and may result in delay disbursements.
4. In addition to the court ordered amount, \$8.00 shall be paid monthly to cover the cost and handling of support payments (ARS §25-510).
5. **Any change of residential or mailing address must be submitted to the Clerk of Superior Court in writing within 10 days** at the address provided below. Failure to notify the Clerk of these changes may be considered contempt of court (ARS §25-322). Send changes to:

**Clerk of Superior Court  
Distribution Center  
201 W. Jefferson  
Phoenix, AZ 85003  
-or- FAX (602) 506-6690**

6. **Any changes of employer information must be submitted to the Clerk of Superior Court in writing within 10 days** at the address provided below. Failure to notify the Clerk of these changes may be considered contempt of court (ARS §25-322). Employer information or correspondence regarding your Order of Assignment or related to your support payments should be directed to the address or fax below.

**Clerk of Superior Court  
Support Services  
201 W. Jefferson  
Phoenix, AZ 85003  
-or- FAX (602) 506-1937**

7. **Payments may be considered a GIFT and may cause support arrearages if payments are made directly to the person receiving support when the order requires payment through the Clerk of the Superior Court/Clearinghouse.**
8. Forms for voluntary payroll deduction of child support and/or spousal maintenance by Order of Assignment or to *stop* an active Order of Assignment when the obligation is no longer owing, are available from the Law Library Resource Center online at: <http://www.superiorcourt.maricopa.gov/SuperiorCourt/LawLibraryResourceCenter/>, or at any of the following Superior Court locations:
  - 101 W. Jefferson St., 1st Fl, Phoenix
  - 222 E. Javelina Drive, 1st Floor, Mesa
  - 18380 N. 40<sup>th</sup> Street, Phoenix (40<sup>th</sup> Street & Union Hills)
  - 14264 W. Tierra Buena Lane, Surprise

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**Phoenix, AZ 85072-2107**
3. **All checks must show the ATLAS case number and the payer's name** to ensure positive identification and receive proper credit. Your ATLAS number may be on your order or you may call (602) **372-5375** to obtain the ATLAS number. Checks lacking required information as indicated must be researched. This could result in disbursement being delayed.
4. In addition to the court ordered amount, \$8.00 shall be paid monthly to cover the cost and handling of support payments (ARS §25-510).
5. **Any change of employer or residential/ mailing address must be submitted to the Clerk of Superior Court or Clearinghouse in writing within 10 days at the addresses provided below.** Failure to notify the Clerk or Clearinghouse of these changes may be considered contempt of court (ARS §25-322). Send changes to:  

<b>Employer Change:</b> <b>Clearinghouse c/o DCSE</b> <b>P.O. Box 40458</b> <b>Phoenix, AZ 85067</b> <b>-or- FAX (602) 253-4206</b>	<b>Address Change:</b> <b>Clerk of Superior Court</b> <b>Distribution Center</b> <b>201 W. Jefferson</b> <b>Phoenix, AZ 85003</b> <b>-or- FAX (602) 506-6690</b>
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**Support Services**  
**201 W. Jefferson**  
**Phoenix, AZ 85003**  
**-or- FAX (602) 506-1937**
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