



# 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 RECEIVING SUPPORT PAYMENTS

#### **Name or Address Change**

Please immediately notify the Clerk's Support Office of any change of name or address. Merely changing your address at the Post Office does not update our records or cause your checks to be forwarded properly. If you are unable to come into our office with photo identification and your court case number, you may send a statement which includes the following information:

1. Court Case Number
2. Name of Payor
3. Your Name
4. Your Former and Current Address
5. Your Social Security Number
6. Your Date of Birth
7. Your Signature
8. Copy of Photo Identification

Mail this information to the following address:

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

#### **Payment Information**

You may call 1-800-840-8757 to see when your last payment was posted. It is important to cash your check promptly because it will become void sixty (60) days after the date it is issued. If a support check is lost, stolen, or destroyed, you may request the Clerk to place a stop payment on the check within ten (10) days of the check's posting date. You must use your support payment history record to identify the check before a stop payment can be issued.

#### **Direct Deposit Program**

The Clerk's Office has the ability to deposit your payment directly into your financial institution. Call the Support Office at (260) 449-7588 or visit [www.allencoclerk.us](http://www.allencoclerk.us) to obtain further information.

#### **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.

You may email this request to [copyrequestsupport@allencounty.us](mailto:copyrequestsupport@allencounty.us).

**Support Orders and Enforcement**

Support orders are made by the Court. The Clerk does not have the ability to enforce or modify these orders. If you need an order enforced, modified, or the arrearages determined, please consult an attorney. You may also join the Title IV-D Enforcement Program through the Prosecutor's Child Support Division. Call (260) 449-7136 for more information about this program.