

# RULES AND REGULATIONS FOR SUPPORT PAYMENTS

1. All support payments shall be made **payable\*** to the support **recipient** and delivered to:

*Sue Murphy, District Clerk  
One East Main  
Bellville, Texas 77418-1598  
979-865-5911*

**\*NOTE:** In all **child support cases involving the Attorney General or payable through the State Disbursement Unit**, make checks **payable** to the **recipient** and include the following information: the Court's cause number, the Attorney General's case number, and the obligor's and obligee's names. Deliver the payment to the address stated in the Court's Order or the Notice of Place of Payment.

2. Payments can be made by cashier's check, money order or personal checks. If payments are being made in person, cash will be accepted. **DO NOT** send cash through the mail. **Payments must be for support only.** Any payments other than support (ie. insurance, doctor, etc.) *may* be mailed with the support or *may* be mailed directly to the recipient; however, if any additional payment is mailed through this office, the payment must be in a separate check or money order and must include a notation of the purpose of the payment.
3. If an insufficient fund check is received for a support payment, this office will no longer accept personal checks.
4. A certified copy of the withholding order for support will be mailed to an employer upon receipt of a signed, written request, which **must** be accompanied by a **\$15.00 fee**. The request must include the employer's name and mailing address and should indicate the Court's cause number. No orders will be mailed without the \$15.00 fee. The request may be made by the prosecuting attorney, the Title IV-D agency, the friend of the court, a domestic relations office, the obligor, the obligee, or an attorney representing the obligee or obligor.
5. A party to a suit is responsible for providing this office a **signed, written notification** of the party's current name, mailing, residence, and employment addresses and telephone numbers.
6. All support **telephone calls** to the District Clerk's Office should be made between **4 and 5 p.m.** each day. This hour has been designated as the time to respond to all support calls in order to provide better customer service by continuing to process support payments the same day they are received and providing up-to-date support information.

## SUPPORT ENFORCEMENT INFORMATION

*The District Clerk's office is not an enforcement agency.*

*If you have problems receiving **spousal support**, contact your attorney.*

*If you have problems receiving **child support**, contact your attorney or*

*The Office of the Attorney General, Child Support Unit 0605E,  
2440 Texas Parkway, Suite 300, Missouri City, Texas 77489, 281-208-2137,*

[www.oag.state.tx.us](http://www.oag.state.tx.us).