

CLERK OF THE CIRCUIT COURT
PINELLAS COUNTY, FLORIDA

HELPFUL HINTS FOR CHILD SUPPORT ORDERS
have you provided

- The Obligor's name, address, social security number, place of employment and any other sources of income.
- The obligee's name, address, and social security number.
- The children's names, social security numbers and birthdates.
- Does the order provide emancipation information:
 - Children's birthdates
 - Date of High School Graduation if support to continue beyond age 18 Statute 743.07 (2)
 - If payment is per child, does order clearly instruct the amount of money due for each child and/or that support is equally allocated? Verbiage Clerk looks for is **equally allocated** or **\$ amount assigned for each child**.
- Does the order provide the Clerk's office with a start date? Do all documents have same start date?
- If Clerk's accounting is not to begin until 1st payment received from Income Deduction Order has that been clearly stated?
- Does the order show the correct frequency for payment to match respondent's payroll?
- Does the order include information concerning Clerk fees required with each payment? Statute 61.181 (The fees established by this section shall be set forth and included in every order of support entered by a court of this state which requires payment to be made into the depository).
- Parties using the depository for support payments shall inform the depository of changes in their names or addresses.

Additional Information:

- State Disbursement Unit is a payment processing center. The court orders are updated on Clerk's systems which transmit information to the State Disbursement Unit nightly.
- The Clerk is the official record keeper.
- Inform Clients if payments are ordered through the depository not to make them direct. If direct payments are made Clerk will need order to credit account.