

INSTRUCTIONS / IV-D APPLICATION

The **IV-D APPLICATION** must be completed and signed by the obligee (person receiving child support) at the time child support is issued or modified. The application is not used for spousal support only cases. Franklin County CSEA does not charge an application fee.

The application drafted by the State of Ohio does not contain a line for the court case number. Please add the case number to the upper right hand corner of the application.

The application does not need to be completed if the case is already IV-D. The CSEA Liaison Office can identify whether the case is IV-D or non IV-D. The CSEA Liaison Office is located on the 5th floor at 373 S. High Street (614) 525-4232.

THE IV-D APPLICATION PACKET HAS 3 PARTS:

- 1) Application to be completed and signed by the obligee
- 2) Appendix 1-24 Rights and Responsibilities...to be completed and signed by the obligee (2 copies attached-one for the court / one for the obligee)
- 3) Explanation of State Hearing Procedures

PROCEDURE: The application and the signed copy of the Appendix 1-24 Rights and Responsibilities form must be given to the Bailiff or Court Officer prior To adjournment of the hearing or at the time the agreed entry is submitted to the court. The obligee must be given the copy of the Appendix 1-24 Rights and Responsibilities form and the Explanation of State Hearing Procedures form (original and copy only)

Note: The Bailiff or Court Officer will forward the application and the signed copy of the Appendix 1-24 Rights and Responsibilities to the CSEA Liaison Office. The CSEA Liaison Office will copy the Application, file the copy of the application with the Clerk of Courts and forward the original application and the signed copy of the Appendix 1-24 Rights and Responsibilities form to the Franklin County CSEA.

***PLEASE CALL THE CSEA LIAISON OFFICE WITH QUESTIONS AT (614) 462-4232**