

## **ADDITIONAL ORDER & NOTICE TO PARTIES**

As a party to an action in the Lucas County Court of Common Pleas, Domestic Relations Division, you must comply with all applicable provisions of this Order.

### **MANDATORY LANGUAGE**

A. School Activities Access Notice: Subject to R.C. 3319.321(F) and unless otherwise indicated in the Entry or parenting plan, both parties are entitled access to any student activity related to the child(ren). **Any school employee or official who knowingly fails to comply with permitting school activities access is in contempt of Court.**

B. Records Access Notice: Subject to R.C. 3125.16 and 3319.321(F) and unless otherwise indicated in the Entry or parenting plan, both parties are entitled access to any record related to the child(ren). **Any keeper of a record who knowingly fails to comply with permitting record access is in contempt of Court.**

### **RELOCATION NOTICE**

Pursuant to R.C. 3109.051(G) and unless otherwise indicated in the Entry or parenting plan, if the residential parent, or either parent subject to a shared parenting plan, intends to move to a different residence than that stated in the Entry or parenting plan, said parent shall file notice of intent to relocate with this Court and send a copy of same to the other parent prior to moving. If no other agreement is stated, said notice shall be filed at least thirty (30) days prior to moving.

### **SUPPORT ORDERS**

A. If you are receiving a monetary payment from any source, you are required to have the payor of that income withhold from that income the specified amount required to satisfy the Court order. You are required to immediately notify the Lucas County Child Support Enforcement Agency, in writing, of any change in the source of your income and of the availability of any other sources of income that can be the subject of any withholding order. You must include the name, business address and telephone number of any new employer or income source.

B. If you have been ordered to pay your support obligation through funds deposited in a financial institution account, you must immediately notify the Lucas County Child Support Enforcement Agency, in writing, of any change in the status of the account from which the support is being deducted. You must also immediately notify the Agency, in writing, of the opening of a new account with any financial institution, or commencement of employment, including self-employment, or the availability of any other sources of income that can be the subject of a withholding order.

C. If you have been ordered to pay a cash bond with the Court and the bond is conditioned that you will make payments as previously ordered and will pay any arrearages under any prior support order, you may request, upon the receipt of income from any payor, that the Court cancel its bond and enter a withholding order from your payor.

D. If you have been ordered to seek work or participate in a work activity to which a recipient of assistance under Title IV-A may be assigned, you must register at [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) and immediately notify the Lucas County Child Support Enforcement Agency, in writing, upon obtaining employment, obtaining income from any source, or upon obtaining ownership of any asset with a value of \$500.00 or more.

### **METHODS OF PAYMENT**

A. All payments of support must be made through the Ohio Department of Job and Family Services (ODJFS). Any payment of money by the person responsible for payment of the support ordered by the Court and not paid through the ODJFS will not be considered payment of the support order and will be deemed a gift. (R.C. 3121.45)

B. All payment of support made to the Ohio Department of Job and Family Services shall be made by cash, certified check, or money order if not paid by withholding.

### **REQUIRED NOTIFICATION OF CHANGE OF MAILING INFORMATION, OR CHANGE IN STATUS OF MINOR CHILDREN**

A. If you are the residential parent of a child for whom a support order is issued, or the person who otherwise has custody of a child for whom a support order is issued, you must immediately notify the Lucas County Child Support Enforcement Agency, in writing, of any reason for which the child support order should terminate, including but not limited to, the child's attainment of the age of majority; if the child no longer attends an accredited high school on a full-time basis and the support order does not provide for the duty of support to continue beyond past the age of majority; the child ceasing to attend such a high school on a full-time basis after attaining the age of majority; if the support order does not provide for the duty of support to continue past the age of majority; or the death, marriage, emancipation, enlistment in the armed services, deportation, or change of legal or physical custody of the child. (R.C. 3119.88)

**B. EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.**

**IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**

**IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY, YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, REDIRECTION, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**

C. If the Lucas County Child Support Enforcement Agency determines that a child is emancipated, the Agency shall conduct an investigation pursuant to R.C. 3119.89(A), and if it determines that there are other minor children subject to the child support order, the Agency shall divide the child support due annually and per month under the order by the number of children who are the subject of the child support order, and shall subtract the amount due for the emancipated child from the total amount due. The Agency shall issue a revised child support order pursuant to R.C. 3119.89(B). If arrears are owed, those amounts may be included in the revised order.

### **HEALTH INSURANCE COVERAGE**

A. If you have been ordered to maintain health insurance, you must submit a copy of the Court order to your insurer at the time of your application for coverage and shall no less than 10 days after the issuance of the order provide written proof of coverage to Lucas County Child Support Enforcement Agency that application has been made. Your insurer may continue making payment for medical, optical, hospital, dental, or prescription services directly to the provider in accordance with the applicable health insurance or healthcare policy, contract, or plan.

B. If you have been ordered to obtain health insurance coverage for the children, you must furnish written proof to the Lucas County Child Support Enforcement Agency within 30 days of the issuance of the Court order.

C. If you have been ordered to provide health insurance coverage for the children, you must provide the other parent with information regarding the benefits, limitations and exclusions of the health insurance coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the health insurance coverage and a copy of any necessary insurance cards.

D. You must designate the children as covered dependents under any healthcare policy, contract, or plan.

E. If you have been ordered to obtain health insurance and you fail to obtain insurance coverage, the Lucas County Child Support Enforcement Agency shall obtain a Court order requiring the party to obtain coverage. (R.C. 3119.40 – 41)

F. The employer of the party ordered to maintain health insurance shall, upon written request of the other parent to the Lucas County Child Support Enforcement Agency, release any necessary information concerning the health insurance coverage, including, but not limited to, the name and address of the insurer and any policy, contract, or plan number and to otherwise comply with any Court order under R.C. 3119.31(F).

G. If the person required to obtain health insurance coverage for the children subject to this child support order obtains new employment and the health insurance coverage for the children is provided through the previous employer, the Agency shall comply with the requirements of R.C. 3119.43 – 44 which may result in the issuance of a notice to the new employer to take whatever action is necessary to enroll the children in healthcare insurance coverage provided by the new employer.

H. If you have been ordered to maintain health insurance, you must notify the insurer of the name, address and telephone number of the person designated to be reimbursed for any out-of-pocket expenses.

I. You will be responsible for co-payment as set forth in the Court Medical Schedule.

J. If you have failed to obtain or maintain health insurance, you will be responsible for all medical expenses incurred on behalf of the minor children.

**All required notices which are directed to the Lucas County Child Support Enforcement Agency shall be sent to:**

**LUCAS COUNTY CHILD SUPPORT ENFORCEMENT AGENCY  
P.O. BOX 10018  
TOLEDO, OH 43699-0018**

**FAILURE OF ANY PERSON TO COMPLY WITH THIS ORDER MAY BE CONSIDERED IN CONTEMPT OF COURT.**