

Direct Payment Requests – Idaho Orders

Most child support orders in Idaho instruct parents to send child support payments to Idaho Child Support Services. This ensures all payments are reflected on the official payment record.

When one parent pays child support directly to the other parent, the payment is not reflected in the official payment record. This causes an error in the official payment record and may result in action by Child Support Services to collect the amount owed.

Child Support Services can change the official payment record to reflect direct payments only as directed in a court order or by a valid Partial Satisfaction of Child Support Judgment.

About a Partial Satisfaction of Child Support Judgment

A Partial Satisfaction of Child Support Judgment:

- Is designed to credit the official payment record for payments paid directly to a custodial parent, or for payments received in kind.
- Is voluntary. Either parent may independently seek a court order to resolve disputes.
- Can only credit child support owed for the current and/or past months. Future support is not impacted.
- Permanently changes the official payment record.

How to Request a Partial Satisfaction of Child Support Judgment

1. Print and complete both pages of the Partial Satisfaction of Child Support Judgment form. Complete Page 1, but do not sign at this time. Provide names and addresses on Page 2.

The Civil number on page one is not the Child Support case number. Civil number is located on the order.

2. Sign the form in front of a notary.
3. Make three copies of the notarized form. The original is for the Clerk of the Court. One copy is for your records, one is for the other parent, and one is for Child Support Services.
4. Address and stamp three envelopes (one for you, one for the other parent, and one for Child Support Services at 3402 Franklin Road, Caldwell, ID 83605-6932).
5. Click www.idaho.gov/aboutidaho/county/index.html to determine the location and contact information of the appropriate Clerk of the Court.
6. Gather information about fees associated with file-stamping and filing the form. The form does not have to be recorded or certified.
7. Take the original and all copies of the Partial Satisfaction of Child Support Judgment form and the stamped envelopes to the Clerk of the Court.

The Clerk of the Court will sign and File Stamp each form, then mail the forms to each recipient listed on Page 2 (Certificate of Mailing).

If you prefer to complete this process by mail, you may send three signed and notarized Partial Satisfaction of Child Support Judgment forms, the Certificates of Mailing, and the addressed and stamped envelopes to the Clerk of the Court.

IN THE DISTRICT COURT OF THE _____ JUDICIAL DISTRICT OF THE
STATE OF _____, IN AND FOR THE COUNTY OF _____

_____,)
_____)
_____)
PLAINTIFF(S),)
vs.)
_____)
_____)
DEFENDANT(S).)

CIVIL NO. _____

PARTIAL SATISFACTION OF
CHILD SUPPORT JUDGMENT

I, _____, am the party with the right to collect child/spousal/medical support under the order(s) previously entered in this case for the benefit of _____ (child(ren)). An Order/Decree/Judgment was previously entered requiring _____ (obligated party) to pay child/spousal/medical support in this case.

I hereby acknowledge that the Judgment for Child Support in this matter has been satisfied to the extent of [] all accrued child support through _____ (month), _____ (year), or [] the sum of _____ which is equal to or less than the total amount of past due support.

I understand that filing this document will result in a reduction of the amount of past due child support I can now collect against _____ (obligated party) by the amount listed in this Partial Satisfaction of Child Support Judgment.

Child Support Recipient's Signature

Subscribed and sworn to before me this date: _____.

Deputy Clerk or Notary Public

If Notary, my commission expires: _____

CLERK'S CERTIFICATE OF MAILING

I hereby certify that on this _____ day of _____, 20____, a true and correct copy of the foregoing PARTIAL SATISFACTION OF CHILD SUPPORT JUDGMENT was served upon:

Name and Address of Person giving credit:

- U.S. Mail
- Hand Delivery
- Overnight Mail
- Facsimile:
- Statehouse Mail

Name and Address of Person receiving credit:

- U.S. Mail
- Hand Delivery
- Overnight Mail
- Facsimile:
- Statehouse Mail

Child Support Services
Mail Distribution Unit
3402 Franklin Road
Caldwell, ID 83605-6932

- U.S. Mail

Deputy Clerk