

**IN THE SUPREME COURT OF THE STATE OF KANSAS**  
**ADMINISTRATIVE ORDER NO. 154**

Re:   Redirection of Court-ordered Support Payments to the Kansas Payment Center

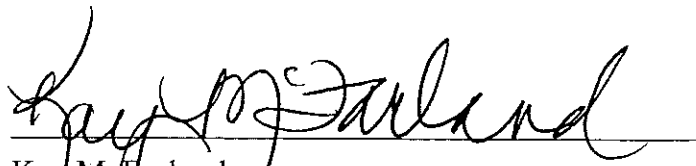
Pursuant to the provisions of L. 2000, ch. 183, sec. 20(m), this order authorizes redirection of payments on all Kansas court orders for child support, spousal maintenance, and other support-related payments, including support payments made pursuant to income withholding orders, which are currently made to the Clerk of the District Court or the District Court Trustee, to the Kansas Payment Center, at P.O. Box 758599, Topeka, Kansas 66675-8599.

Redirection to the Kansas Payment Center will occur on the date set out in the Kansas Payment Center Procedural Guidelines, which are attached to this order. The Kansas Payment Center Procedural Guidelines shall contain policies and procedures which shall be followed to promote the efficient receipt and disbursement of support payments by the Kansas Payment Center.

The Kansas Payment Center Procedural Guidelines may be updated as deemed necessary by the Judicial Administrator.

This order is effective through June 30, 2001.

BY ORDER OF THE COURT this 14<sup>th</sup> day of Sept, 2000.

  
\_\_\_\_\_  
Kay McFarland  
Chief Justice

## KANSAS PAYMENT CENTER PROCEDURAL GUIDELINES

1. Beginning September 29, 2000, payments on existing, new, and modified child support, maintenance, and other support-related orders from all Kansas counties shall be paid to the Kansas Payment Center, at P.O. Box 758599, Topeka, Kansas 66675-8599.
2. Court-ordered support which is currently ordered excepted for good cause from payment through the Clerk of the District Court or the District Court Trustee shall not be required to be paid to the Kansas Payment Center.
3. Prior to September 29, 2000, the Kansas Payment Center shall send a redirect notice to each support payor and payee, and if there is an income withholding order in effect, to the employer. Each district court will have notice, by virtue of this order, of the September 29, 2000, redirection of payments to the Kansas Payment Center. Therefore, it is not required that each case file contain a copy of the Kansas Payment Center redirection notice. A copy of this order may be placed in each applicable case file, should a district so choose.
4. Employers withholding support payments for multiple individuals may submit to the Kansas Payment Center a single payment for each pay period, provided that the payment is for the total amount due on all Kansas income withholding orders issued to that employer. The payment must be accompanied by a detailed list itemizing the breakdown between court orders. The employee's social security number must be included, as well as the withholding date.
5. Each payment submitted to the Kansas Payment Center must include the court order number, which must begin with the two digit alpha character identifier for the county in which the order was entered. For example, a payment on a case from Shawnee County must be identified in the following format: SN99D 123456.

6. Support-related payments made pursuant to garnishment proceedings shall continue to be directed to the Clerk of the District Court. The Clerk shall forward the funds to the Kansas Payment Center immediately after receipt of the order to pay out, and shall specify the debt to which the payment shall apply.
7. Payments currently made to child support agencies in states other than Kansas shall continue to be made to those other states, and shall not be redirected to the Kansas Payment Center.
8. All new or modified non-IVD support orders entered on or after September 29, 2000, must be accompanied by a support order information sheet which will be developed by the Office of Judicial Administration and which will be available in the office of each Clerk of the District Court.
9. The official payment history for support payments made prior to September 29, 2000, shall continue to be maintained, as occurs currently, by the Clerk of the District Court or District Court Trustee.

For payments made following September 29, 2000, the official payment history shall be maintained by the Kansas Payment Center, and will be made available for requesting parties by the Clerk of the District Court, who will access the payment history from the electronic Kansas Payment Center database. Clerks' offices will certify information accessed from the Kansas Payment Center as a true and correct copy of information provided by the Kansas Payment Center. Parties will also be able to access payment information regarding their support cases from the Kansas Payment Center website.

10. Any local district court rules which contain support payment provisions contrary to those set out in this order are hereby repealed.

## Kansas Payment Center – Child Support Order Information Sheet

Purpose: Federal law requires Kansas to process child support through a single location in the state. To insure that processing of child support payments is not delayed, the Kansas Payment Center must have all information noted on the form below.

Who submits the completed form: The payee’s attorney shall file the completed form along with the Journal Entry with the Clerk of the District Court per Kansas Supreme Court Administrative Order No. 154.

Case Number: You must give the full, accurate court order number, or payments may be delayed. The case number may be copied from the child support order. The case number format is as follows:

County - Year - Case Type - Case Number

Example: WY00D 000123 (WY) (00) (D) (000123)

**Please call your local clerk of the district court if you need additional information to complete this form. Additional copies may be made as necessary.**

<b>PLEASE print or type all information.</b>				
Case Number: _____  Interstate:                      Circle One Y    N	Check if applicable:  <input type="checkbox"/> Court Trustee case	Check one: <input type="checkbox"/> New case/order <input type="checkbox"/> Modified order Filestamp Date of Order (above): _____		
<b>Obligation Information</b>  Current Child Support due:  Current Maintenance (Alimony) due:  Other Support due:  _____  _____  _____  _____	Support Amount  \$ _____  \$ _____  \$ _____  \$ _____  \$ _____  \$ _____	Frequency Code  _____  _____  _____  _____  _____	Start Date  _____  _____  _____  _____  _____	<b>Payment Frequency Codes</b> (W) Weekly (B) Biweekly (M) Monthly (SM) Semi-Monthly (Q) Quarterly (A) Annually (SA) Semi-Annually (L) Lump Sum
<b>Information about the PAYING Parent</b>				
NAME (First, Middle Initial, Last):				
Social Security Number:	Date of Birth:	Phone:		
Address:	City:	State:	Zip:	

**Information about the Parent or Person RECEIVING support**

NAME (First, Middle Initial, Last):

Social Security Number:

Date of Birth:

Phone:

Address:

City:

State:

Zip:

**Information about the Third Party Payee**

NAME (First, Middle Initial, Last)

Social Security Number:

Date of Birth:

Phone:

Address:

City:

State:

Zip:

**Information about CHILD(REN) covered by this support order**

NAME (First and Last):

Social Security Number:

Date of Birth:

1.

2.

3.

4.

5.

6.

7.

8.

9.

Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name (and title): \_\_\_\_\_

**The completed form must be attached to the journal entry and filed with the Clerk of the District Court.**