

When is form FL-632 used?

Form FL-632 is used to tell the parents and the court when the local child support agency is or is not enforcing support orders in this case. It is also used to identify who is the payee in the case.

What is a payee?

The form tells the parents and the court if support must be paid to one of the parents or the local child support agency. Whomever support must be paid to is called the “payee.”

- Note:** Sometimes a parent who formerly received public assistance closes their case with the local child support agency but back support (arrears) could still be owed to the county for the time when aid was active. In this situation, current support would be owed to the parent, while this back support would be owed to the county, meaning both the parent *and* the local child support agency would be considered payees.

How does support get paid?

If the local child support agency is enforcing the support order, payments collected by Income Withholding Order must be made to the State Disbursement Unit at the following address: **California State Disbursement Unit, P.O. Box 989067, West Sacramento, CA 95798-9067.**

If the local child support agency stops enforcing current support or back support (arrears) owed to the parent listed in item 1b on form FL-632, this does not affect or change the child support order and child support must still be paid.

- Support must be paid directly to the parent listed in item 1b until a new *Income Withholding Order for Support* (form) is put in place. This will *not* happen automatically and it is the responsibility of one of the parents to submit the new Income Withholding Order to the court for approval and then have it delivered to the employer of the parent listed in item 1a on form FL-632.
- Each parent must also complete and deliver to the court a *Child Support Case Registry Form* (form) within 10 days of receiving a *Notice Regarding Payment of Support* (form) stating that the local child support agency has stopped enforcing current support or back support (arrears) owed to the parent listed in item 1b.

How can parents change the order?

The current child support order will remain the same unless one of the parents (or the local child support agency if they are enforcing current support) requests that the support order can be changed. Parents can change the support order in two different ways:

- If the parents agree to a new amount, they can complete, sign, and submit to the court a *Stipulation to Establish or Modify Child Support and Order* (form).
- If the parents don't have an agreement, one of the parents can request a court hearing by filing a *Request for Order* (form) and an *Income and Expense Declaration* (form) and then having the papers served on the other parent. The judge will decide at the hearing how much support must be paid.

Note: If the local child support agency is involved in your case, it must be served with any request to change child support and approve any agreement.

Is the case assigned to a child support commissioner or a judge?

The following hearings will be in front of a child support commissioner, unless one is not available due to exceptional circumstances:

- A request to modify ongoing child support if the local child support agency is involved in your case and item 3a(1) is checked on form FL-632.
- A request to determine back support (arrears) if the local child support agency is involved in your case and item 3a(2) or 3a(3) is checked on form FL-632.
- A request regarding medical support if the local child support agency is involved in your case and item 3a(4) is checked on form FL-632.

A judge or other judicial officer will hear your case if the local child support agency is no longer providing any enforcement services in your case and item 3b is checked on form FL-632.

For information about hearings involving a child support commissioner and the local child support agency, visit:



How can parents get free help?

Every county has a family law facilitator who can:

- Explain the legal process;
- Give you free legal forms; and
- Help you fill out court papers.

Depending on your county, the facilitator may help you in person, online, or by phone. You can find the facilitator in your county here:

**How do I contact the local child support agency?**

If you have questions about form FL-632 or about your case with the local child support agency in general, call the Child Support Customer Connect line for more information: **866-901-3212**.