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The Wyoming child support program can help you with child support services such as:

• Locating parents
• Genetic testing
• Establishing paternity—knowing for sure who the father is
• Establishing child support
• Enforcing child support
• Initiating child support enforcement cases to other states
• Responding to child support enforcement cases initiated by other states
• Reviewing and modifying child support orders

The Wyoming child support program is administered by the Department of Family Services, Child Support Enforcement Program. It is governed by state and federal law, state and federal regulations and Title IV, Section D of the Social Security Act. That is why the child support program is sometimes called the IV-D (pronounced “four-d”) program.

This handbook will help you understand child support program services and your rights and responsibilities. It outlines the fees related to child support enforcement services and explains how child support is collected and paid.

This handbook is for informational purposes only. You should consult a child support program representative or an attorney of your choice prior to making any decisions regarding your particular situation.
Child support program offices are located in 16 towns and cities in Wyoming’s nine judicial districts. The addresses and telephone numbers of the local offices are listed on pages 15-16. The state child support program office in Cheyenne oversees the local offices. Paternity and child support orders are entered by the district court. In cases where support orders from other states are being enforced by the child support program, the out-of-state order is registered in the district court where the noncustodial parent lives. Child support payments are processed through the State Disbursement Unit (SDU) in Cheyenne and the clerks of district court.

Wyoming has a district court in each of its 23 counties. The addresses and telephone numbers of the clerks of district court are listed on pages 16-18.
If you need help establishing paternity (finding out who the father of your child is), setting up a child support order or locating a parent; contact the local child support office nearest you. If you already have a child support order and you need help collecting or paying child support or modifying a support order, contact the child support office in the county where your support order was entered or registered.

Please keep in mind that if the parent ordered to pay support is incarcerated or disabled, and has no income or assets, it may be impossible to collect support.

If you want to pay child support on your own, you should contact the clerk of the district court in the county where your child support order was entered or registered.

If you want to pay child support by having the payment withheld from your income (a process commonly known as “garnishment” or “income withholding”), or you have questions about your child support order or arrears, or you believe your order should be modified, you should contact the child support office in the county where your order was entered or registered.

Wyoming law requires that child support be paid through the clerk of district court or the State Disbursement Unit (the child support program payment center in Cheyenne). The clerks keep the official payment records on Wyoming child support cases. You should not make child support payments directly to the parent or custodian, because the clerk will not have record of the payments and you may not receive credit for them.

If you have any questions regarding where to make support payments, contact the office in the county where your order was entered or registered.
Child support services are available to the following persons, regardless of need or income, whether or not that person is receiving public assistance or has received public assistance in the past:

- Any parent who is owed child support or child support arrears;
- Any parent who is ordered to pay child support or owes child support arrears;
- Any parent who wants to establish the paternity of their child and/or establish a support obligation for their child; and
- Any person who has custody of a child and wants to establish the child’s paternity and/or collect child support. You may still be eligible if you, as custodian, are not the child’s parent or if you were not awarded custody by the court.

To obtain child support services, you must open a child support enforcement case by completing an application for services. Applications may be obtained by visiting, calling or writing a district child support office. Your case will be opened upon receipt of your completed application with required attachments and payment of the $25.00 fee, if applicable.
The cost to open a child support case is $25.00. There is no fee if you are currently receiving a Temporary Assistance for Needy Families (TANF) and/or Medicaid benefits. If you previously received TANF and/or Medicaid, the local child support office will review federal and state requirements to determine if a fee is required.

There is a $25.00 fee per year for child support services if the amount of child support collected is $500.00 or more in the federal fiscal year of October 1 through September 30. This fee is required by a federal law known as the Deficit Recovery Act of 2005.

In cases where the child’s custodian received Temporary Assistance for Needy Families (TANF) benefits and $500.00 or more in support is collected in a federal fiscal year, there is no fee for CSED services.

When CSED intercepts a noncustodial parent’s tax refund through the Federal Offset Program, the custodial parent is charged a $25.00 processing fee.

Noncustodial parents may be ordered to pay the child support program for costs or service and genetic testing costs incurred in establishing paternity and/or a support order.
The child support program provides the following services:

- Locating parents;
- Genetic testing;
- Establishing paternity;
- Establishing child support;
- Enforcing child support;
- Initiating child support enforcement cases to other states;
- Responding to child support enforcement cases initiated by other states; and
- Reviewing and modifying child support orders.

The child support program does not provide the following services:

- Establishing, enforcing or modifying custody orders;
- Establishing, enforcing or modifying visitation orders;
- Divorce actions;
- Enforcing property and/or debt division provisions of a divorce decree;
- Collection of attorney fees owed to a custodial parent;
- Obtaining judgment for children’s medical expenses not covered by insurance;
- Collection of children’s medical expenses not covered by insurance, unless reduced to judgment in the original support order or reduced to judgment after the order is entered; or
- Providing legal advice to a parent or custodian.

Please note that child support program attorneys do not represent any party except the State of Wyoming.
Support orders established through the district court by the child support program will specify the custodian of the child and the parent(s) ordered to pay support. Custodians/parents may ask the court to order visitation, and noncustodial parents may ask the court to award them custody in the action filed by the child support program, but the child support program will not participate in those issues.

Parents/custodians with questions or concerns about visitation and custody should consult an attorney of their choice regarding their rights and options.

Tell me about custodial parents.

**Rights and Responsibilities of Custodial Parents**

If you are the custodial parent of a child and want support from the other parent, or if you are a non-parental custodian and want support from the child’s parent or parents, you have the right to apply for child support services. *Custodians of a child who are not receiving support from the child’s parent or parents have a legal right to child support under Wyoming law.*

Working as a team, we can be successful in providing services to you. We need you to provide the child support program with as much accurate information as you can concerning the other parent or the noncustodial parent(s) and the child(ren) in your care.

The child support program will need various paperwork and documentation from you in order to open your case and then to enforce a child support order. It is very important to promptly answer any correspondence you receive from the child support program. In some circumstances, you will need to provide a completed financial affidavit with your financial documentation attached.

Custodial parents and other custodians must notify the clerk of district court in writing of any address change. You will need to notify your child support caseworker if your address, phone number and/or employment changes. It is also very important to notify your caseworker if you get new information regarding the other parent or the noncustodial parent(s) such as a new job or new address, or when a child leaves your care, or when a child is on his/her own and no longer under your care.
If you are the noncustodial parent of a child and want to have paternity and/or a child support order established, you have the right to apply for child support services.

*Noncustodial parents of a child have a right to associate with their child; however, it is the responsibility of the noncustodial parent to have visitation rights established by the district court. Noncustodial parents of a child also have a right to seek custody of the child, but it is the responsibility of the noncustodial parent to petition the court to award custody to him or her.*

If there is a dispute as to paternity, you may have the right to genetic testing to prove or disprove that you are the father of the child.

Working as a team, we can be successful in providing services to you. We need you to provide the child support program with as much accurate information as you can concerning the other parent and the child(ren) in your care.

The child support program will need various paperwork and documentation from you in order to open your case. It is very important to promptly answer any correspondence you receive from the child support program. In some circumstances, you will need to provide a completed financial affidavit with your financial documentation attached.

You will need to notify your child support caseworker if your address, phone number and/or employment changes. It is also important to notify your caseworker if you get new information regarding the other parent or the custodian(s) of your child, or circumstances change and you believe the support order should be modified.

*Once your support order is entered, you are responsible for paying child support each month as ordered and to notify the clerk of court, in writing, of any change in your address, employment or employment status.*
The child support program collects child support through a variety of methods. Most child support is collected through income withholding to the noncustodial parent’s employer or other source of income, also known as “garnishment.” Income may be withheld from a noncustodial parent’s paycheck, unemployment, workers’ compensation, disability or Social Security retirement or other source of income. Other collection methods include, but are not limited to:

- Credit bureau reporting;
- Intercepting tax refunds (Federal Offset Program);
- Passport denial;
- Asking the state where the noncustodial parent lives to register/enforce the order;
- Civil contempt actions through the district court;
- Lien and levy on bank accounts;
- Suspension of driver’s license or other professional licenses;
- Suspension of Wyoming Game & Fish Department licenses;
- Attaching real or personal property; and
- Federal prosecution for nonpayment of child support.

Keep in mind that most enforcement actions require that notice of the action must be given to the noncustodial parent. Often times, the noncustodial parent must be personally served with legal documents. The process of locating a noncustodial parent and obtaining personal service on them can be difficult and time-consuming.

The local office will determine the most effective method to collect the child support owed to you and is not obligated to follow your direction in how to handle your case. The child support program attorney does not represent you; therefore, if you are dissatisfied with the district offices’ efforts to collect support, you may close your case and/or try to collect support yourself, either through an attorney you hire or on your own.

Some of the enforcement methods listed above are available only to the child support program and may not be used by private parties.
Modification of Support Orders

If you want your support order reviewed for modification, you may ask the local child support office for a review. If you do not already have an open child support case, you will need to open one. Once the local office has completed its review, a petition to modify will be filed or the local office will inform you that it has determined a modification is not appropriate.

The child support program will not review a custody or visitation order, nor will it petition the court to modify a custody or visitation order.

You have the right to petition the court for a modification of support, custody or visitation on your own or through your own attorney at any time.
Who does the child support attorney represent?

The child support program attorney who works on your case does not represent you. He or she represents only the State of Wyoming, and there is no attorney-client relationship between you and the child support program attorney. In the course of a child support enforcement case, there will be times when your interests coincide with the State’s interests, and times when your interests conflict with the State’s interests.

Whether or not the child support program is involved, you have the right to be represented by your own attorney in any actions concerning your child or a child in your care.

The information you provide to the child support program can be used by the child support program only for child support purposes. If you provide documentation that the other parent may pose a danger to you or a child, the child support program will place a family violence indicator (FVI) on your case and will not disclose information you provide.

Any information you provide to the child support program may be used in your case, in any child support cases you are a party to or in any cases your current spouse is a party to. There is no attorney-client relationship between you and the child support program attorney and your communications with the child support program are not privileged.
Child support collected by the child support program must be distributed to the custodial parent or other custodian according to federal rules of distribution. When a child support payment is made, the current monthly child support obligation is paid first, followed by child support arrears owed to the custodial parent or custodian. Other amounts owed in a child support case, such as child support or other expenses owed to the State of Wyoming or to another state, and judgment interest are paid next.

The only exception to the rules of distribution stated above are payments through an intercept of a federal tax refund (Federal Offset Program). Those payments are paid first to the state if child support arrears and medical support arrears are owed to the state, then to child support arrears owed to the custodial parent or custodian.

The Federal Offset Program (Intercepting Federal Income Tax Refunds)

The Federal Offset Program is authorized by federal law and permits the child support program to ask the Department of the Treasury to intercept federal income tax refunds for payment of child support arrears in child support enforcement cases. If you have any questions about the Federal Offset Program, you should contact the local child support office handling your case.
If you have opened a child support case and decide you no longer want child support services, you may close your case by written request to the local child support office handling your case. As long as there is no support owed to the State of Wyoming or another state, the case will be closed.

Conclusion

If you are interested in child support services, please contact the local child support office closest to you or the office in the county where your order is filed. The local office will be happy to answer any questions you may have and will explain child support program processes to you. Thank you for your interest in the Wyoming child support program.
## Directory of Wyoming Child Support Enforcement Offices

### State Office
- IV-D Director
- State of Wyoming, Department of Family Services
- Child Support Enforcement
- 2300 Capitol Ave
- Hathaway Bldg, 5th Floor, Ste C
- Cheyenne, WY 82002
- (307) 777-6948

### State Disbursement Unit
- State of Wyoming
- Child Support Enforcement
- 2300 Capitol Ave
- Hathaway Bldg, 5th Floor, Ste A
- PO Box 1027
- Cheyenne, WY 82003
- (307)777-5300
- or 1-888-570-9914

## Local Offices

<table>
<thead>
<tr>
<th>District</th>
<th>County(s)</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tr>
<td>1st</td>
<td>Laramie</td>
<td>2015 Carey Ave Cheyenne, WY 82001</td>
<td>307-635-3365 800-742-3092</td>
<td>307-635-3347</td>
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<tr>
<td>2nd</td>
<td>Albany and Carbon Counties</td>
<td>1771 Centennial Dr., Unit 210 Laramie, WY 82070</td>
<td>307-742-2026 800-742-2926</td>
<td>307-742-3096</td>
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<tr>
<td>3rd</td>
<td>Sweetwater County, Lincoln County, Uinta County</td>
<td>140 Commerce Drive, Ste F Green River, WY 82935</td>
<td>307-875-4725 800-742-3098</td>
<td>307-875-4643</td>
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<td>4th</td>
<td>Sheridan County</td>
<td>224 S. Main 1st Floor Sheridan, WY 82801</td>
<td>307-672-2599 800-565-4502</td>
<td>307-672-5991</td>
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<td>4th</td>
<td>Johnson County</td>
<td>381 N. Main St. Buffalo, WY 82834</td>
<td>307-684-9011</td>
<td>307-672-5991</td>
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<td>5th</td>
<td>Basin Authority</td>
<td>1002 Sheridan Ave, Basement Cody, WY 82414</td>
<td>307-527-8840</td>
<td>307-527-8844</td>
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<td>5th</td>
<td>Big Horn County</td>
<td>119 South 9th St P.O. Box 227 Basin, WY 82410</td>
<td>307-568-9329</td>
<td>307-568-2971</td>
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<td>5th</td>
<td>Washakie County</td>
<td>200 N. 7th St. Worland, WY 82401</td>
<td>307-347-8927</td>
<td>307-347-6648</td>
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<td>6th</td>
<td>Campbell County</td>
<td>501 Running W Dr. Gillette, WY 82718</td>
<td>307-687-1501 800-360-5220</td>
<td>307-687-1739</td>
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<td>6th</td>
<td>Weston County</td>
<td>723 B Washington</td>
<td>307-746-2311</td>
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<td>Newcastle, WY 82701</td>
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<td>Crook County</td>
<td>102 North 5th</td>
<td>307-283-1515</td>
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<td>Sundance, WY 82729</td>
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<td>7th</td>
<td>Natrona County</td>
<td>201 North David, 5th Flr</td>
<td>307-235-9229</td>
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<td>P.O. Box 2539</td>
<td>800-292-3219</td>
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<td>Casper, WY 82601</td>
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<td>8th</td>
<td>Converse, Goshen,</td>
<td>1954 Richards</td>
<td>307-358-0947</td>
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<td></td>
<td>Platte and Niobrara</td>
<td>Madora Plaza Ste. 3</td>
<td>866-280-3719</td>
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<td>Counties</td>
<td>P.O. Box 169</td>
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<td>9th</td>
<td>Fremont, Sublette</td>
<td>895 Main Street</td>
<td>307-332-6380</td>
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<td></td>
<td>and Teton Counties</td>
<td>P.O. Box 549</td>
<td>800-996-6045</td>
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<td>Arapahoe</td>
<td>Wind River Indian</td>
<td>IV-D Director</td>
<td>307-857-2436</td>
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<td>325 Left Hand Ditch Rd.</td>
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<td>Shoshone</td>
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<td>Director</td>
<td>307-335-8371</td>
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<tr>
<td>Tribe</td>
<td>Reservation Shoshone</td>
<td>104 Washakie Street</td>
<td></td>
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<tr>
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<td>Tribe</td>
<td>P.O. Box 1573</td>
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<td>Ft. Washakie WY</td>
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**Clerks of the Wyoming District Courts**

**Albany County**  
(307) 721-2508  
Albany County Courthouse  
525 Grand Avenue, Rm 305  
Laramie, Wyoming 82070

**Big Horn County**  
(307) 568-2381  
Big Horn County Courthouse  
420 West “C” Street  
P.O. Box 670  
Basin, Wyoming 82410

**Campbell County**  
(307) 682-3424  
Campbell County Courthouse  
500 South Gillette Avenue  
P.O. Box 817  
Gillette, Wyoming 82717
Carbon County  Carbon County Courthouse  
(307) 328-2628  
415 West Pine Street  
P.O. Box 67  
Rawlins, Wyoming 82301

Converse County  Converse County Courthouse  
(307) 358-3165  
107 North 5th  
P.O. Box 189  
Douglas, Wyoming 82633

Crook County  Crook County Courthouse  
(307) 283-2523  
309 Cleveland  
P.O. Box 904  
Sundance, Wyoming 82729

Fremont County  Fremont County Courthouse  
(307) 332-1134  
450 North 2nd Street  
P.O. Box 370  
Lander Wyoming 82520

Goshen County  Goshen County Courthouse  
(307) 532-2155  
2125 East A Street  
P.O. Box 818  
Torrington, Wyoming 82240

Hot Springs County  Hot Springs County Courthouse  
(307) 864-3323  
415 Arapahoe Street  
Thermopolis, Wyoming 82443

Johnson County  Johnson County Courthouse  
(307) 684-7271  
76 North Main  
Buffalo, Wyoming 82834

Laramie County  Laramie County Courthouse  
(307) 633-4270  
309 W. 20th St.  
P.O. Box 787  
Cheyenne, Wyoming 82001

Lincoln County  Lincoln County Courthouse  
(307) 877-3320  
925 Sage Avenue  
P.O. Drawer 510  
Kemmerer, Wyoming 83101

Natrona County  Natrona County Courthouse  
(307) 235-9243  
Townsend Justice Center  
115 N. Center St.  
P.O. Box 2510, 82602  
Casper, Wyoming 82601
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<td>Niobrara County</td>
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