

# Available Resources

1. Lawyer Information Services Hotline: 1-800-642-3617 from 6:00-8:00p.m. on Tuesdays.
2. Legal Aid of West Virginia 1-800-642-8279
3. WV State Bar Lawyer Referral Service 1-800-558-7991
4. WV Supreme Court of Appeals Website, with forms. Will provide information regarding procedures and legal-term definitions. [www.state.wv.us/wvsca](http://www.state.wv.us/wvsca)
5. Some Do-it-Yourself Forms are available from your local Circuit Court Clerk.
6. West Virginia Library Commission....each Public Library has a volunteer to assist anyone who has difficulty reading or is unable to read. Public Libraries throughout WV may have computers, forms, books and other information which may help you.

# Let Us Know...

Please keep the Bureau up-to-date with your current address, telephone number, and employment information.

1-800-249-3778

304-558-4665

(Kanawha County)



Bureau for Child Support Enforcement  
350 Capitol Street, Room 147  
Charleston, WV 25301  
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WEST VIRGINIA DEPARTMENT OF  
HEALTH AND HUMAN RESOURCES

**Bureau for  
Child Support  
Enforcement**

**Child Support  
and the  
Unemployed**

[www.dhhr.wv.gov/bcse](http://www.dhhr.wv.gov/bcse)

## *Did You Know?*

**Changing Your Court Order...** If you have a substantial change in circumstances due to loss of employment, incarceration, or other involuntary causes, you may petition the court for a modification to your child support obligation. You are still responsible for paying all child support unless the amount is lowered by the court.

You may request assistance from the BCSE, or you may file your own petition. The Circuit Court Clerk has blank petition forms available, if you choose to file the petition yourself. If you proceed on your own, you may be entitled to an expedited modification.

You may request a **court hearing by telephone** if your circumstances require this. It is your responsibility to ask permission from the judge to appear by phone.

Normally, there are fees for filing and serving modifications. You may file a form to have those fees waived in certain circumstances. The petition is called an **Affidavit of Indigency**. You may obtain this affidavit from your local Circuit Court Clerk's Office.

The **Hardship Policy**....The BCSE will consider limiting the amount collected toward arrearages if you provide proof of income (tax forms, pay stubs, unemployment stubs, disability

statement from your doctor) and a Hardship Affidavit. You may request this affidavit from your local Child Support Office. This does not apply to the collection of current support.

The **Amnesty Program** was created by the West Virginia Legislature in an attempt to help obligors who have accumulated a large child support arrearage get the debt paid off. If both the obligor and obligee agree, all the interest or a portion of the interest which has accrued can be forgiven. In exchange for erasing the interest, the obligor must agree to pay off the principal amount owed within a 24 month period.

*NOTE: This brochure is not intended to be legal advice*