

IN THE CIRCUIT COURT OF MADISON COUNTY, ALABAMA

PLAINTIFF

VS

CASE NO. _____

DEFENDANT

CHILD SUPPORT/ALIMONY PAYMENT NOTICE

We have an extremely large volume of telephone calls in the Family Court office concerning Child Support payments. In order for us to better serve you, we ask that you call between the hours of 4:00 to 5:00 p.m. This will ensure that all payments for the day have been posted to our records and that we can give you an accurate record of your account. When inquiring about your payment, you must have your case number available in order for us to protect your privacy under the Privacy Act. This will keep someone other than yourself from obtaining information on your account.

All payments will be mailed directly to the address you have furnished the Family Court office. To ensure proper delivery of your check, it is **your responsibility** to furnish this office with any change of address. Should your payment be returned to us undeliverable, it will be paid over to the State of Alabama after a period of time.

Please complete the form below and return it to this office immediately.

**JANE SMITH, CIRCUIT CLERK
FAMILY COURT DIVISION
MADISON COUNTY COURTHOUSE
100 NORTH SIDE SQUARE RM. 200
HUNTSVILLE, AL 35801**

NAME: _____ **Social Sec. #** _____

ADDRESS: _____

CITY: _____ **STATE:** _____

ZIP: _____ **CASE NUMBER:** _____

NAME OF PERSON MAKING YOUR PAYMENT: _____