

# INSTRUCTIONS ON FILING FOR SUPPORT

If you would like to file for Child and/or Spousal Support, you can do so in the following ways:

1. Please visit <https://www.humanservices.state.pa.us/csws> for more information. If you are a new user, you must register on the website before you file.

Once you submit your online application, someone from our Intake Department will contact you with further information to proceed with your support case. If the defendant resides outside of Allegheny County or in a different state you will be contacted by our Intergovernmental department who will explain the different ways you can choose to file; additional paperwork may be required.

\*\* Please note that once your hearing is scheduled, it will be conducted via telephone. Please be sure to provide us with a good contact phone number for us to reach you.

2. You can also file for support through the mail. Please take one of the mail in packets with you. Mail the completed packet back to the Court of Common Pleas at this address:

FAMILY DIVISION  
INTAKE DEPARTMENT  
440 Ross Street,  
Pittsburgh, PA 15209

\* Please make sure that you sign the Complaint and Application. Two signatures are required on the Complaint and one on the Application for a total of three (3) signatures.

Once we receive your application packet, an Intake worker will schedule your case. Please note that all hearings will be scheduled telephonically. If there is any missing information that we need in order to proceed, an Intake worker will contact you.

3. To speak with someone about your Child and/or Spousal Support application, please call **(412) 350-4317**. If you reach our voicemail, please provide us with your name, number, and a brief message. Someone from our office will return your call as quickly as possible.

4. Should you have general questions regarding your support case, please don't hesitate to call our main automated support line **(412)350-5600**. You may also call the above number for payment related questions.

Please note that that support payments can be made through our online website

<https://www.humanservices.state.pa.us/csws>