

Changing a Child Support Order in Your State

 The information below applies only to Virgin Islands

1. How can I find out if I have a IV-D child support case in this jurisdiction?

The parent should contact the agency using the options provided below.

2. How can a parent contact the child support agency?

<http://pcsd.vi/default.aspx>

Email:
info@pcsd.gov.vi

Mailing and physical address:
Paternity and Child Support Division
Department of Justice Department of Justice
8000 Nisky Shopping Center
Suite 500, 2nd Floor
St. Thomas, VI 00802

Phone:
(340) 775-3070 (Switch Board)

Fax:
(340) 775-3808

3. If I am incarcerated, are there any barriers to having my order changed?

No.

4. Are any of the materials to ask a change to my child support order available online?

General modification information is available on-line with respect to review and adjustment (every three years) and modifications based on substantial change in circumstances <http://pcsd.vi/pdfs.aspx>

5. Are there any printed materials where I could learn more about child support while I am incarcerated.

No.

6. When can I ask to have my order changed?

Modifications can be based on any *substantial change* in circumstance (which can include incarceration and release of incarceration.) The court or hearing officer ultimately decides what is *substantial*. Modifications are not automatically granted on the basis of incarceration. Modifications are always based on the current ability to pay, and an inmate may have assets and income and a continuing ability to provide support.

Reviews of the existing obligation amount can also be requested every three years (from date of establishment or last modification), and the review may lead to an adjustment in the obligation if the application of the guidelines results in a change of 25% or more (up or down) compared to the existing amount. A review and adjustment request does not require the parent to provide evidence of a substantial change in circumstances.

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7. How do I ask to have my order changed?

The process is started by making a request with the child support agency. Many orders can be modified administratively, and the agency will tell the parent what forms need to be completed. Modifications for some orders initially established by the court may have to be filed with the court. No matter how the request is first made, modification is a legal process that eventually requires completion of a legal document.

8. What is the process after I've asked to have my order changed, and how long will it take?

The timeframe varies from case to case and it depends mostly on the date that the modification request is served on the other party.

9. Is this process different if the other parent agrees to the change in advance?

No, although the process may be faster.

10. Does it cost anything to try to have my order changed?

No. However, if there is no existing IV-D case, there may be a \$20 application fee to apply for IV-D services.

11. If I am incarcerated, do I need to do anything else to have my order changed?

No. Telephonic hearings can be scheduled for various reasons, including incarceration.

12. Are there any programs in the Territory to help me with child support?

N/A

13. Can I get help with my child support questions from other sources?

N/A

14. Is there anything else I should know about trying to change my order?

Incarcerated parents are encouraged to request a modification as soon as possible because modifications cannot be made retroactive prior to the date of a request.



The federal Office of Child Support Enforcement prepared this guide; however, your local child support agency can provide the most current information. This guide does not have any binding legal authority and does not constitute legal advice. You may wish to consult a lawyer before using the forms or information provided.

