



Participant Handbook

Table of Contents

Remote Child Support Court Contact Information.....	3
Remote Child Support/Parental Accountability & Engagement Team.....	4
Court Appearances.....	5
How to apply for an attorney.....	5
Parental Accountability & Engagement Program.....	5
PAE Program Phase Expectations Overview.....	6
Rewards and Penalties.....	7
Removal from PAE Program.....	7
Graduation/Post Graduation.....	7
How to make a child support payment.....	8

Remote Child Support Court Contact Information

Department hours of operation: M-F, 0800-1200 and 1300-1700

Phone: 541-734-0951 Email: remotechildsupportcourt@ojd.state.or.us

Hearing Referee – Angie LaNier/Hearing Referee – Pamela Hinchliffe

Parental Accountability & Engagement Case Coordinator – Angela Grant

Office: 541-776-7171 ext. 71161 Cell: 971-719-1809

Angela.M.Grant@ojd.state.or.us

Deschutes

Oregon Department of Justice: Andrew Shull 503-934-4419

Douglas

Oregon Department of Justice: Hanna Kim 541-686-7616

Jackson

Oregon Department of Justice: Jonathan Cable 541-686-7570

Jackson County District Attorney: Cyril Rivera-Neely 541-608-2940

Jefferson

Oregon Department of Justice: Andrew Shull 503-934-4419

Josephine

Oregon Department of Justice: Jonathan Cable 541-686-7570

Malheur

Oregon Department of Justice: TBD

Tillamook

Oregon Department of Justice: Maria Coloma 971-673-1880

Yamhill

Oregon Department of Justice: Darin Tweedt 503-934-0594

Yamhill County District Attorney: TBD

Remote Child Support Court/Parental Accountability & Engagement Team

Hearing Referee – A legal professional appointed by the court to assist in proceedings. A Hearing Referee presides over the Remote Child Support Court.

District Attorney – A public official who represents the State of Oregon in court. They will make recommendations on your case when you are in court or if you participate in the PAE Program.

Assistant Attorney General – A legal professional appointed by the Attorney General. They represent the Department of Justice on child support cases. They too will make recommendations in court or while participating in the PAE Program.

Defense Attorney – A legal professional that is appointed or hired to represent you on your behalf.

Case Coordinator – This will be your contact while in the PAE Program. You will meet with them to address barriers and create action plans to help you towards making full court ordered payments on your child support case.

Welcome

This handbook will outline the program and provide you information about the Parental Accountability & Engagement Program (PAE).

First Court Appearance

Your first court setting will be your arraignment. You will be asked by the Hearings Referee if you want to “admit” to being in contempt, or if you’d like to enter a “denial” plea. After your arraignment you will be able to apply for a Court Appointed Attorney.

- If you admit to being in contempt, that you chose not to pay your child support, the Hearings Referee will accept your plea and a new court date will be set, or if eligible, you can enter the PAE Program.
 - You may choose to enter the PAE Program and work towards having your case dismissed. You will be required to ‘admit’ or plea ‘no contest’ for entrance into the program.
- If you enter a “denial” plea, you will be set for another court date and your case will continue on its normal path.

How can I get an attorney?

There are a few ways to get an attorney:

- You can apply in person at your local courthouse
- You can apply online using Guide & File [OGF Home \(tylertech.cloud\)](https://tylertech.cloud)
- You can hire a private attorney
- You can represent yourself, also known as ‘Pro Se’

Parental Accountability and Engagement Program - PAE

The PAE Program has been created to offer resources to you to better meet your child support responsibilities. Through this program you will be able to:

- Talk about barriers that may be holding you back from paying child support
- Connect with local resources and services that can help you remove these barriers
- Begin making child support payments that will go up over time to your monthly amount due in your child support order


For the PAE program you will have to enter a plea of “admit” or “no contest” on the contempt charge. If you are successful, your case may be dismissed. If you are removed from the program, your case will be added back to the court docket, and you will be sentenced.

During your time in the program, you will meet with the Case Coordinator to create plans that will help you remove barriers that may have led to missed child support payments.

You will be expected to check in with the Case Coordinator regularly to update them with progress on your action plans, employment search or other items asked of you. As you move through the program, you will be making payments on your child support that may start out less than the court ordered amount but will increase over time to the full amount. There are 3 parts, or “phases”, to the program that you will go through that will help you get to the monthly amount required. If you are successful, you may have your case dismissed.

Phases of PAE

The PAE Program is 18 months long and divided into 3 phases. Each phase must be completed before moving to the next phase. **All** phases must be completed to graduate from the program.

<u>PHASE I</u> Connect	<u>PHASE II</u> Maintain	<u>PHASE III</u> Graduation
Requirements: <ul style="list-style-type: none"> • Weekly check in with Case Coordinator • Minimum monthly remote court hearings (compliance check) • Employment search and log • Begin or increase monthly support order payments • Complete action items • Keep contact information updated with all parties 	Requirements: <ul style="list-style-type: none"> • Check in with Case Coordinator 2x/month • Remote court hearings a minimum of every other month (compliance check) • Increase monthly support payments • Complete action items • Keep contact information updated with all parties 	Requirements: <ul style="list-style-type: none"> • Phases I/II completed successfully • Making 120% full court ordered payments for at least 6 months • Maintains employment • Meet with Case Coordinator regularly • Attends court regularly
Criteria for Advancement: <ul style="list-style-type: none"> • Make monthly support payments • Steady employment that can be verified • Action items completed as assigned • Keep regular contact with Case Coordinator 	Criteria for Advancement: <ul style="list-style-type: none"> • Make monthly support payments • Maintain employment and establish wage withholding (if applicable) • Action items completed as assigned • Keep regular contact with Case Coordinator 	

Rewards and Penalties

PAE uses rewards and penalties to ensure compliance with the program.

Examples of **Rewards** given may include:

- In Court praise
- Reduced court appearances
- Early advancement of next phase
- Your case is called earlier on the docket with permission to leave early after speaking with the Hearings Referee

When the Hearings Referee feels that you are not in compliance, they may impose a penalty. There could be suggestions on what penalty to impose, but it will be up to the Hearings Referee to make the final decision.

Examples of **Penalties** given may include:

- Admonishment from the Hearings Referee
- Writing assignment
- Increased court appearances
- Increased check ins with Case Coordinator
- Re-do previous phase

Removal from the PAE program

If you are noncompliant with the program, which means you didn't participate in requirements or keep your meetings, a hearing will be held, and you may be revoked from the program. If you are revoked you are subject you to the maximum penalties for contempt. This could be 6 months in jail, community service and fines (\$500 or 1% of annual gross income, if greater).

Graduation

Graduation is based upon successful completion of the PAE Program and completion of all court requirements.

After Graduation

The PAE Case Coordinator will do a check in with you after graduation. We want to ensure that you are still making payments and are on track after all the hard work that was done. Contact will be made by phone, text or email. We want you to feel supported after the program and, if needed, the Case Coordinator will offer more resources to help maintain progress after graduating.

I'm interested, how can I get more information?

You can contact the PAE Program Case Coordinator at 541-776-7171 x71161 or jac.remote.child.support.court@ojd.state.or.us to get more information. You can also get information through your attorney if you have one.

Visit [Oregon Judicial Department : Remote Child Support Court \(RCSC\) : Remote Child Support Court : State of Oregon](#) and select Parental Accountability and Engagement Program in the Resources section.

How can I pay my monthly child support payment?

You have several choices available to you:

- Cash: Pay in person or at a payment station
- Check or money order: Pay by mail or in person
- Credit or debit card: Pay online, by phone, or at a payment station
- Electronic Check: Pay online or by phone through a bank withdrawal
- Electronic payment withdrawal: Set up regular monthly payments from your bank account
- Online payment: [MyPaymentPortal.com - Home](#)
- Pay by phone: 1-844-577-5649

You can also visit the **Remote Child Support Court (RCSC)** website and click on the 'Oregon Department of Justice' resource for local locations or more information on paying your child support.

Access the RCSC
website
here!

