

DCSE # _____

Respondent's Name _____

**INSTRUCTIONS FOR PAYMENT OF
DCSE PURGE CLAUSES
PROCESS FOR RELEASE FROM JAIL**

1. Payment Options:

- a. Make cash/credit card/debit card payment at the Child Support Payment kiosk in the vending machine area on the 2nd Floor next to J&DR Court Room #4. Select "Purge" in kiosk menu. A Kiosk is also located at 420 North Center Drive, Shenandoah Bldg. #11, Norfolk, VA.
- b. Make **cash** payment through MoneyGram located at most Walmart and CVS Stores. MoneyGram requires the party to provide this Receive Code: **14683** and the DCSE **ten** digit Case Number – leading with zeroes.

2. Payment has to not only include the full purge amount but must also include sufficient funds for Kiosk or MoneyGram service fees.

3. Take kiosk receipt or MoneyGram receipt to the Virginia Beach JDR Clerk's Office.

4. The Virginia Beach JDR Clerk's hours are Monday through Friday, 8:30 a.m. – 4:00 p.m. and is closed on State and Federal holidays.