

Send Documents to CSS Using Your Phone

Documents can be scanned and emailed to the Child Support office using your mobile device. These documents will be shared with others during your settlement conference or hearing. Please provide all documents at least twenty (20) days before the hearing.

Take a picture of your document

You can use the camera on your device to take a picture of each document. Then, email the pictures to the Child Support office.

Scan the document with your phone

Mobile phones and tablets often have apps that will scan documents. Use these apps to refine your scans and organize them.

Use an iPhone

Apple recommends the **Notes** app. You can scan documents and add a signature, or manually sign a document, with your iPhone, iPad, or iPod touch.

Go to this website titled "[How to scan documents on your iPhone, iPad, or iPod touch using the Notes app](#)" for instructions:

<https://support.apple.com/en-us/HT210336>

Use an Android

Google recommends the **Google Drive** app. You can scan documents like receipts, letters, and billing statements to save them as searchable PDFs on your Google Drive.

Go to this website titled "[Scan documents with Google Drive](#)" for instructions:

<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en&oco=0>