

**E-Filing Request for Issuance of an
ORDER OF WITHHOLDING TO EMPLOYER**

PLEASE USE OTHER REQUEST FORMS FOR ALL OTHER TYPES OF ISSUANCE

- This document **MUST** be filed as a separate LEAD document when e-filing.
- Choose the filing code "Request" and add "Order Withholding to Employer" in the description field.
- Select the issuance of "Withholding Order" using the *Optional Services* section on the e-filing screen.
- In order for the District Clerk's office to send an Order Of Withholding for Child Support to an employer, we must have the following information and a payment of \$15.00. (You, also, must pay \$1.00 per page for the certified copy of the Order to Withhold using *Optional Services* and choosing *Certified Copies/Regular Copies*.)

CAUSE NO. _____

DATE: ____/____/____

REQUESTED BY: _____

Signature

RESPONDENT/PAYOR'S INFORMATION:

NAME: _____

SSN: ____ - ____ - ____ **DRIVER'S LICENSE # & STATE:** _____
Number State

EMPLOYER'S INFORMATION:

EMPLOYER'S BUSINESS NAME: _____

ATTENTION: _____

BUSINESS ADDRESS: _____
Street/P.O. Box City St Zip

MAILING ADDRESS: _____
(If Different) Street/P.O. Box City St Zip

BUSINESS PHONE: ____ - ____ - ____

INFORMATION FURNISHED BY:

NAME: _____ **PHONE NO.:** _____

E-MAIL ADDRESS: _____