

## INSTRUCTIONS FOR INCOME WITHHOLDING ORDER

The following documents are required for an Income Withholding Order:

- \*Notice of Order to Withhold Income for Child Support (CS-01)
- \*Affidavit for Service of Withholding Order (CS-32)
- \*Defendant's Notice (CS-33)
- \*Employer's Answer to Order of Withholding (CS-35)

Include your divorce CASE NUMBER on all documents.

1. STYLE OF CASE will remain the same as your divorce action. If you were the Plaintiff in the divorce action, then you will be the Plaintiff on the withholding forms.
2. If the OBLIGOR was the Plaintiff in the divorce action, then he/she will be the Plaintiff on all withholding forms.
3. Add EMPLOYER'S NAME AND ADDRESS to the Affidavit for Service of the Withholding Order and Employer's Answer.
4. On the Notice to Defendant **add your case number only.**
5. The Obligor has the whole month to make a child support payment. The obligor is not late until a whole month has passed with no payment. (30 days in arrears)

### **FILING FEES**

Income Withholding Order                      \$28.00

### **SERVICE FEES**

Service by Certified Mail                      \$ 6.95 for a Total: \$34.95  
Service by Sheriff                                \$20.00 for a Total: \$48.00

**ALL government agencies MUST be served by certified mail and all employers require the Social Security Number of the employee.**

**MUST HAVE EXACT CHANGE  
PAYMENT BY CASH, MONEY ORDER, CASHIER'S CHECK ONLY.  
NO PERSONAL CHECKS ACCEPTED**

\*Forms are available on our website [www.madisoncountycircuitclerk.org](http://www.madisoncountycircuitclerk.org) or may be picked up in the Circuit Clerk's office, Family Court Division, Room 821, Madison County Courthouse.