

To register a New Court Order we need the following documents:

- Transmittal #1 and Confidential Information Form
- Income Withholding Order-(Current) signed and dated
- Affidavit of Arrears (signed & notarized) or CAFS screen (Signed & notarized)
- Copy of completed Locate Employment Verification Form
- Registration of Foreign Judgment Form (our form)
- A copy of the court order- Does not need to be certified.
- COLA notices sent to the NCP (if applicable)

Documents needed to Amend an Order:

- Transmittal #1 and Confidential Information Form
- Income Withholding Order-(Current) signed and dated
- Affidavit of Arrears (signed & notarized) or CAFS screen (Signed & notarized)- Even if there are no arrears
- If there is a change in the Order – Such as the amount of child support owed, then we would need a copy of the amended order. (Does not need to be certified.)
- COLA notices sent to the NCP (if applicable)

Documents needed in order to stop the income withholding:

- Notice of Income Withholding Termination (signed and dated)

All documents need to be single sided. Do NOT staple documents.

If you have any questions about the documents needed, please contact the child support office.

This is for your reference only and is subject to change.