

**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.**