

INSTRUCTIONS FOR CHILD SUPPORT ORDERS
ENTERED BEFORE JULY 10, 1987

If you have a child support order is dated before July 10, 1987, that does not include an order for income assignment, you must prepare the following forms in order to activate an income assignment:

- Notice of Pending Income Assignment
- Advance Notice of Activation of an Income Assignment
- Affidavit of Arrears
- Objection to the Activation of an Income Assignment
- Order/Notice to Withhold Income for Support
- Notice to Employer to Deduct for Health Insurance (if obligor must pay premium)

NOTICE OF PENDING INCOME ASSIGNMENT

You must serve the original of this form on the Obligor or mail it by certified mail to the last-known address of the obligor before an income assignment can be activated. A copy must be filed with the court.

ADVANCE NOTICE OF ACTIVATION OF AN INCOME ASSIGNMENT

If the order was entered (signed by the judge) before July 10, 1987, and the Obligor has failed to make a payment in full on the date the payment was due, you must file the original of this form with the COURT and send a copy to the Obligor's last known address by first class mail.

AFFIDAVIT OF ARREARS

If the Obligor has failed to make a payment in full on the date the payment was due, you must file the original of this form with the COURT and mail a copy to the Obligor by first class mail.

OBJECTION TO THE ACTIVATION OF AN INCOME ASSIGNMENT

You must fill out the top portion of this form (the case number, in re: _____, and petitioner and respondent/co-petitioner), and send the entire form to the Obligor.

ORDER/NOTICE TO WITHHOLD INCOME FOR SUPPORT

After the 10-day opportunity for the Obligor to object has passed, you must: (1) Serve the original of this form on the employer. The return of service must be filed with the court, or (2) mail it to the employer by first class mail. A copy must be filed with the COURT.

NOTICE TO EMPLOYER TO DEDUCT FOR HEALTH INSURANCE

If you have a child support order requiring the other parent to pay health insurance, you must serve the original of this form on the employer or mail it by first-class mail to the employer. You must file a copy with the COURT.