

**INSTRUCTIONS FOR CHILD SUPPORT ORDERS**  
**ENTERED ON OR AFTER JANUARY 1, 1994**

If you have a child support order is dated on or after January 1, 1994, you must prepare the following:

- Order/Notice to Withhold Income for Support
- Affidavit of Arrears (if Obligor owes past-due support)
- Notice of Employer to Deduct for Health Insurance (if Obligor must pay premium)

**ORDER/NOTICE TO WITHHOLD INCOME FOR SUPPORT**

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.

**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.

**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.