

Read Carefully

INSTRUCTIONS FOR INCOME DEDUCTION ORDERS

IMPORTANT: You may only request that the Court enter an Income Deduction Order without having a hearing for one of the four (4) reasons listed on the *Request for Income Deduction Order* in this packet.

1. You must prepare the *Request for Income Deduction Order* stating why you want the Court to sign your *Income Deduction Order* without a hearing. This request may be typed or neatly handwritten.

2. **Type** the information on the *Income Deduction Order* filling in *all* the blanks. A chart is provided for you to compute all required payment amounts. Check and re-check all your figures - incorrect amounts or incomplete orders will be returned to you. **Make three (3) additional copies** of the *Order*. **Mail or hand deliver a copy of the request and Income Deduction Order to the other party** at their last known address. Make certain that you certify that you provided these copies to the other party on your original request (at bottom of page).

3. Type or neatly print the *Memorandum to Clerk*. The obligor is the person who pays the court ordered support, the obligee is the person who receives the court ordered support.

4. **Return** all of the following to the Clerk of Court, Juvenile Civil Division, 1800 St. Mary Avenue:
 - (a) The original *Request for Income Deduction Order*,
 - (b) The original *Income Deduction Order* plus three (3) copies,
 - (c) Three (3) self-addressed, stamped envelopes (one addressed to each party and one addressed to the employer)
 - (d) The original *Memorandum to Clerk*.
 - (e) **Arrearage Affidavit* (see below) .

*If payments were originally ordered to be paid through the **Clerk of the Court, Domestic Relation Division** (Central Governmental Depository) or the **State Child Support Disbursement Unit**, and you have not been before the Court within the past three (3) months, you must obtain an *Arrearage Affidavit* (a certified audit of the account). The *Arrearage Affidavit* can be obtained from the Domestic Relation's Division of the Clerk of Court, 1800 St. Mary Avenue. Submit this along with the Request for Income Deduction Order and Income Deduction Order.