

**E-Filing Request for Issuance of an  
ORDER WITHHOLDING TO EMPLOYER**

PLEASE USE OTHER REQUEST FORMS FOR ALL OTHER TYPES OF ISSUANCE

- This document MUST be filed as a separate LEAD document when e-filing.
- Choose the filing code "Request" and add "Order Withholding to Employer" in the description field.
- Select the issuance of "Withholding Order" using the *Optional Services* section on the e-filing screen.
- In order for the District Clerk's office to send an Order Withholding for Child Support to an employer, we must have the following information, a copy of the Order of Withholding and a payment of \$35.00. (if you are not bringing a copy of the order into the office, you may pay for a copy using *Optional Services* and choosing Certified Copies/Regular Copies and paying \$1.00 per page).
- Please leave messages in the Filing Comments box if you will bring a copy into the office.

Cause No. \_\_\_\_\_ Date of Order to be  
Sent to Employer \_\_\_\_\_

Style of Case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF YOUR NAME OR ADDRESS HAS CHANGED PLEASE PROVIDE THE NEW INFORMATION BELOW**

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Information furnished by:  
Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_