**IN THE \_[1]\_ COURT OF \_[2]\_ COUNTY  
STATE OF \_[3]\_**

|  |  |
| --- | --- |
| **\_[4]\_,**  **Plaintiff,**  **v.**  **\_[5]\_,**  **Defendant.** | **CIVIL ACTION FILE**  **NO. \_[6]\_** |
| **INCOME DEDUCTION ORDER** | |

**1.** These terms, as used herein, will be defined as follows:

|  |  |
| --- | --- |
| Obligor: | **\_[7]\_** |
| Payee: | **\_[8]\_** |
| Payee’s Address: | **\_[9]\_** |
| Payor(s): | **any and every employer, future employer, or any other person, private entity, federal or state government or agency, or any unit of local government providing or administering income due to Obligor as wages, salary, bonus, commission, compensation as an independent contractor, workers compensation, unemployment compensation, disability benefits, annuity and retirement benefits, pensions, dividends, interest, royalties, trust or any other payments** |

**2.** Payor(s) will deduct from all monies due and payable to Obligor the following amount until further order of this Court or as may otherwise be provided herein: beginning immediately, the lesser of **(a)** **\_[10a]\_** ($**\_[10b]\_**) dollars per month (or an equivalent amount per pay period if Obligor is not paid monthly) from Obligor’s gross income; or **(b)** the maximum amount allowed under § 303.b of the federal Consumer Credit Protection Act, *15 U.S.C.S. § 1673(b)* (as amended).

**3.** Payor will make the amount deducted payable to, and forward it within two (2) business days after each payment date to Payee at Payee’s Address, or to such future address provided by Payee to Payor(s) in a written, witnessed, and notarized statement requesting a change in such forwarding address. Payor(s) and Payee may agree, but are not required to agree, to have such amounts directly deposited to a bank account designated by Payee.

**4.** This Income Deduction Order will be effective immediately and will remain in effect until the termination and payment in full of the obligations required of Obligor by the Final Judgment and Decree of Divorce between the parties, or as is otherwise required by future order of this Court. This Order will supersede any previous income deduction order, including all prior income deduction orders already in place in the above-styled case.

**5.** This Income Deduction Order and all further papers required to be served by applicable law will be served upon the Obligor, Payee, and Payor(s), and any other parties and entities as required by the above statute, via regular mail.

**SO ORDERED** this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge of **\_[11]\_** Court

**\_[12]\_** County, **\_[13]\_**

Notes for Income Deduction Order (“IDO”):

[1] The type of trial court that granted your divorce. This can vary depending on your state but will probably be something like “Superior”, “Circuit”, or “District”.

[2] The name of the county in which your divorce was granted.

[3] The name of the state in which your divorce was granted.

[4] The full name of the plaintiff in the divorce case; either you or your former spouse.

[5] The full name of the defendant in the divorce case; either you or your former spouse (whichever one of you is not the plaintiff).

[6] The case number of your divorce case.

[7] If you are receiving support, your former spouse is the “obligor”. If you are paying support, you are the “obligor”.

[8] If your former spouse is the obligor, you are the “payee”. If you are the obligor, your former spouse is the “payee”.

[9] The address where payments should be sent. Typically this is the payee’s home address.

[10] This is the exact amount of the monthly support payment, or the total of all payments if there is more than one payment (e.g., you are receiving both alimony and child support). You will write it twice – [a] in words (e.g., “one hundred fifty and no/100”), and [b] in numerals (“150.00”).

[11] Type of court; same as [1].

[12] Name of county; same as [2].

[13] Name of state; same as [3].