

How to File Your Income Deduction Order



Make sure you have all your court forms.

- ✓ It is very important that you read the instructions on this sheet.
See more detailed instructions at www.fultonfamilydivision.com
- ✓ Take all your forms with you to court.

Follow these steps.

1st

Sign and date your forms after you review them to make sure they are correct. Arrange your forms into **three** complete sets in the order that they were listed in I-CAN!.

2nd

Contact the case manager for the Judge who signed your original Order for support to find out when you may come to Court to get the Judge to sign your IDO (income deduction order). Take your original Support Order and the Order establishing any arrearage as documentation to present to the Judge.

3rd

If the Judge grants your Petition:

Send a copy to the other party's employer. Call the employer to find out which department or person is responsible for handling the IDOs. Send a copy of the IDO and the *Notice to Employer* to the other party's employer and the other party. The employer should be directed to send the withheld wages to: Family Support Registry, P.O. Box 1800, Carrollton, GA 30112.

4th

Send a copy of the IDO to Child Support Enforcement. Send a copy of the IDO and the *Income Deduction Information Sheet* to Child Support Enforcement at 1526 East Forrest Ave., Suite 300, East Point, GA 30364.

Need more help?

Contact the Family Law Information Center at (404) 335-2789