

STATE OF WYOMING )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

IN THE DISTRICT COURT  
\_\_\_\_\_ JUDICIAL DISTRICT

Plaintiff/Petitioner: \_\_\_\_\_ ) Case Number \_\_\_\_\_  
 )  
Person listed as Plaintiff or Petitioner )  
on the Complaint or Petition )  
vs. )  
 )  
Defendant/Respondent: \_\_\_\_\_ )  
 )  
Person listed as Defendant or Respondent )  
on the Complaint or Petition )

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### ORDER FOR INCOME WITHHOLDING

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**THE COURT ORDERS** any payor of \_\_\_\_\_ (name of Obligor, person owing child support), to pay child support to \_\_\_\_\_ (name of Obligee, person owed child support) commencing on \_\_\_\_\_ (date). Payments are due on the \_\_\_\_\_ day of every \_\_\_\_\_ (specify time period, e.g. month). Total arrears (past due support) owed as of \_\_\_\_\_ (date) for child support is \$ \_\_\_\_\_.

The Court orders the immediate activation of an order for income withholding against the Obligor, pursuant to Wyo. Stat. § 20-6-204.

Income withheld must be paid to one of the two following addresses:

Clerk of the District Court, whose address is.  
(see *District Court Clerks' Addresses* in this  
packet):

OR State Disbursement Unit  
2300 Capitol Ave.  
Hathaway Bldg., 5<sup>th</sup> Floor, Suite A  
Cheyenne, WY 82002

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CASH ACCEPTED IN PERSON ONLY. CASHIER'S CHECKS AND MONEY ORDERS ACCEPTED. CHECK WITH YOUR LOCAL DISTRICT COURT CLERKS OFFICE REGARDING PAYING BY PERSONAL CHECK.

The Clerk or SDU shall promptly forward the support payments to the receiving parent at the address provided by that parent. **Each party shall pay, when due, all fees charged to that party by the Clerk of District Court, State Disbursement Unit, and any other agency statutorily authorized to charge a fee.**

**OR**

- Pursuant to Wyo. Stat. § 20-6-204, this order for income withholding is not subject to immediate activation because either:
  - Both parties have agreed in writing to an alternative arrangement. (When the parties agree to an alternative arrangement, the arrangement shall be in writing, signed by the parties and reviewed and entered in the record by the court.)

**OR**

- For reasons other than an alternative arrangement, the Court will not require the immediate activation of an order for income withholding. The Court will state for the record its findings of good cause, including a statement explaining why implementation of immediate income withholding would not be in the best interests of the child. In cases involving modification of child support, proof of previous timely payments will also be included.  
The Court states:

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Any order for income withholding not subject to immediate activation shall become effective upon the date the Obligor requests withholding commence; or the date the Obligor becomes delinquent in payment of an amount equal to one month's support obligation under the support order as set forth in Wyo. Stat. § 20-6-205.

**IT IS FURTHER ORDERED** that upon receipt of a notice of *Income Withholding for Support*, every employer or other person now or in the future owing income to the Obligor shall comply with all terms of the notice and shall withhold a portion of the Obligor's income and remit it to the Clerk at the address in the *Income Withholding for Support* form.

For purposes of this order: "INCOME" means any form of periodic payment or return in money to an individual, regardless of source. Income includes, but is not limited to wages, earnings, salary, commission, compensation as an independent contractor, temporary total disability and permanent partial disability, worker's compensation payments, unemployment compensation, disability, annuity and retirement benefits, and any other payment made by any payor.

**Furthermore**, no employer may discharge, discipline, refuse employment to, or otherwise penalize an Obligor because of this *Order for Income Withholding* or a subsequently issued *Income Withholding for Support* form.

**IT IS FURTHER ORDERED** that the payor comply with all the terms of an issued *Income Withholding for Support* form and all subsequent notices served upon the payor;

The last known addresses of the Obligor and Obligee are as follows:

Obligor (person owing child support): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Obligee (person to receive child support): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**IT IS, FURTHER, ORDERED** that each party shall notify the Clerk of District Court, in writing, on forms available from the Clerk, within 15 days of any changes in address or employment status.

At the time this Order for Income Withholding is entered, the Clerk shall mail a copy of the order and the support order to the last known address of the Obligor and the Obligee as listed below.\*

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY THE COURT:

\_\_\_\_\_  
DISTRICT COURT JUDGE

Copies to:

Plaintiff/Petitioner's or Attorney's Name and Address:

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

Defendant/Respondent's or Attorney's Name and Address:

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

\_\_\_\_\_  
**\* Be sure to include addressed/stamped envelopes for you and the Defendant/Respondent when filing this Order for Income Withholding so that copies of this Order can be mailed by the Clerk as required by law.**