

Instructions for the Notice of Change of Employment or Insurance Form

These forms are not generally required but they may be useful in certain cases.

If you are an employer and you need to report a change in an employee's status in relation to child support payments or dependent insurance coverage, you can use the **Notice of Change of Employment or Insurance Form**.

This form is available on the Wyoming Judicial Branch website at www.wyocourts.gov/self-help-forms/.

Before you fill out the form, read the instructions carefully.

How to Fill Out the Notice

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Fill in the information exactly the way it is on other documents you have received from this case.

Write the address of the Clerk of District Court on the lines. You can find this information on the Wyoming Judicial Branch website.

Section 1.

Write your name on the line.

Section 2.

The person you are filing this Notice about is the Obligor. Write that person's name on the line.

Section 3.

Select the box that is correct for your situation. If you select the last box, fill in the blank line.

Section 4.

If the Obligor does not work for you anymore, check the box and fill in the information for this section. If you don't have information about the Obligor's new employer, you can leave that part blank.

Section 5.

If the Obligor's health insurance has changed, check the box and fill in the blank lines. This section might apply whether the Obligor currently works for you or not.

Section 6.

Read this section carefully. You should complete all three items on the list.

Last Section.

Review the information you provided and make sure it's accurate. Write the date, sign the form, and fill in the rest of your contact information.

Next Steps

After you finish filling out the form, do the three actions listed in Section 6: file the Notice with the Clerk, mail a copy to the Plaintiff/Petitioner, and mail a copy to the Defendant/Respondent. It is a good idea to keep a copy of the Notice for yourself too.