

**REQUEST FOR ISSUANCE OF WITHHOLDING ORDER - FC 158.104,105**

**NOTICE:** REQUEST MUST BE COMPLETED AND DELIVERED TO THE DISTRICT CLERK TO ACTIVATE THE WITHHOLDING ORDER, ALONG WITH A \$15.00 FILING FEE.

**CAUSE NO.** \_\_\_\_\_

	§	IN THE DISTRICT COURT
	§	_____ JUDICIAL DISTRICT
	§	CALDWELL COUNTY, TEXAS

To the Clerk of the Court:

Pursuant to Chapter 158 of the Texas Family Code, request is made that you issue a certified copy of the "Order Withholding from Earnings for Child Support," signed by the Court on \_\_\_\_\_, 20\_\_\_\_, to:

OBLIGOR'S EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Address/City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Notice will be sent by **first class mail**, unless certified mail or other service is requested (additional fee).

(This section to be completed by the District Clerk's Office)

CERTIFICATE OF SERVICE

In accordance with Texas Family Code 158.105 (b), I hereby certify that a true copy of the Employer's Wage Withholding is attached to this certificate and was mailed by **regular mail**/certified mail on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to the above named employer. (Cert. Mail No., if certified \_\_\_\_\_)

Juanita Allen  
District Clerk, Caldwell County, Tx  
By: \_\_\_\_\_  
Deputy

Instructions to Employer:

1. Make checks payable to the Texas Attorney General
2. Include cause number (and info under Fam. Code 158.203) on check
3. Mail payments to:  
Texas Child Support Disbursement Unit  
P.O. Box 659791  
San Antonio, Tx 78265-9791