



MARCI A. GILBERT

DISTRICT CLERK

REQUEST FOR ISSUANCE OF AN ORDER FOR INCOME WITHHOLDING TO EMPLOYER

Case No./Cause No. _____

Employer's Information:

Name of Employer to Receive
Order/Issuance: _____

Employer Address: _____

Date of the Order to be
issued to Employer: _____

Requestor's Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

In order for the District Clerk's office to send an Order Withholding for any type of support to an employer, we must have the following information; a copy of the Order Withholding and a payment of \$15.00. Personal checks are not accepted. Payments are to be made by cash, money order, or credit card (American Express, MasterCard, Visa and Discover). Credit card charges are subject to a 5% transaction fee of the total amount charged. This form and request can be submitted through eFile Texas @ <https://efile.txcourts.gov/ofswb>. Failure to provide the information, or the fee, could cause delays in receiving child support. An Order Withholding will not be issued until funds are received by the District Clerk's Office.