



# 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.