

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: COMPLETING THE ORDER MODIFYING ORDER OF
ASSIGNMENT/INCOME WITHHOLDING ORDER**

DEFINITIONS:

“**Obligor**” is the person ordered to make support payments.

“**Obligee**” is the person or agency entitled to receive support.

COMPLETE THIS FORM IF:

- ✓ You completed a **Request to Modify Order of Assignment/Income Withholding Order**.

TO COMPLETE THIS FORM YOU WILL NEED:

Information from your Order of Assignment/Income Withholding Order. If you do not already have a copy, you may view your file at the Clerk’s office or purchase a copy of your Order of Assignment/Income Withholding Order from the Clerk. Generally the Order is two or three pages.

TYPE OR PRINT NEATLY USING BLACK INK.

Fill in the name of the person shown as the Petitioner on the Order of Assignment/Income Withholding Order.

Fill in the name of the person shown as the Respondent on the Order of Assignment/Income Withholding Order.

Fill in the case number and ATLAS number that appear on the Order of Assignment/Income Withholding Order.

In the shaded box, fill in the date the Order of Assignment/Income Withholding Order was signed. The date is located near the Judge’s signature.

Fill in the name of the Obligor (the person ordered to make support payments).

**LEAVE THE REST OF THE FORM BLANK. THE JUDGE OR COMMISSIONER WILL
COMPLETE THE FORM AT THE TIME OF HEARING.**

GO ON TO: INCOME WITHHOLDING ORDER & INSTRUCTIONS

THEN TO: WHAT TO DO WITH THE FORMS AFTER I HAVE COMPLETED THEM