

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: REQUEST TO MODIFY ORDER OF ASSIGNMENT/
INCOME WITHHOLDING ORDER**

(PARTIES DO NOT AGREE)

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.
- ✓ There is a fee for filing this Request. There may be additional fees, including an appearance fee if this is the first time you or your attorney have appeared in this case. If you cannot pay these fees, you may request that the fees be deferred. This means you make regular payments on the amount until paid. The Self-Service Center and the Clerk of Superior Court have the necessary forms to request a deferral.

HOW TO COMPLETE THIS FORM:

TYPE OR PRINT NEATLY USING BLACK INK.

Fill in your name, mailing address and daytime phone number.

Type or print the name of the person shown as the Petitioner on the **Order of Assignment or Income Withholding Order**.

Type or print the name of the person shown as the Respondent on the **Order of Assignment or Income Withholding Order**.

Type or print the case number that appears on the **Order of Assignment or Income Withholding Order** and the ATLAS number for this case.

Type or print your name on the line below the shaded box and fill in the date the Order of Assignment/Income Withholding Order was signed by the judge, the amount of the wage assignment now and the amount you believe it should be.

Mark the box or boxes that best explain(s) why you think the Order should be modified.

You may mark one of the boxes asking the Court to order the Support Payment Clearinghouse to hold payments on the current Order of Assignment/Income Withholding Order. The Court will decide whether this is to be ordered.

Date and sign your name in front of a **Notary Public**. By signing your name, you are stating under oath that the contents of this Request to Modify Order of Assignment/Income Withholding Order are true and correct to the best of your knowledge.

GO ON TO: INCOME WITHHOLDING ORDER and INSTRUCTIONS

Then go to WHAT TO DO AFTER I HAVE COMPLETED THE FORMS