

**IN THE SUPERIOR COURTS OF THE APPALACHIAN JUDICIAL CIRCUIT**  
**STATE OF GEORGIA**

**INTERNAL OPERATING PROCEDURE 2000-33**

**IN RE: INCOME DEDUCTION ORDER**

The attached income deduction order form shall be used when filing an Income Deduction Order in all cases involving child support.

**So ORDERED**, this \_\_\_\_\_ day of March, 2000.

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Brenda S. Weaver, Chief Judge  
Superior Courts  
Appalachian Judicial Circuit

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Ronald J. Armstrong, Judge  
Superior Courts  
Appalachian Judicial Circuit

**IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA**

\_\_\_\_\_)  
Plaintiff, )  
)  
vs. ) **CIVIL ACTION**  
) **FILE NO. \_\_\_\_\_**  
\_\_\_\_\_)  
Defendant. )

**INCOME DEDUCTION ORDER**

This Court having entered an order establishing, modifying or enforcing a child support obligation owed by the Defendant, and the Court having determined that an Income Deduction Order (IDO) should be entered in accordance with Official Code of Georgia 19-6-30 et seq, it is ORDERED AND ADJUDGED:

**1. INCOME DEDUCTION:** The Defendant’s employer, future employer, or any other person, private entity, federal or state government, or any unit of local government providing or administering any periodic form of payment due to the Defendant, regardless of source, including without limitation wages, salary, commission, bonus, workers’ compensation, disability, payments from a pension or retirement program, and interest, shall deduct from all monies due and payable to the Defendant the following amounts:

**2. AMOUNT OF DEDUCTION:**

**Total Amount of Deduction is \$ \_\_\_\_\_ per \_\_\_\_\_. This amount will decrease to \$ \_\_\_\_\_ per \_\_\_\_\_, when all Past Due Support is paid in full.**

**The deduction amount consists of the following amounts:**

- A. Current Support: \$ \_\_\_\_\_ per \_\_\_\_\_
- B. Past Due Support \$ \_\_\_\_\_ per \_\_\_\_\_

- C. Family Support  
Registry (FSR) fee: \$\_\_\_\_\_ \*\* per deduction payment per O.C.G.A. §19-6-33.1(j)

\*\* Note: You will be later notified by Child Support Enforcement when the FSR fee is to be deducted.

**3. PAST DUE SUPPORT:** The Defendant named above owes **Past Due Support** in the amount of \$\_\_\_\_\_ as of \_\_\_\_\_, \_\_\_\_\_. The Oblige shall have the right to any additional arrearage that may accrue through the date of the first deduction and for all other periods of non-payment.

**4. PAYMENT ADDRESS:** The total amount deducted shall be forwarded **within two (2) business days** after each deduction to:

**Child Support Enforcement, FSR  
P.O. Box 105730  
Atlanta, Georgia 30348-5730**

**5. PAYMENT INSTRUCTIONS:** If you are deducting child support for more than one IDO, you must, upon future notification by Child Support Enforcement, deduct the FSR fee for each IDO. If the amount you are deducting for any one case is \$40.00 or more, the FSR fee for that IDO is \$2.00. If the deduction is less than \$40.00, the FSR Fee is 5% of the amount deducted. For example, the FSR fee would be \$1.75 for a \$35.00 order.

The total Amount of Deduction will decrease after all Past Due Support is paid in full; it will reduce to the amount of Current Support plus the FSR fee. **If Current Support shall end before all Past Due Support is paid in full then you should continue to deduct the Total Amount of the Deduction until all Past Due Support is paid in full.**

**6. CONSUMER CREDIT PROTECTION ACT:** The maximum amount to be deducted shall not exceed the amounts allowed under 303.b of the Consumer Credit Protection Act, 15 U.S.C. 1673 (b) as amended.

**7. EFFECTIVE DATE OF THIS ORDER:**

( \_\_\_\_\_ ) Immediately

( \_\_\_\_\_ ) Upon a delinquency equal to one month's support. This court

finds that good cause was shown to delay the effective date of this order. The Obligee or the IV-D agency may enforce this income deduction order by serving a "Notice of Delinquency" on the Obligor as provided in O.C.G.A. § 19-6-32(f).

**8. DURATION: This Income Deduction Order supersedes any Income**

Deduction Order which may have been previously entered in this case. This Income Deduction Order shall remain in full force and effect until modified, suspended or terminated by further order of this Court.

**9. PARTIES IDENTIFIED:**

Defendant is: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Defendant's Address is: \_\_\_\_\_

Defendant's Employer is: \_\_\_\_\_

Employer's Address is: \_\_\_\_\_

Obligee is: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Obligee's Address is: \_\_\_\_\_

Child(ren): Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**10. SERVICE:** This Order and all further papers required to be served pursuant to O.C.G.A. § 19-6-30 et seq., shall be served upon Defendant by regular mail in accordance with the alternative service provisions of O.C.G.A. § 9-11-4(i) and 19-6-33(b). A copy of this order shall also be mailed by Plaintiff's attorney to: Child Support Enforcement, IDO Registry, P.O. Box 38070, Atlanta, GA 30334.

**11. DUTY TO INSURE COMPLIANCE:** The Defendant is hereby ordered to perform all acts necessary for the proper withholding of the sums stated in this IDO, including delivery of the same to his employer and future employers, and to personally monitor and confirm on an ongoing basis that the payments withheld are timely and properly deducted from his/her income and forwarded as ordered, correctly identified with the above case. Failure of the employer to perform under this order does not relieve the Defendant of his obligation to insure that payment is made.

**So ORDERED**, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge  
Superior Court of \_\_\_\_\_ County  
State of Georgia

Prepared By:

By:

Ga. State Bar No.