

## **Child Support Order is Modified in a Private Case and Includes a Private Income Withholding Order**

A child support order may be modified by the court changing the current support amount, and the modified order may set an arrears amount and repayment on the arrears. When any of these things occur, it will be necessary for the court to enter a new, separate Income Withholding Order, signed by a judge and filed with the clerk of Superior Court.

**See Uniform Superior Court Rule 24.11 for process information, and Uniform Superior Court Rule 24.12 requiring use of the Income Withholding Order form made available on this website.**

It is the responsibility of the custodial parent (CP) to furnish a copy of the modified child support order and Income Withholding Order to the Family Support Registry (FSR), the employer/payor and the other party in the case. A CP may prepare the paperwork or hire an attorney to prepare the paperwork. \*\*\*\*Neither the FSR nor the Division of Child Support Services (DCSS) can do this for you.\*\*\*\*

### **Forms and Processes**

**The forms mentioned in Steps 1, 2 and 3 below are available on the home page of the website.**  
**<https://csc.georgiacourts.gov/>**

#### **Step 1 – Prepare and send these documents to the Family Support Registry:**

1. FSR Registration Form v1.2
2. A copy of the Income Withholding Order  
Please include a copy of the modified Child Support Order. The FSR will update information from the registration form and order.

Fax documents to 770-836-2701 **OR** mail documents to the Family Support Registry, P O Box 1800, Carrollton, GA 30112-1800. Georgia law requires all payments made by Income Withholding Order must be paid to the Family Support Registry. A record is made of each payment and the payment is sent to the CP.

#### **Step 2 – Prepare and send these documents to the employer/payor:**

1. A copy of the new Income Withholding Order entered as part of the modification of child support.
2. Notice to Payor
3. Income Withholding Notice form (check the Amended IWO box)

DO NOT have a judge sign the Income Withholding Notice or file the Income Withholding Notice with the superior court clerk's office! This form contains fields for the NCP/obligor's Social Security Number (SSN). Filing a document with the clerk that includes a Social Security Number violates Georgia law. The Income Withholding Notice is used as a NOTICE document in Georgia. The IWO signed by a judge is the only court order needed for this process.

#### **Step 3 – Prepare and send these documents to the Noncustodial Parent**

1. A copy of the new Income Withholding Order entered as part of the modification of child support.
2. Statement of Rights, Remedies, and Duties