

**INSTRUCTIONS FOR:  
MOTION FOR INCOME DEDUCTION ORDER  
RE: CHILD SUPPORT PAYMENTS**

**When should this form be used?**

You may use this form to obtain an Income Deduction Order directing an employer or future employer to deduct court ordered child support. You must know the name and address of the Obligor/payor's employer to initiate the payment process. You may file a Motion for Income Deduction in your case file, but if you do not follow through with the instructions below, the child support may not be taken out of the pay check of the obligor/payor parent.

**What should I do next?**

To obtain income deduction you must first file with the Clerk of Court/Circuit-Civil Division located on the first floor of the Courthouse in Bartow, or the branch offices in Lakeland and Winter Haven, your Motion for Income Deduction Order Re: Child Support in the same case number that child support was first ordered. The court will review your request. A hearing may not be required; however, if a hearing is required, the court will notify you in writing. You should receive notification (in about two weeks from the date you file your motion) of the court's decision.

Upon approval by the court, you will receive a copy of the signed Income Deduction Order. It is very important that you understand that it will be your responsibility to get this form to the Obligor's/payor parent's employer or payor in order for the income deduction process to begin. **Failure to submit the income deduction order to the employer once it is approved by the court may result in non-payment of the child support by the employer. Service on the employer must be by pre-paid certified mail.**

**Where can I look for more information?**

**Before proceeding you should read "General Information for Pro Se Litigants" found at the beginning of these forms.** See also Section 61.14 and Section 61.1824, Florida Statutes.

Remember, a person who is NOT an attorney is called a Non-lawyer. If a Non-lawyer helps you fill out these forms, that person must give you a copy of Disclosure from Nonlawyer **Florida Family Law Form 12.900**, before he or she helps you. A Non-lawyer helping you fill out these forms also must put his or her name, address and telephone number on the bottom of the last page of every form he or she helps you complete.