

Instructions for Income Assignments

These standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

General Information

- ◆ If you have a child support and/or maintenance (spousal/partner support) order, please determine the date of the order and complete the appropriate forms as identified in Options 1, 2, 3, or 4.
- ◆ Complete only the necessary forms required based on the date of your original child support and/or maintenance order or your modification order. Filing information is identified below for each form.
- ◆ For information and instructions regarding the federal Office of Management and Budget approved Income Withholding for Support, go to <https://www.acf.hhs.gov/css/resource/income-withholding-for-support-form>
- ◆ For additional information, regarding Colorado-specific requirements, please review Colorado Revised Statute §14-14-111.5. <http://www.lexisnexis.com/hottopics/colorado/>
- ◆ For information on the employer's responsibility regarding income withholding, please review this link <https://childsupport.state.co.us/siteuser/do/vfs/Frag?file=/cm:incomeWithholdingIns.jsp&pageID=employer>
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website: http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

Common Terms

<input checked="" type="checkbox"/> Petitioner:	The person identified in the original Petition filed with the Court.
<input checked="" type="checkbox"/> Co-Petitioner:	The person identified in the original Petition filed with the Court.
<input checked="" type="checkbox"/> Respondent:	The person identified in the original Petition filed with the Court.
<input checked="" type="checkbox"/> Income Assignment:	Standardized process for the collection of child support and/or maintenance.
<input checked="" type="checkbox"/> May:	In legal terms, "may" is defined as "optional" or "can".
<input checked="" type="checkbox"/> Shall:	In legal terms, "shall" is defined as "required".

If you do not understand this information, please contact an attorney. You may also contact the Family Court Facilitator at your local courthouse, if one is available in your Judicial District.

Fees

There is no filing fee. Other fees that a party to the case may encounter are as follows:

<input type="checkbox"/> Service Fees	Varies (not payable through or to the Court)
<input type="checkbox"/> Certification Fee	\$ 20.00
<input type="checkbox"/> Copies of Documents (Documents on File)	\$.75 per page or \$1.50 if double-sided
<input type="checkbox"/> Copies of Documents (Documents not on File)	\$.25 per page or \$.50 if double-sided

Forms

To access a form online go to <https://www.courts.state.co.us/Forms/family>. The packet/forms are available in PDF and WORD under "Divorce" or "Civil Union" – Completing an Income Assignment. You will need various forms based on the time-period for which Child Support and/or Maintenance (spousal/partner support) was ordered.

Please read these instructions first to determine the specific forms you will need to complete. When completing the forms, you must identify yourself as the Petitioner or Co-Petitioner/Respondent depending on which "title/role"

you had in the original case. It is important to remember that your “title/role” in the case does not change based on who files the forms. Keep a copy of each form for your own records and make a copy to provide to the other party.

General Form Information

Notice to Withhold Income for Support

- See [Incoming Withholding for Support](#) form for the Federal Office of Management and Budget approved form and Colorado Revised Statutes (C.R.S.) § 14-14-111.5 for Colorado specific requirements.
- Mail the original of this form to the employer by first class mail along with a certified copy of the Support Order.
- A copy must be filed with the Court.

JDF 1807 Affidavit of Arrears

If the Obligor has failed to make a payment in full on the date the payment was due, you must:

- File the original of this form with the Court.
- Mail a copy to the Obligor’s last- known address by first-class mail.

JDF 1808 Objection to the Activation of an Income Assignment

- Fill out the caption only on this form (the case number and party information).
- Mail the form to the Obligor’s last-known address.

JDF 1809 Notice to Employer to Deduct for Health/Dental Insurance

If you have a child support order requiring the other parent to pay health/dental insurance, you must:

- Mail the original of this form by first-class mail to the employer.
- File a copy with the Court.