	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: Records Management</b> <b>Document Number: POL-RECMAN-1007</b>	<b>Effective Date: 12/1/95</b>
	<b>Subject: Corrections to Income Withholding Orders</b>  Page: 1 of 2	<b>Revision Level: E</b> <b>Last Revised Date: 3/4/15</b>

**PURPOSE:**

It is the purpose of this policy to define the clerical corrections that shall be made to an *INCOME WITHHOLDING ORDER* pursuant to Administrative Order No. 2014-105.

**POLICY:**

The following clerical corrections shall be made to an *INCOME WITHHOLDING ORDER*:


1. The type of *INCOME WITHHOLDING ORDER*.
2. The 14 day binding date of the *INCOME WITHHOLDING ORDER*.
3. The address for submitting payments to the Support Payment Clearinghouse.
4. The Support Payment Clearinghouse monthly handling fee.
5. The Social Security number of the payer (obligor).
6. The correct Family Court case number.
7. The correct ATLAS case number.
8. The Family Court case number under which the cases are consolidated.

**APPLICABILITY:**

This policy applies to all Family Support Services employees assigned to perform *INCOME WITHHOLDING ORDER* tasks.

**DEFINITIONS:**

None

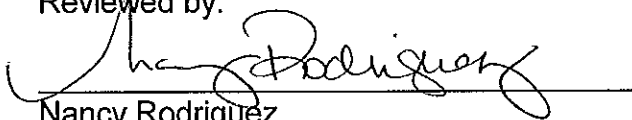
	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: Records Management</b> <b>Document Number: POL-RECMAN-1007</b> <b>Subject: Corrections to Income</b> <b>          Withholding Orders</b> Page: 2 of 2	<b>Effective Date: 12/1/95</b>
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**REVISION HISTORY:**

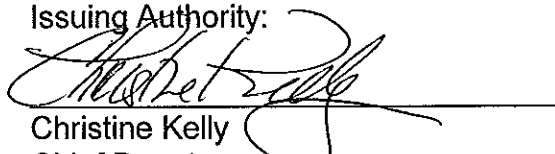
Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	12/1/95
A	N/A	Revised	8/1/96
B	N/A	Revised	1/29/04
C	N/A	Revised	5/16/11
D	Nancy Rodriguez	Revised	3/4/15
E	Christine Kelly	Updated to Controlled Document Index	6/29/15

**AUTHORIZED SIGNATURES:**

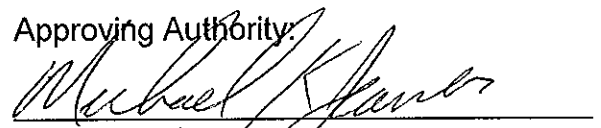
Reviewed by:

  
 Nancy Rodriguez  
 Deputy Director

Issuing Authority:

  
 Christine Kelly  
 Chief Deputy

Approving Authority:

  
 Michael K. Jeanes  
 Clerk of the Superior Court

Date Signed: 7/8/15