

INSTRUCTIONS: HOW TO COMPLETE AN “ORDER OF ASSIGNMENT”

DEFINITIONS:

- **Obligor** is the person ordered to make support payments.
- **Obligee** is the person or agency entitled to receive support

COMPLETE THIS FORM FOR AN “ORDER OF ASSIGNMENT” IF:

- You have completed a *“Request for an Ex Parte Assignment”* or
- You have been ordered by the court to prepare an *“Order of Assignment”* or
- You are a party to a case in which the court may establish or modify a support obligation.

HOW TO COMPLETE THIS FORM:

NOTE: * **Social Security Number must be provided. It can be omitted from this document as long as you include it on the confidential Sensitive Data Form.**

TYPE OR PRINT NEATLY USING **BLACK INK**. Follow the instructions given below. Match each numbered step in the instructions with the item on the *“Order of Assignment”* that has the same number.

- (1)** Fill in the name of the person who is shown as the Petitioner/Plaintiff on the order that established the support obligation. If there is no order, type or print the name of the person shown as the Petitioner/Plaintiff in the original petition filed in the case.
- (2)** Fill in the name of the person shown as the Respondent/Defendant on the order that established the support obligation. If there is no order, type or print the name of the person shown as the Respondent/Defendant in the original petition filed in the case.
- (3)** Fill in the case number that appears on the support order. If the order was issued in a county other than the one where you are filing this request and order, leave this item blank. If you do not have an order establishing a support obligation, leave this item blank.
- (4)** Fill in the ATLAS number that appears on the support order. If the order was issued in a county other than the one where you are filing this request and order, leave this item blank. If you do not have an order establishing a support obligation, leave this item blank.
- (5)** Fill in the complete name (first, middle and last) and the Social Security Number of the Obligor (the person ordered to make support payments.)

STOP: The Judicial Officer or staff will complete the rest of this page.