

IN THE _____ COURT OF _____ COUNTY, ALABAMA

MEMORANDUM

TO: _____

Defendant's Name

Defendant's Address

FROM: _____

Defendant's Social Security Number

Your Case Number

DATE: _____

RE: _____ V. _____

This is to notify that this Court issued a Withholding Order against the wages/benefits of the above-named defendant for support which was originally ordered by your Court.

- The attached Order will not be served at this time upon the Defendant's employer/Department of Industrial Relations but will remain in the Court's file until such time as service is requested.
- The attached Order will be served immediately upon the employer/Department of Industrial Relations as ordered by the Court and will be binding upon the defendant's employer/Department fourteen (14) days after service pursuant to the Alabama Rules of Civil Procedure.
- Affidavit having been made requesting service of the Withholding Order, this Order will be served immediately upon the employer/Department of Industrial Relations and will be binding upon the defendant's employer fourteen (14) days after service pursuant to the Alabama Rules of Civil Procedure. (A copy of this order is attached)