

**EMPLOYER'S NOTICE AND ANSWER TO
ORDER OF WITHHOLDING FOR COSTS,
FINES, ASSESSMENTS, AND RESTITUTION**

Case Number

IN THE _____ COURT OF _____, ALABAMA
(Circuit, District, or Municipal) (Name of Municipality or County)

STATE OF ALABAMA MUNICIPALITY OF _____

v. _____, Defendant

Employer: _____

Defendant Social Security Number* _____

Address: _____

A. Notice to Employer: You are hereby notified that the court in the above matter has issued the attached Order of Income Withholding. You are shown in the Order as the employer of the above named defendant. After reading the enclosed Order, you must complete Part B of this form. You should retain the white copy for your records and return the canary copy to this court at the address shown below. You must answer as required or be subject to the contempt powers of this court.

The total of all amounts ordered to be withheld should be deducted out of the employee's disposable earnings. "DISPOSABLE EARNINGS" are defined as the amount of wages remaining after deducting any amounts required by law to be withheld, such as Federal Income Taxes, Social Security Taxes and State and City Taxes. COSTS OF SERVICE OF THIS ORDER ARE \$ _____ AND HAVE BEEN TAXED AGAINST THE DEFENDANT. WITHHOLD THIS AMOUNT AND REMIT SAME TO THE CLERK OF COURT IN ADDITION TO THE FIRST PAYMENT. THEREAFTER, REMIT THE AMOUNT ORDERED AND \$1.00 ADMINISTRATIVE FEE IF THE AMOUNT REMITTED IS FOR RESTITUTION. AMOUNTS REMITTED FOR COSTS AND FINES ARE NOT SUBJECT TO AN ADMINISTRATIVE FEE.

You are further notified that this Income Withholding Order for Restitution shall have priority over any Writ of Garnishment or Process or Writ of Attachment **SUBSEQUENTLY** served on you concerning such employee except those issued for the enforcement of support obligations, as long as this Order is in effect.

You are required by law to promptly notify the court or the clerk of the court as to any layoff, suspension, discharge, or resignation of the defendant or any change of employment including the name and address, if known, of any new, or successive employer.

B. Employer's Answer:

I. DEFENDANT IS EMPLOYED. After deducting Federal Income Taxes, State Taxes, Social Security Taxes, City Taxes, and other amounts required by law to be withheld, Defendant's "Disposable Earnings" are \$ _____ per _____ (week, bi-week, month). Employer further answers that he will begin withholding from the defendant's disposable earnings the total dollar amounts ordered.

II. DEFENDANT IS NOT EMPLOYED by this employer and employer was not indebted to the defendant when this process was received, or when making this answer or during the intervening time.

III. OTHER (Explain): _____

ADDRESS OF COURT:

(Date)

Employer (Signature)