

From Order for Support to Disbursement of Payment:

A flow-chart of the process

Attorney prepares the Order for Support, including page 6 (Child Support Data Sheet) as it contains pertinent information such as the mailing address of obligee, and the Notice of Income Withholding for Support.



Judge signs the Order for Support



Circuit Clerk enters the information from the Order for Support (including the Child Support Data Sheet) to **create a record or modify an existing record**



Attorney sends the Notice of Withholding for Support (IWO) and Copy of the Order to the Private Individual/Entity or Employer/Income Withholder's Name filled out, including the Remittance Identifier (include with payment) field with the court docket number



Individual/Entity or Employer/Income Withholder receives the IWO and copy of the Order and responds by submitting a payment to the SDU.



The SDU receives the payment and searches for the record created by the Circuit Clerk which should contain enough information to disburse the payment to the obligee



The SDU disburses the payment accordingly.