

Recommended Language for Child Support Orders to obtain an Earnings Withholding Order

Effective July 1, 2003, all Earnings Withholding Orders (“EWO”) must be remitted to the State Disbursement Unit in Baltimore and not directly to the obligee. If child support is payable via an immediate and continuous Earnings Withholding Order, there are two types of withholding services that the Office of Child Support Enforcement provides. The first type is called a “collect and disburse” case.

1. EWO-“Collect and Disburse” cases

Description of Method:

An EWO issued on the obligor’s earnings with the obligor’s employer sending the child support directly to the State Disbursement Unit.

Sample Language:

The Defendant shall pay the sum of \$ _____ per month as child support to the Plaintiff via an immediate and continuing Earnings Withholding Order with payments made directly to the State Disbursement Unit and made payable to the Maryland Child Support Account, P.O. Box 17396, Baltimore, Maryland 21297.

Comments:

This Order requires that an EWO and the Child Support Enforcement Administration (“CSEA”) addendum **must** be completed. The parties’ and child(ren)’s identification information, i.e., social security numbers, dates of birth, etc., must be listed in the addendum.

If the EWO and the addendum are not completed accurately a delay will result in processing the child support payments.

Child support must go through the State Disbursement Unit and cannot be made payable directly to the obligee.

The second type is called a “full services” case.

2. EWO-“Full Services” cases

Description of Method:

The underlying child support order is made payable through the A.A.Co. OCSE. The EWO and addendum are not necessary as the A.A.Co. OCSE will generate a notice of withholding to the employer upon application for services by the obligee.

Sample Language:

The Defendant shall pay the sum of \$ _____ per month to the Plaintiff as child support through the Anne Arundel County Office of Child Support Enforcement (“A.A.Co. OCSE”) via an immediate and continuing Earnings Withholding Order. If the Plaintiff has not done so already, the Plaintiff shall submit a copy of this Order, file an application for services, and pay a one time fee of \$25.00 to the A.A.Co. OCSE immediately. The A.A.Co. OCSE is located at the Arundel Center, 2nd floor, 44 Calvert Street, Annapolis, Maryland 21401, and their telephone number is (800) 332-6347.

Comments:

No EWO is required as the A.A.Co. OCSE will issue a notice to the obligor’s employer, and no addendum is necessary as the obligee must complete an application to receive the child support.

The Earnings Withholding Order and Addendum may be found at the Maryland Judiciary Website under Citizens, court forms, family law forms, Judgments and Orders at www.courts.state.md.us.