

## INCOME DEDUCTION ORDER (IDO)

**TO BE COMPLIANT WITH STATE AND FEDERAL LAW, THE FOLLOWING FORMS ARE TO BE USED WHEN REQUESTING THE COURT ENTER AN INCOME DEDUCTION ORDER**

- 12.928            Cover Sheet for Family Court Cases
  - 12.900 (h)      Notice of Related Cases
  - 12.996 (a)      Income Deduction Order (IDO)
  - 12.996 (b)      Notice to Payor
  - 12.996 (c)      Notice of Filing Return Receipt
- Instructions to Federal Income Withholding Order (IWO)
- Federal Income Withholding Order (IWO)

These forms are available online at [The Florida State courts website](#), Self-Help, Family Law Forms or in the Law Library, Room 208, City Island Courthouse, 125 E. Orange Avenue, Daytona Beach or the Law Library, Room B-318, Volusia County Courthouse, 101 N. Alabama Avenue, DeLand.

1.     The IDO & IWO must be all filled out (per instructions), except the portion reserved for the Judge's signature and date.
2.     Provide four (4) copies of the IDO & IWO and three (3) stamped pre-addressed envelopes (one (1) addressed to the employer, one (1) addressed to petitioner and one (1) addressed to the respondent) to the Clerk of Court.
3.     A written request for entry of the Income Deduction & Withholding Order should accompany the orders and a copy of the request must be provided to the respondent.
4.     File with Family Law Clerk.