

## **Checklist for Registering a Foreign Support or Income Withholding Order**

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- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative cannot complete a form for you.
  - Attach a copy of any document referred to in the form.
    - Keep a copy of all documents for your records.
    - Attend all court hearings.
    - Some forms may not apply in your case.
  - Check with your court about local requirements.

### **(1) Coversheet**

- Print your name and address and those of the other parties and lawyers (if known).
- You are not claiming damages, so leave that line blank or print “none.” A jury trial is not permitted in this type of case, so check “no.”
- On page 2, check the box next to “foreign domestic decree.” If you are also filing a Petition to Modify the decree, check the box next to “domestic modification.” This determines your filing fee. If you are filing both a Request to Register and a Petition to Modify, you will have to pay the higher amount.

### **(2) Request to Register a Foreign Support or Income-Withholding Order**

- Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent. Keep the same party name as in the case that established the support order. For example, if you were the Respondent in the earlier case, you will be the Respondent in the registration, even if you are the party asking that order be registered.
- Complete the heading exactly as it appears in the order that you are registering. The judicial services representative will give you the case number and the name of the judge or commissioner assigned.
- Paragraph (3): Check the appropriate boxes to identify yourself. Identify the children who are the subject of the foreign order.
- Paragraph (4)(A): Identify and describe the order that you are registering.
- Paragraph (4)(B): If there is more than one order and you know which is the controlling order, check the box. Identify and describe the additional orders on a continuation page. Include all of the information from Paragraph (4)(A).
- Paragraph (4)(C): If there is more than one order and you want the court to decide which ones control, check the box. Identify and describe the additional orders on

a continuation page. Include all of the information from Paragraph (4)(A). Attach also a record of payments.

- Paragraph (5)(A): Identify the people listed. If (5)(B) applies, do not include your residential address on this or any other documents or forms.
- Paragraph (5)(B): If your health, safety, or liberty, or that of your children would be jeopardized by disclosure of your residential address, check this box, print your address on the Safeguarded Address form (See instructions below.), and do not include it on any other documents or forms.
- Paragraph (6): Identify the payor's employers.
- Paragraph (7): Identify the payor's non-exempt property in Utah. For a list of non-exempt property, see the [Utah Exemptions Act](#), Utah Code Section 78B-5-501 and the succeeding sections.
- Paragraph (8): Identify any other people or agencies that are affected by registering the order in Utah.
- Attach the required documents.
- Date and sign the form.
- File the original form with the judicial services representative.

### **(3) Non-public Information – Parent Identification and Location**

- This information is required by the U.S. Secretary of Health and Human Services. If the information changes, you must complete and file another form. ([Utah Code Section 62A-11-304.4](#))
- Follow the instructions that accompany the form.
- Attach the form to the Request to Register.

### **(4) Non-public Information – Safeguarded Address** (if applicable)

- If you have asked that your residential address or that of your children be safeguarded, print it here and do not include it on any other documents or forms.
- Follow the instructions that accompany the form.
- Attach the form to the Request to Register.

### **(5) Affidavit of Arrears**

- This form is not needed if you have a statement showing the amount of the arrears certified by the custodian of the records from the other state. If you have a certified statement, file it instead of this form.
- Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent. Keep the same party name as in the case that established the support order. For example, if you were the Respondent in the earlier case, you will be the Respondent in the registration, even if you are the party asking that order be registered.

- Complete the heading exactly as it appears in the order that you are registering. The judicial services representative will give you the case number and the name of the judge or commissioner assigned.
- Print the amount of the arrears. (The amount of past-due support.) If there is no past-due support, print “zero” or “0.”
- Date and sign the form in front of a court clerk or notary public.
- Attach the form to the Request to Register.

**(6) Notice of Registration of Foreign Support or Income Withholding Order**

- Complete the heading exactly as it appears in the Request to Register. The judicial services representative will give you the case number and the name of the judge or commissioner assigned.
- Identify all of the people named in the Notice of Registration. This includes the children’s mother, the father and custodian, and anyone other than the payee who is receiving the payments.
- The judicial services representative will complete the rest of the form.
- After the Request to Register has been filed and the judicial services representative has signed the Notice of Registration, make enough copies of the Notice and the Request and all supporting documents to serve on all of the people named in the Notice of Registration.
- The judicial services representative will mail the documents to the people named in the Notice of Registration.

**(7) Notice of Confirmation of Foreign Support or Income Withholding Order**

- Complete the heading exactly as it appears in the order that you are registering. The judicial services representative will give you the case number and the name of the judge or commissioner to be assigned.
- Identify all of the people named in the Notice of Registration. This includes the children’s mother, father and custodian, and anyone other than the payee who is receiving the payments.
- If the registered order is confirmed, the judicial services representative will complete the rest of the form and sign it at a later date.
- If the registered order is confirmed, the judicial services representative will return the completed Notice of Confirmation form to you, and you must serve it on everyone named in it.
- Complete the Certificate of Service and file it with the judicial services representative.

**(8) Proposed Findings of Fact, Conclusions of Law, and Order** (Complete this form only if you are told to do so.)

The Findings of Fact, Conclusions of Law, and Order form is needed only if the court conducts a hearing.

- Complete the heading exactly as it appears in the Request to Register.
- Do not complete the rest of the form unless you are told to do so. Sometimes the judge will prepare the order; sometimes the judge will tell the winning party to prepare the order.
- Attach any required documents or forms.

If there is a hearing, the judge will decide the issues. Sometimes the judge will prepare the order; sometimes the judge will tell the winning party to prepare the order.

- If you are told to prepare the order, complete all of it except the judge's signature. What you write in the order must agree with what the judge decided.
- Serve the unsigned order on the other party within 15 days after being told to prepare the order.
- Complete the Certificate of Service.
- File the original unsigned order and the Certificate of Service with the judicial services representative within 15 days after being told to prepare the order.
- The other party has 5 days in which to object.

**(9) After the judge signs the order**

- Serve a copy of the signed order on the other party.
- Complete the Certificate of Service.
- File the original Certificate of Service with the judicial services representative.