

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT
LAKE COUNTY, ILLINOIS

_____)
_____)
_____)
_____) Petitioner,
vs. _____) Gen No. _____
_____)
_____)
_____) Respondent. _____)

Proof of Service of Notice to Withhold Income

Service on Employer/Payor:

On _____ (date of service), a copy of the attached Notice to Withhold Income for Support dated _____ (date of notice to withhold) was served on:

Name of employer/payor: _____

Address: _____

By: Ordinary Mail – First Class
 Certified Mail
 Personal Delivery (insert name to whom delivery was made) _____
 Facsimile Transmission (Attach proof of transmission)
 Other Electronic Means (describe) _____

Service on Obligor:

On _____ (date of service), a copy of the attached Notice to Withhold Income for Support dated _____ (date of notice to withhold) was served by ordinary mail on:

Name of Obligor: _____

Address: _____

VERIFICATION BY CERTIFICATION

Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct.

Served this ____ day of _____, 20____ By: _____
Signature

Prepared by:

Attorney's Name: _____

Address: _____

City: _____ State: _____

Phone: _____ Zip Code: _____

Fax: _____

ARDC: _____

- The Notice to Withhold Income may be served on the employer/payor or on its superintendent, manager or other agent.
- At the same time that a Notice to Withhold Income is served on an employer/payor, it must be served on the obligor by ordinary mail addressed to his/her last known address. A copy of the Notice to Withhold should also be sent to the obligor's attorney of record, if any.
- Proof of Service of a Notice to Withhold Income on the employer/payor and on the obligor must be filed with the Clerk of the Circuit Court, at 18 N County Street, Waukegan, Illinois.