

# Affidavit and Order to Continue Income Assignment for Child Support P-3113

This form is used to inform the court, the other party, and the State (if a party) that you are requesting to continue the income assignment for child support after May 31st following the 18<sup>th</sup> birthday of the youngest or only child because the child has not yet turned 19 and will still be enrolled in high school or pursuing an accredited course of instruction leading to a high school diploma or its equivalent. **If you do not complete this form, the income assignment for current support for the child will end on May 31<sup>st</sup> following the date of the child's 18th birthday. This request does NOT require that you or the other party appear in court.**

You are encouraged to seek legal assistance to verify that these forms are the most appropriate for your situation, as court staff, including those in the Self-Help Center, cannot give legal advice.

Court Related Offices		
<b>Court Self-Help Center</b> <b>Courthouse, Room C-108</b> <b>262-548-7524</b>  <b>Open:</b> Mon 8:30 am - 12:00 pm Wed 12 pm - 4 pm Fri 8:30 am - 4 pm Tues & Thurs by Appointment only	<b>Child Support Agency</b> <b>Administration Building,</b> <b>Room 348</b> <b>262-548-7420</b>  <b>Open:</b> Mon-Fri 8 am - 4:30 pm	<b>Clerk of Courts</b> <b>Family Court Office</b> <b>Courthouse, Room C-112</b> <b>262-548-7544</b>  <b>Open:</b> Mon-Fri 8 am - 4:30 pm
<b>Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188</b>		
Copies can be made in the Court Self-Help Center for <b>\$.15</b> per page		

## Procedural Checklist

1.  Complete the **Affidavit and Order to Continue Income Assignment for Child Support**.
2.  Go to the Court Self-Help Center to have your forms notarized, reviewed for completeness, and copied, if needed. The court requires that you have the original and four (4) copies of the form and supporting documents (5 copies if the State is a party).
3.  Before filing with the court, send a copy of the form and all supporting documents to the other party and to the Waukesha County Child Support Division, if it is a party.

4.  Prepare two (2) **stamped** envelopes. Address one to you and one to the other party.
5.  Go to the customer service window of the Family Court Office to file the original, the remaining copies, and the envelopes.
6. The court will hold the documents for five days to wait for an objection, review the documents and either:

approve and send each party a copy of the signed Affidavit and Order (if you provided the self-addressed stamped envelopes). It will become part of the official court record and the income assignment for child support will continue accordingly.

**Or**

not approve and provide an explanation.

In re the  Marriage  Paternity of \_\_\_\_\_:  
(initials)

\_\_\_\_\_  
Petitioner / Joint Petitioner

and

\_\_\_\_\_  
Respondent / Joint Petitioner

- STATE OF WISCONSIN is NOT a party  
 STATE OF WISCONSIN IS a party

# Affidavit and Order to Continue Income Assignment for Child Support for Last or Only Child

Case # \_\_\_\_\_

## AFFIDAVIT

Mark with an X if you are the mother or father.

Enter the date [month day, year] the child support was ordered and the amount that is supposed to be paid each month.

You must obtain and attach proof from the child's school that he/she has not graduated and the date that the school anticipates him/her to graduate.

Enter the date [month day, year] of anticipated graduation.

Enter the date the child will turn 19.

You must send a copy to the other party(s) before you file it with the court. Mark the box and enter the date [month day, year] you sent the copies to the other party(s).

1. I am the  **Mother**  **Father** in this case.
2. The **other parent** was ordered on \_\_\_\_\_, \_\_\_\_\_ to pay child Support in the amount of \$ \_\_\_\_\_ **per month**.
3. Under the rules of the Waukesha County Family Division, the current income assignment for child support will terminate on May 31<sup>st</sup> following the date when the last or only child turns 18, unless otherwise ordered by the court.
4. This affidavit is made in support of my request to continue the current income assignment for child support because the child is still enrolled in high school or is pursuing an accredited course of instruction leading to the acquisition of a high school diploma or its equivalent.
5. **Attached is proof from the school of the child's continued high school enrollment AND date of anticipated graduation.**
6. The anticipated date of graduation is \_\_\_\_\_, 20\_\_\_\_ and I am asking the court to continue the income assignment for current support order until this date or the child's 19<sup>th</sup> birthday on \_\_\_\_\_, 20\_\_\_\_, **whichever is earlier**.
7.  **Before** I file this with the court, I will on \_\_\_\_\_, 20\_\_\_\_ provide a copy of this **Affidavit and Order** and required attached documents to the other parent, and to the Waukesha County Child Support Division, if the State is a party to the action, **for review under the five-day rule**.

**STOP!**  
**Take this document to a Notary Public BEFORE you sign it.**

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After you have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public.

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Have the Notary Public sign, date, and seal the document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Date

Subscribed and sworn to before me on \_\_\_\_\_  
\_\_\_\_\_  
Notary Public, State of Wisconsin

My commission expires: \_\_\_\_\_

*(Seal)*

**ORDER**

IT IS HEREBY ORDERED that the income assignment for the payer's current child support obligation shall continue as set forth in the above **Affidavit to Continue Income Assignment for Child Support for Last or Only Child** until \_\_\_\_\_, 20\_\_.

IT IS FURTHER ORDERED that any income assignment shall remain in place until all arrears, debts, costs, and fees are paid in full, unless there is an Order that directs a different payment plan on arrears.

IT IS FURTHER ORDERED that both parents shall notify the Clerk of Courts and the Waukesha County Child Support Division within ten (10) days of any change of address or change of employers. Send notice to:

	Clerk of Circuit Court	Waukesha County Child Support
Division	Family Court Division AND	Administration Center, Room 346
	PO BOX 1627	1320 Pewaukee Road
	Waukesha, WI 53187-1627	Waukesha, WI 53188

**BY THE COURT:**

\_\_\_\_\_  
Circuit Court Judge/Circuit Court Commissioner

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

**For Court Use Only**

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## RULES OF THE WAUKESHA COUNTY CIRCUIT COURT FAMILY COURT DIVISION

### Rule 3.2 Vacation or Maintenance of Income Assignment after 18<sup>th</sup> Birthday of Child

For cases involving a single child, or one remaining minor child, any order for income assignment for current child support shall be terminated once the child turns 18 years of age and has graduated from high school or age 19 if the child is pursuing an accredited course of instruction leading to the acquisition of a high school diploma or its equivalent. Unless an Order exists which provides a specific date for termination of child support, the following shall apply:

- a. Any income assignment for current child support shall be terminated on May 31<sup>st</sup> following the last remaining child's 18<sup>th</sup> birthday.
- b. If the child is still pursuing a high school education, any party may file a written request with the court including an affidavit with proof of the child's continued high school enrollment and date of anticipated graduation. Such request and affidavit shall be provided to any other party. Upon receipt of such request with report of notice, and expiration of the time to object under the local five-day rule, the income assignment for current child support will be continued through the anticipated date of graduation.
- c. Where the remaining child has turned 18 years of age and has or is about to graduate from high school, to terminate the current child support income assignment, a party may file a request with an affidavit containing proof of the child's graduation (e.g. copy of diploma or letter from the school regarding date of graduation or anticipated graduation). Such request and affidavit shall be provided to any other party. Upon receipt of such request with report of notice, and expiration of the time to object under the local five-day rule, then the income assignment for current child support will be terminated upon that graduation date.

Although an income assignment for current child support may be terminated, an income assignment shall continue in effect until any arrearage is paid in full pursuant to section 767.265(1m) Wis.Stats., unless there is an Order that directs a different payment plan on arrears.

This rule does not alter any order for the payment of child support, but only affects issuance and vacation of income assignments.

This rule does not apply where there continues to be one or more children under the child support order. For cases involving multiple children under the age of 18, modifications of any income assignment must be done by court order.