

[10-124.] 10-125.

(a) When the court receives a request for service of the earnings withholding order under § [10-123] 10-124 of this subtitle, the court shall send to the obligor, by certified mail, return receipt requested and first class mail, at the home address or, if the home address is unknown, the place of employment last reported to the court:

- (1) a copy of the earnings withholding order;
- (2) a copy of the request for service of the earnings withholding order;
- (3) a statement of the procedures under § [10-130] 10-131 of this subtitle that the obligor must follow to contest the earnings withholding;
- (4) the form permitted under § [10-130(b)(3)] 10-131(B)(3) of this subtitle;
- (5) a statement of the issues that may be adjudicated under § [10-130] 10-131 of this subtitle; and

(6) notice that:

(i) the order will be served on the employer and will include arrears as alleged in the request for service of the earnings withholding order unless the obligor moves for a stay of service within 15 days of mailing the notice under this section; and

(ii) the arrears accrued since the issuance of the support order will be apportioned according to the requirements of § 10-121 of this subtitle.

(b) If the obligor fails to move for a stay under § [10-130] 10-131 of this subtitle, the court shall immediately cause a copy of the earnings withholding order to be served on the employer of the obligor.

[10-125.] 10-126.

(a) The earnings withholding order sent to the obligor's employer shall:

(1) be a separate document, and not include any other orders or pleadings;
and

(2) include only the following information:

(i) the amount to be withheld from the obligor's earnings including explanation of the application of the Federal Consumer Credit Protection Act limits;

(ii) that subject to further orders of the court, the employer is required to withhold the stated amount on a regular and continuing basis commencing on the beginning of the next pay period after receipt of the order;

(iii) that the employer may deduct and retain from the employee's earnings an additional \$2 for each deduction made under the order;

(iv) that the net amount withheld is to be sent promptly to the support enforcement agency or to the recipient as specified in the order; and