6-23/160.00 Contents of Earnings Withholding Order

The "earnings withholding order" shall include all of the following (CCP 706.125):

- The name, address, and, if known, the social security number of the judgment debtor.
- The name and address of the employer to whom the order is directed.
- The court where the judgment was entered, the date the judgment was entered, and the name of the judgment creditor.
- The date of issuance of the writ of execution to the county where the earnings withholding order is sought.
- The total amount required to satisfy the order on the date of issuance (which may not exceed the amount required to satisfy the writ of execution on the date of issuance of the order plus the levying officer's statutory fee for service of the order).
- A description of the withholding period and an order to the employer to withhold from the earnings of the judgment debtor for each pay period the amount required to be withheld under CCP 706.050 or the amount specified in the order subject to CCP 706.024, as the case may be, for the pay periods ending during the withholding period.
- An order to the employer to pay over to the levying officer at a specified address the amount required to be withheld and paid over pursuant to the order in the manner and within the times provided by law.
- An order that the employer fill out the "employer's return" and return it by first-class mail, postage prepaid, to the levying officer at a specified address within 15 days after service of the earnings withholding order.
- An order that the employer deliver to the judgment debtor a copy of the earnings withholding order and the "notice to employee of earnings withholding order" within 10 days after service of the earnings withholding order; but, if the judgment debtor is no longer employed by the employer and the employer does not owe the employee any earnings, the employer is not required to make such delivery.
- The name and address of the levying officer.