# 6-23/710.00 Delivery of Copy to Employee

The employer must deliver to the judgment debtor a copy of the earnings withholding order and the copy of the employee instructions within 10 days from the date of service. (CCP 706.104(a))

### 23.21.2 Employer's Return

The employer must complete the employer's return and return it to the levying officer within 15 days. (CCP 706.104(b)) The employer's return shall be executed under oath and must include the following (CCP 706.126):

The "employer's return" shall be executed under oath. The form for the return provided to the employer shall state all of the following information:

- The name and address of the levying officer to whom the form is to be returned.
- A direction that the form be mailed to the levying officer by first-class mail, postage prepaid, no later than 15 days after the date of service of the earnings withholding order.
- The name, the address, and, if known, the social security number of the judgment debtor.
- The date the earnings withholding order was served on the employer.
- Whether the judgment debtor is employed by the employer or whether the employer otherwise owes earnings to the employee.
- If the judgment debtor is employed by the employer or the employer otherwise owes earnings to the employee, the amount of the employee's earnings for the last pay period and the length of this pay period.
- Whether the employer was required on the date of service to comply with an earlier earnings withholding order and, if so, the name of the judgment creditor who secured the earlier order, the levying officer who served such order, the date it was issued, the date it was served, the expiration date of such order, and which of the earnings withholding orders the employer is required to comply with under the applicable statutory rules concerning the priority of such orders.
- Whether the employer was required on the date of service to comply with an earnings assignment order for support and, if so, the court which issued such assignment order and the date it was issued and any other information the Judicial Council determines is needed to identify the order.

The name and address of the person to whom notices to the