

Date: _____

To: Clerk of Court

_____, Iowa

Re: 252H Administrative Order to Adjust, Modify or Alter a Child Support Obligation

Dear Clerk:

Enclosed is an Administrative Order to adjust, modify or alter a child support obligation for *approval* and *filing* in accordance with Iowa Code 252H.9.

Please present the original packet (the order with its supporting documents) along with the 252H Approval Order to a Judge for signature. After the signature has been obtained, please file-stamp the Approval Order, the Administrative Order, and the original packet. Enter the order in the judgment docket. If an Income Withholding Order has been sent, please file the original after the new Administrative Order has been filed.

Return a file-stamped copy of the Approval Order, Administrative Order, and if included the Income Withholding Order to me.

If you have any questions, please call me at _____.

Thank you.

Sincerely,

Attorney for the State of Iowa
Child Support Recovery Unit

Enclosures