

Date: _____

To: Clerk of Court
 _____ County Courthouse
 _____, Iowa

Re: Administrative Order to Adjust, Modify or Alter a Child Support Obligation
Multiple Orders

<i>Order Number</i>	<i>County:</i>	<i>Action needed:</i>
_____	_____	<input type="checkbox"/> Approve and File <input type="checkbox"/> File Only
_____	_____	<input type="checkbox"/> Approve and File <input type="checkbox"/> File Only
_____	_____	<input type="checkbox"/> Approve and File <input type="checkbox"/> File Only

Dear Clerk:

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

For **approval and filing**: 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, along with each document in both the original packet and the copy packet, and enter the order in the judgment docket.

For **filing only**: please file stamp the Approval Order, along with each document in both the original packet and the copy packet, and enter the order in the judgment docket.

Return a file-stamped copy of the Approval Order and the copy packet 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