

# **NOTICE OF EMPLOYMENT (DEFENDANT)**

DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

please check one:    new address \_\_\_\_\_    address on file \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

PHONE # \_\_\_\_\_

CASE ID#(if known) \_\_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

OF EMPLOYER \_\_\_\_\_

EMPLOYER PHONE # \_\_\_\_\_

DATE EMPLOYMENT BEGAN \_\_\_\_\_

RATE OF PAY: \_\_\_\_\_

MEDICAL INSURANCE PROVIDER \_\_\_\_\_

POLICY # \_\_\_\_\_

NAME(S) OF DEPENDENT(S) COVERED \_\_\_\_\_

EFFECTIVE DATE OF COVERAGE \_\_\_\_\_

COST OF DEPENDENT COVERAGE \_\_\_\_\_

IF NOT ELIGIBLE FOR INSURANCE NOW, WHEN WILL INSURANCE  
COVERAGE BE AVAILABLE? \_\_\_\_\_

I CERTIFY THE ABOVE INFORMATION IS CORRECT AND I UNDERSTAND IT IS MY  
RESPONSIBILITY TO MAKE PAYMENTS ON MY OWN PENDING IMPLEMENTATION OF A  
WAGE ATTACHMENT. FAILURE TO DO SO MAY RESULT IN CONTEMPT CHARGES  
BEING BROUGHT AGAINST ME.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
(OFFICE USE ONLY)

PAYMENT PROCEDURES GIVEN TO CLIENT: \_\_\_\_\_ (WRKR INITIALS)