

**SUPERIOR COURT**

**Unit**

**STATE OF VERMONT**

**FAMILY DIVISION**

**Case No.** \_\_\_\_\_

Plaintiff Name	DOB		Defendant Name	DOB
		<b>v.</b>		

**NOTICE OF APPEARANCE  
and  
INTENT TO REPRESENT MYSELF**

I do not have an attorney and will represent myself. If I decide to be represented by an attorney in the future, my attorney will notify the court of the change.

In representing myself, I understand that I **MUST**:

- 1. Notify the court in writing of any changes in my mailing address, phone number, or email address.**
- 2. Give or send copies of any papers I file with the court to every other party in this case. If another party has an attorney, I will give or send copies to that party’s attorney.**
- 3. File a certificate of service with the court certifying that I have sent the papers I am filing (including this form) to all parties. I understand that I can find that form on the Vermont Judiciary website <https://www.vermontjudiciary.org/> or at the courthouse.**

**Court Notices and Orders**

I understand that the court will send all notices and orders to me at the mailing address provided below.

**Documents from Other Parties in the Case**

I understand that the other parties in the case are required to provide me with a copy of all documents they file with the court. If I consent, the other parties may send me documents by email instead of by mail.

I consent to receive documents from the other parties at the email provided below:

**YES**    **NO**

**My Mailing Address:**

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (day): \_\_\_\_\_

Email Address: \_\_\_\_\_

**PETITION FOR WAGE WITHHOLDING**  
**Pursuant to 15 V.S.A. §782**

1. I am the  Plaintiff     Defendant     Office of Child Support
2. The other party is the  Plaintiff     Defendant
3. On \_\_\_\_\_, the other party was ordered to pay:  
 \$\_\_\_\_\_ per \_\_\_\_\_ in Child Support.  
 \$\_\_\_\_\_ per \_\_\_\_\_ in Maintenance Supplement.  
 \$\_\_\_\_\_ per \_\_\_\_\_ in Spousal Maintenance (Alimony).
4. The order was issued by  
 this court.  
 another court (*Name & Address of Court*) \_\_\_\_\_.
5. The other party has failed to pay to make payments as ordered by the Court.
6. The other party owes the following amounts:  
 \$\_\_\_\_\_ per \_\_\_\_\_ in child support owed to me.  
 \$\_\_\_\_\_ per \_\_\_\_\_ child support maintenance supplement owed to me.  
 \$\_\_\_\_\_ per \_\_\_\_\_ in spousal maintenance owed to me.  
 \$\_\_\_\_\_ per \_\_\_\_\_ in child support owed to the State of Vermont.
7. Some or all of these amounts are 7 days overdue.
8. A Case Accounting Affidavit from OCS:  
 is attached     is not attached
9. The other party's employment:  
 the name of the other party's employer is \_\_\_\_\_.  
 I do not know the name of the other party's employer.  
 The other party is self-employed.  
 The other party is unemployed.

**REQUEST TO THE COURT**

**I request that the Court:**

- enter a judgment against the other party for all unpaid support.
- order Wage Withholding from the other party's wages in the following manner:  
\$\_\_\_\_\_ per month for current support;  
\$\_\_\_\_\_ per month towards the arrearage balance;
- order that such amounts be paid directly to the Office of Child Support on my behalf.
- grant any other relief this Court determines is appropriate.

Date

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

***At hearing, the other party may object to Wage Withholding on the basis of an error in the amount of current support or arrearages or an error in identity.***