**In the Family Court Case No: [*Case number*]**

**sitting at [*Court name*]**

**[The Attachment of Earnings Act 1971] /**

**[The Matrimonial Causes Act 1973] /**

**[The Civil Partnership Act 2004] /**

**[Schedule 1 to the Children Act 1989] /**

**[The Inheritance (Provision for Family and Dependants) Act 1975] /**

**[The Matrimonial and Family Proceedings Act 1984 and Schedule 7 to the Civil Partnership Act 2004]**

**(Delete as appropriate)**

**The** **[Marriage] / [Civil Partnership] /** **[Relationship] /** **[Family] of [*applicant name*] and [*respondent name*]**

**(Adapt as necessary)**

After hearing [*name the advocate(s) who appeared*]

After consideration of the documents lodged by the parties

**(In the case of an order made without notice)** After reading the statements and hearing the witnesses specified in para [*para number*] of the Recitals below

**ATTACHMENT OF EARNINGS ORDER MADE BY [*NAME OF JUDGE*] ON [*DATE*] SITTING IN [OPEN COURT] / [PRIVATE]**

**(Delete as appropriate)**

## The parties and persons bound by this order

1. The applicant is [*applicant name*]

The [first] respondent is [*respondent name*]
[The second respondent is [*respondent name*]]
[The third[*etc*] respondent is [*respondent name*]]
[The intervener is [*intervener name*]]

1. The employer to whom this Order is directed is [*name*] whose address is [*insert*].

## Recitals

1. The respondent, whose address is [*insert*] and who is employed by you at [*company and address*] as a [*job title/description of occupation*], [**(if known)** works no. [*insert*]] / [pay ref [*insert*]], is required to make [a lump sum payment of £[*amount*]] / [periodical payments of £[*amount*]] under a maintenance order made by this court on [*date*].
2. The court has made an attachment of earnings order and earnings are payable by you to the respondent.

**IT IS ORDERED THAT:**

1. You [*name*] must make periodical deductions out of the respondent’s earnings in accordance with Schedule 3 to the Attachment of Earnings Act 1971 until [*date*] / [£[*amount*], the amount payable under judgment, has been paid].
2. For the purpose of calculating the deductions the normal deduction rate is £[*amount*] per [week] / [month] and the protected rate of earnings is £[*amount*] per [week] / [month].
3. And you [*name*] must pay the sums deducted, as and when the deductions are made (at monthly intervals) until further notice to the Designated Family Judge c/o The Centralised Attachment of Earnings Payment System (CAPS) at PO Box 404, Northampton NN1 2ZY. Payments should be made payable to ‘HM Courts and Tribunals Service.

Dated [*date*]

**TAKE NOTICE**

**To the respondent**

This is a copy of an attachment of earnings order sent to your employer. If you change your employer, you must notify the court in writing within seven days giving the following details:

* The name and address of your new employer (and the pay office if different)
* Your new rate of pay
* Your works number and/or pay reference
* The court case number

**IF YOU DO NOT DO WHAT THIS NOTICE TELLS YOU, YOU MAY BE FINED OR IMPRISONED OR BOTH**

Respondent’s address is [*respondent address*]