

CLERK OF THE DISTRICT COURT
Sweetwater County
80 West Flaming Gorge Way, Suite 255
P.O. Box 430
Green River, Wyoming 82935-0430

Donna Lee Bobak, Clerk of Court

307-872-3820
307-352-5246
FAX: 307-872-3986

INSTRUCTIONS FOR FILING A NOTICE TO PAYOR:

- ❖ Fill out the Notice to Payor form **completely**
- ❖ Sign the form as either the Obligor or the Obligee in front of a Notary Public so your signature can be **notarized**
- ❖ Return the original form and **three (3) copies** to the Clerk of District Court's Office with the following:
 1. Self-addressed envelope with the appropriate first class postage thereon for return of your copy. (If you bring the form to this office in person, we will hand you your "file stamped" copy and you will not need an envelope.)
 2. An addressed envelope with appropriate first class postage thereon so a copy can be mailed to the other party.
 3. An addressed envelope with appropriate first class postage thereon so a copy can be mailed to the employer (payor).