

**INSTRUCTIONS TO COMPLETE  
EMPLOYER WAGE AFFIDAVIT AND INFORMATION SHEET**

1. The Employer Wage Affidavit and Information Sheet is for the purpose of providing the court with information and records concerning a party's income and employee benefits to assist the court in making decisions relative to financial aspects of the party's case now pending.
2. If you are the custodian of records for your employer and you or your employer have been served with a subpoena commanding you or the employer to appear in court for the sole purpose of producing records in the possession and control of the employer, you may, in lieu of a personal appearance, tender to the Court by registered mail, certified copies of the records requested together with an affidavit by the custodian as to the authentication of the records tendered, or, if no such records are in the employer's custody, an affidavit to that effect.
3. Please complete the attached employer affidavit and information sheet if you are the person who is the designated custodian of records for the employer from whom the records have been subpoenaed.
4. Copies of the records are deemed "certified" if they are appended to the affidavit attached to these instructions and referred to therein.
5. If you have any of the documents identified in the subpoena in your possession and control, copies of these documents should be submitted with the Employer Affidavit.