

ATLAS #		NAME		Date	
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NCP Name		CP Name	
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## “DRU READY” CHECKLIST

Which CAAL Narrative for DRU request will you use? (why requesting)	
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	Y	N	N/A
All orders (AZ and Foreign) in scanned docs			
All ADP's and waivers returned and in scanned docs <a href="#">Image Date:</a>			
All documents requested for your action have been returned <a href="#">Documents:</a>			
Social Security email response received re: <a href="#">Child's derivatives</a> <a href="#">Scanned</a> <a href="#">CAAL</a>			
If child emancipating, CHDE has been updated (school records received)			
BIPI Accurate/Updated			
NCDE/CPDE address verified within 12-months			
Court Pay History in scanned docs <sup>1</sup> <a href="#">Image Date:</a>			
Contact with OJ State:			
Pay history received from OJ <a href="#">Image Date:</a>			
Foreign order checklist complete if applicable <a href="#">Image Date:</a>			
When was last DRU requested:			
When was last DRU completed:			
NCPL/NCPD updated correctly (this affects Cash Medical)			

NOTES:	
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Approver:		Date	
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<sup>1</sup> ACS (Automated Court System), Series I, Clerk of Court: Payment Histories kept by the County Clerks of Court and the Non IV-D Offices using their own software/system prior to using ATLAS (Arizona Tracking and Location Automated System) I or II and the Clearinghouse State Disbursement Unit [1998 and earlier depending on the county]. These are traditionally on tractor-feed print paper and available upon request from the county court (although specific descriptive questioning is required to ensure that these old documents are recognized).