DATE:_____

Establishment Referral Checklist

ATLAS: _____ **NCP:** _____ **CP:** _____

CASE OFFICER:_____ **PHONE:** _____ **INTERPRETER? YES** ☐ **NO** ☐

General

- Have you checked HPP? Y ☐ N ☐
- Who applied for services? CP ☐ NCP ☐
- Is this a Caretaker Case? Y ☐ N ☐

Jurisdiction

- Is either party an enrolled tribal member? Y ☐ N ☑
- Tribal Questionnaire Date_____/Page_____

Case Search

- Have you checked the court docket for other cases involving the same parties? Y ☐ N ☐
  Are there other cases? Y ☐ N ☐
  Case No(s):_____
- Have you reviewed FCRS for other cases involving the same parties? Y ☐ N ☐
  Are there other cases? Y ☐ N ☐
  State:_____ Case No:_____

Type of Establishment

☐ **Post Paternity** – How was paternity established?
- HPP? Yes ☐ No ☐
- Court order Document in file? Yes ☐ No ☐

☐ **Marital**
- Divorced? Yes ☐ No ☐
- Copy of Decree? Date_____/Page_____
- Pending Dissolution? Yes ☐ No ☐
- Date of Separation _____

☐ **Caretaker**
- Versus: Bio Dad ☐ Bio Mom ☐ Both ☐
  - Is underlying biological parent order terminated? Yes ☐ No ☐

☐ **Interstate**
- USP signed within 12 months? Y ☐ N ☐
- General Test. signed within 6 months? Y ☐ N ☐

Required Referral Documents Must Print

☐ AZTECS CAP 1 and 2
☐ Voluntary Acknowledgment (if HPP)
☐ Locate Documents
☐ Service Documents (PRAD, AOS, or Photos)

If Interstate:

☐ Original Uniform Support Petition
☐ Original General Testimony

Does OnBase file contain any of the following:

☐ Birth certificate: **Off Docs** Date_____/Page _____
☐ Marriage Certificate (MAC cases) **Off Docs** Date_____/Page _____
☐ Affidavit of Direct Pay **AFF** Date_____/Page _____
☐ Recent Employment Verification(s): **INC/EXP** Date_____/Page _____

Comments:

APP ( ) **APQ ( )** **ABD ( )**

☐ ABF – Pleading/Document Missing
☐ ABG – Arrears Calc Inaccurate/Incomplete
☐ ABH – Missing or Incomplete Paternity Affidavit
☐ ABI – Missing or Important Documents Needed
☐ ABJ – Judgment and/or Order Missing
☐ ABK – Missing or Incomplete Factual Info
☐ ABL – Premature or Wrong Action
☐ ABM – Unable to determine how Parties ID'd
☐ ABN – Other

Attorney Signature: Date:

HDM 4925489