

Foreign Order Calculation Checklist

ATLAS Case # _____ CP Name: _____

Date: _____ NCP Name: _____

Action Taken	Yes/No
Was the order registered in Arizona? Date: _____	Yes No
Was the order registered in another state? If so, what state(s)? _____ Other states case number: _____ Date registered: _____	Yes No
Did they modify the order and/or obtain a judgement on arrears? Date: _____	Yes No
CSENet sent to other state requesting calc? State: _____ Date: _____	Yes No
Transmittal sent to other state requesting calc? State: _____ Date: _____	Yes No
Phone call to other state? State: _____ Date: _____ Name of contact: _____ Phone number: () _____ - _____ Date of last payment received: _____ Amount of last payment received: _____ Verbal balance information: _____	Yes No
When you called the other state (above), did you verify that we have all court orders?	Yes No
Payment History(ies) have been received from all states where the case has been open? State: _____ Date: _____ State: _____ Date: _____ State: _____ Date: _____	Yes No
Response from state that issued the order: Can a calculation be completed by the issuing state? State: _____ Date response received: _____	Yes No
If the other states case is closed, can they verify their balance at closure? What date did their case close? Date: _____	Yes No
If zero, is that because they must remove balances for their closure process?	Yes No
Affidavit of Direct Payment received from CP? Date: _____	Yes No
Quick reviewed? Findings: _____	Yes No
Phone call to CP? If yes, Date: _____ (a) Has the case been enforced in any other jurisdiction? (b) Are there any other credits we need to be aware of (i.e. SSD, etc.)?	Yes No Yes No Yes No
Phone call to NCP? If yes, Date: _____ (a) Has the case been enforced in any other jurisdiction? (b) Are there any other credits we need to be aware of (i.e. SSD, etc.)?	Yes No Yes No Yes No
Third party credits (i.e. SSD)? Details: _____	Yes No
Additional comments: _____	
Completed by: _____ Date: _____	
Approved by: _____ Date: _____	