

## Miscellaneous Referral Checklist

ATLAS \_\_\_\_\_ NCP \_\_\_\_\_ CP \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ CASE OFFICER \_\_\_\_\_ PHONE \_\_\_\_\_ Interpreter Y N

<p><b><u>All referrals</u></b>                  Have you checked court docket? Yes No</p>	<p style="text-align: center;"><b>State's Entry of Appearance, if necessary</b></p>	
<p><b><u>TERMINATION</u></b></p> <p><b>Required Referral Documents:</b>                  Arrears Calculation/DRU if needed                  Service Documents</p> <ul style="list-style-type: none"> <li>○ Process Server Instructions Sheet</li> <li>○ PRAD/Acceptance of Service</li> <li>○ Photos – If appropriate</li> </ul> <p>Documentation/CAAL entries supporting the termination.</p> <p><b>Does OnBase file contain any of the following:</b>                  Documentation of child(ren) out of CP H/H?                  Documentation of CP Incarceration?                  Documentation of parties living together?                  Current order for child support: ORDERS p. _____</p> <p><b>CAAL entries that support the termination:</b>                  Date(s) _____</p>	<p><b><u>SATISFACTION OF JUDGMENT</u></b></p> <p><b>Required Referral Documents:</b>                  Is there recorded judgment lien? Yes No</p> <p><b>IF YES:</b></p> <ul style="list-style-type: none"> <li>○ <b>Verify</b> JULD information:</li> <li>○ County Recorder information:</li> <li>○ Date: _____ County: _____</li> <li>○ Recording Number: _____</li> <li>○ Location on OnBase: _____</li> </ul> <p style="text-align: center;">Consent to Satisfaction of Judgement by CP <b>OR</b>                  Declaration of Caseworker                  Approved Arrears Calculation (if no CP consent)</p>	
<p><b><u>NOTICE OF FILING WAIVER or ADP or SETTLEMENT AGREEMENT</u></b></p> <p><b>Required Referral Documents:</b>                  Properly executed CP Waiver, ADP, or Settlement Agreement.                  Is an SOJ needed? Yes No</p> <ul style="list-style-type: none"> <li>○ <b>IF YES</b>, fill out the SOJ checklist.</li> </ul>	<p><b><u>EX – PARTE ORDER OF ASSIGNMENT</u></b></p> <p><b>Required Referral Documents</b>                  Current Employer Information</p> <p><b>Does OnBase file contain any of the following:</b>                  Most recent Court Orde ORDERS                  date. _____/page _____</p>	
<p><b>APP ( )</b></p>	<p style="text-align: center;"><b>APQ ( )</b></p>	<p style="text-align: right;"><b>ABD ( )</b></p>
<p>ABE – Mistake in Pleadings                  ABF – Pleading/Document Missing                  ABG – Arrears Calc Inaccurate/Incomplete                  ABH – Missing or Incomplete Paternity Affidavit                  ABI – Missing or Important Documents Needed</p>	<p>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</p>	
<p>Comments:</p>		
<p> </p>		
<p> </p>		
<p>Attorney Signature: _____ Date: _____</p>		