

State's Entry of Appearance Instructions:

1. Review orders in case file to see what the caption should be; i.e. "In Re the Marriage of", "In Re the Matter of", etc.
2. Review the court website to be sure all orders are in case file and review any Minute Entry orders for caption. (Case History & Minutes Entries)
<http://www.superiorcourt.maricopa.gov/>
3. Check to see which party is Petitioner and which party is Respondent on the court orders. For example, a CP will not always be the Petitioner and an NCP will not always be the Respondent. The Petitioner on a court order is always the party who initiated the court action.
4. Check to see if the party's names are the same as the party's names on their demographic screens (NCDE/CPDE). The names for the caption MUST mirror the order and NOT the names on ATLAS. After a divorce the wife can change her name back to her maiden names or can remarry and have another name which would be on ALTAS. The name must be the same as the name on the court order including middle initials. If the names on the demographic screens do not mirror the court orders, DO NOT change the names on NCDE or CPDE. The names will be changed on the alias screens to mirror the court order.
5. Check the CNAT screen to see if either party is represented by an attorney. If either party is represented by an attorney, for the parties' address at the end of the document, the attorney's address should appear.
6. To change a name for the caption, go to NCSD for NCP's and CPSD for CP's. Browse to see if a "legal" name has been added and review all aliases.
7. Directions for entering the legal alias name for CPSD or NCSD:
 - In direct command type in CPSD for CP and NCSD for NCP
 - Type in "B" for browse
 - If there is no "Type" last column on right which has a legal name, add the legal name from the court order
 - Press PF2
 - Action field type in "A"
 - Seq # field should be blank. It will populate when you enter the information
 - "Alias Type:" cursor select or type in "LDL"=legal name
 - Type in "Last, First, Middle and Suff" fields type in the name as it appears on the court order
 - Do not fill in SSN, DOB, POB City or Birth State fields
 - "Source:" cursor select or type in "COU"=Court
 - "As Of:" type in the date of the court order
 - Enter to populate and add the alias to the list
 - The DORD State's Entry of Appearance will pull the legal name for the court orders/filings from the alias list for legal name.
8. NCDE should have an address. If there is no address, request a locate for the NCP. Do not proceed to DORD until the address is populated. If a locate is unsuccessful, you may have to either leave the NCP address blank or write in unknown for the State's Entry of Appearance packet.
9. DORD directions:
 - Type DORD in direct command line
 - Type "A" in the action field to add a document
 - Leave "Request Id:" blank or delete the fields if they are populated
 - Type in the "Cabinet:" field FCSE0001

- Leave “Form:” field blank
- Type in the “Packet:” field P0054
- Skip “Print Date”
- Type in “ATTY:” field the attorney’s OIPD. For the SVO we will use ZFJ
- Type in the “Return County:” field 13
- Type in the “Office:” 106 – this will populate the SVO AG’s address
- Press ENTER
- If DORD brings to you SUOD, select the oldest order and press ENTER.
- DORD field will populate and at the top of the screen will be an edit: “Add successful – Document Requested 1 incomplete.” Proceed.
- Press the “shift” key and “PF6” which will bring up the “Label Value List”
- All values under the “Lab Typ” with a “U” and all values under the “OK” column with an “N” will need to be populated for the packet.
- The 9th line down should be “01 U F0252_USER01..... N” . Enter “S” in the “Action” field and enter
- This will bring up a pop up box for the Label: F0252_USER01 to enter the type of Notice. Type in “State’s Entry of Appearance” and enter. You must type it in as you want it to appear on the document with correct upper and lower case letter, punctuation, and spelling. The same information typed into the pop up box will now appear on the DORD Label Value List.
- Press enter until there is another line with a “U” under the “Lab Typ” column and an “N” under the “OK” column. This line should be toward the end of the document as line: “02 U F0106_USER01.....N” .
- Enter “S” in the “Action” field and enter (F0106_USER23)
- This pop up box gives a choice of pre established caption which are already in DORD. Enter your choice and press enter.
 - 1=“State ex rel” standard caption,
 - 2=CP as Petitioner, no DCSE,
 - 3=Dissolution-CP as Petitioner,
 - 4=Dissolution-NCP as Petitioner,
 - 5=user created-see below for further instructions
 - 6=DCSE as Petitioner and CP & NCP as Respondents
- After all “U”s and “N”s are populated press PF2 to exit Label Value List
- Press SHIFT PF5 to view the document before printing.
- Check the document for any errors.
- Press PF2 to return to DORD home page. Press PF3 and enter to print the document.

9. Directions for using the option 5=user create

These are the lines to enter your caption to mirror the court order

U F0106_USER02..... Y=Docket #

U F0106_USER23..... Y=1st line-blank

U F0106_USER24..... Y=Caption title “In Re the Matter of

U F0106_USER25..... Y=Petitioner’s name

U F0106_USER26..... Y

U F0106_USER27..... Y

U F0106_USER28..... Y= and or vs
U F0106_USER29..... Y=Respondent's name
U F0106_USER30..... Y

10. After the document is printed, the system will add a CAAL 12/23/09 D2529 STATE'S ENTRY OF APPEARANCE PACKET. Enter another CAAL M2653 DOCUMENTS TO ATTORNEY FOR APPROVAL and type in "State's Entry of Appearance. Send the file to the AG's office to approve. No referral sheet is needed as the South AG's office has an in basket for state's entry of appearance ONLY. If the file needs to go somewhere else other than the file room after the AG's have completed their actions, please provide a referral sheet stating where the files needs to be sent and for what action. Also, note if there is an upcoming hearing scheduled for the case to alert the AG's,