
DCSE Policy & Procedures Unit
Policy Update
PPU 04-07-001
July 6, 2004
SUBJECT: Bankruptcy Cases

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

The IV-D PARTNERS should send POLICY inquiries directly to AHoulis@azdes.gov

This message is being sent as a reminder to all IV-D Workers to reiterate the procedures on
NCP Bankruptcy notices and cases.

If a IV-D worker receives notice that an NCP has filed any chapter of bankruptcy, the
information and any notices that are received by the agency must be forward immediately to
the attention of **Charlotte Abram** in the **AG Complex Civil Litigation Unit** at the **Cap Center**
775C for review.

The case will then be assessed for actions by the AG staff. Since bankruptcy matters are time
sensitive and complex, it is very important that any notices of bankruptcy filed by an NCP
received by DCSE are sent to the AG as soon as they are received by staff.

Thank you for your cooperation.