
DCSE Policy & Procedures Unit
Policy Update
PPU 06-10-004
October 03, 2006

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 [*DCSE-POLICYQUESTIONS@azdes.gov](mailto:DCSE-POLICYQUESTIONS@azdes.gov)*

The purpose of this Policy Update is to notify staff that recording judgments should not be done when the non-custodial parent (NCP) is in bankruptcy. The recording of a judgment is an enforcement action that is stayed during bankruptcy. In order to prevent the recording of a judgment when the NCP is in bankruptcy, the caseworker must review the Bankruptcy Detail (BADE) screen.

1. On the CAST screen, with the case displayed, type BADE on the Direct Command line. Press <Enter>. The BADE screen will appear blank until the Action field is populated.
2. Type "N" in the Action field to display the next record for the NCP on the case. Press <Enter>.
3. If the NCP has never had a bankruptcy, typing the "N" in the Action field will display someone else's bankruptcy information from another case; if the NCP has had or is currently in bankruptcy, the NCP's bankruptcy information will appear on the screen. If the NCP's bankruptcy is open, the End field and Type field will **not** be updated. Do not record a judgment on a case that has an open bankruptcy.
4. If the NCP's bankruptcy is closed, the End field will be populated with the date the bankruptcy ended or is scheduled to end. The Type field will display the bankruptcy end type of either Discharged or Dismissed. The Ver (Verified Date) and Src (Source) fields are updated when the actual orders of dismissal or discharge are received. When these fields are completed a judgment may be obtained and recorded.