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DCSE Policy & Procedures Unit
Policy Update
PPU 08-08-004
August 18, 2008
SUBJECT: Enhancements to the JULD Screen
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Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.
The IV-D PARTNERS should send POLICY inquiries directly to **DCSE-POLICYQUESTIONS@azdes.gov**
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The purpose of this PPU is to inform staff of the screen enhancements to the
Judgment/Admin Lien Detail (JULD) screen. The screen allows the worker to enter
judgments from the **Support Order Detail (SUOD)** screen and administrative real property
liens from the **Case Status (CAST)** screen.

The **JULD** screen enhancements include a **Lien Status List** screen that allows the worker to
view all judgments and administrative liens that have been entered on the screen. It is also
possible to update the **JULD** screen with a lien for the same Court Order Sign Date
(Lien/Order Date field) for another FIPS code when a non-custodial parent has assets in more
than one county.

JULD screen with the new Enhancements added

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V4FNAF01                **** ATLAS II: ARIZONA IV-D PROGRAM ****           K7C3 NP9
Jun 20,08                   JUDGMENT/ADMIN LIEN DETAIL                        3:51 PM
*Action (A,C,D,M,N):        _
Case:_____ __    Lien/Order Date:_____   FIPS:__ ___ Stat:
Case:         Cnty:   Offic:   Team:   Wrkr:   Ay:
CP Name:                                 File:      Func:
NCP Name:                                Pgm:
************************** Judgment Information *********************
Court Order Nbr:              FIPS:        Jdgmt Amt:
County:                       St:
************************** Lien Information ************************
Recorded Date: _____       Number: _____
Jdgmt Amt:
Admin Lien Amt$ ___          Book:_____   Page:  ____

Lien Release Date: _____   Lien Release Type: ___
Recorded Date: _____     Number: _____
                              Book: _____    Page:  ____
Comments:_____
          _____
Direct Command:_____(JULD)
Enter-PF1---PF2---PF3---PF4---PF5---PF6--PF7--PF8--PF9--PF10--PF11--PF12
     Help Retrn Quit   OPUS  Prev     Bkwrd Frwrd              Main
```

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V4FNAF01          **** ATLAS II: ARIZONA IV-D PROGRAM ****         D371 S5Z
May 20,08              JUDGMENT/LIEN DETAIL                         11:18 AM
*Action (A,C,D,M,N):        _
Case: _____ __ Lien/Order Date: _____   FIPS: __ ___    Stat:
Case:           Cnty:   Offic:   Team:   Wrkr:      Ay:
CP Name:                                 File:       Func:
NCP Name:                                Pgm:
********************** Lien Status List *********************************

Lien/Order Dt Recorder Dt   FIPS        Lien Amt    Lien Type  Released
mm/dd/yyyy    mm/dd/yyyy    99 999    999999999.99     A          N

mm/dd/yyyy    mm/dd/yyyy    99 999    999999999.99     J

 mm/dd/yyyy    mm/dd/yyyy    99 999    999999999.99     A          Y
```

In order to add a judgment from the **SUOD** screen, select the judgment on the **SUOD** screen and go to the **JULD** screen from the **SUOD** screen Direct Command line. The following judgment information is carried forward and automatically populated from the **SUOD** screen to the **JULD** screen, Judgment Information panel: the Lien/Order date which is the CO Sign Dt (Court Order Signed Date), Court Order Nbr (Court Order Number), FIPS code, County and St (State).

The fields that should be populated are in the Lien panel. The Jdgmt Amt (Judgment Amount), including interest, is automatically populated on the **JULD** screen from the **SUOD** screen. *Do not ever* update the **Admin Lien Amt (Administrative Lien Amount)** field when adding a judgment to the **JULD** screen or an error will occur.

To update the **JULD** screen with a Judgment:

1. Type **"A"** for Add in the Action field.
2. Enter the Recorded Date in the Recorded Date field.
3. Enter the Recording Number in the Number field.
4. The Book and Page fields can be completed if the information is available.
5. Press <Enter>. *Judgment Lien Added Successfully* should be at the top of the screen.
6. Enter **"B"** for Browse in the Action field to review the **Lien Status List** screen.

Lien/Order Dt	Recorder Dt	FIPS	Lien Amt	Lien Type	Released
mm/dd/yyyy	mm/dd/yyyy	99 999	999999999.99	J	N

The **Case Activity List (CAAL) code, LIEN FILED (E9440)**, will automatically populate on the **CAAL** screen with the activity date as the recorded date from the **JULD** screen. The narrative will include the FIPS code and lien amount.

The **Lien Status List** screen *must be* reviewed to make sure the information on the screen is accurate. If the Admin Lien Amount field is updated by mistake, the **List** screen will show the Lien Type as **"A"** for administrative instead of **"J"** for Judgment. The amount entered in the **Admin Lien Amount** field will be the amount on the **List** screen instead of the amount from the **Jdgmt Amt (judgment amount) field.** If this happens, the **Lien Status List** screen must be immediately corrected.

To update the judgment with the correct information:

1. Cursor select the recent admin lien **"A"** entry from the **Lien Status List** screen.
2. Press <Enter>.
3. The **JULD** screen will display. Type **"M"** for Modify in the Action field.
4. Delete the amount from the Admin Lien Amt field.
5. Press <Enter>.
6. Enter **"B"** in the in the Action field to browse the **Lean Status List** screen. The **"A"** will change to **"J"** for Judgment. The judgment amount will automatically populate from the Jdgmt Amt field.
7. Enter the CAAL code, **M0000 - CAAL ENTRY CREATED IN ERROR. *You must manually enter the same Activity Date in the narrative as the same date from the LIEN FILED CAAL code.***

To show that a judgment has been satisfied (released) on **JULD** screen:

1. Go to the **Lien Status List** screen and cursor select the judgment to be released.
2. Type **"M"** in the Action field.
3. Update the Lien Release Date field with the date the judgment was released.
4. Select the Lien Release Type, **"FUS"** for full satisfaction; or **"PAS"** for partial satisfaction.
5. Update the Recorded Date with the date the judgment was recorded.
6. Press <Enter>. *Judgment Lien Modified Successfully* should be at the top of the screen.
7. Enter **"B"** in the Action field to review the **Lien Status List** Screen.

Lien/Order	Dt Recorder Dt	FIPS	Lien Amt	Lien Type	Released
mm/dd/yyyy	mm/dd/yyyy	99 999	999999999.99	J	Y

The **CAAL** code, **LIEN REMOVED (E9442)**, will automatically populate on the **CAAL** screen with the activity date as the recorded date from the **JULD** screen. The narrative will include the lien release date and lien release type.

An administrative lien *must be* updated by going from the **CAST** screen to the **JULD** screen. The **JULD** screen will be blank.

To update the **JULD** screen with an administrative lien:

1. Type **"A"** in the Action field.
2. Enter the Recorded Date in the Recorded Date field.
3. Enter the Recording Number in the Number field.
4. The Book and Page fields can be completed if the information is available.
5. Press <Enter>. *Admin Lien Added Successfully* should be at the top of the screen.
6. Enter **"B"** to review the **Lien Status List** screen.

Lien/Order Dt	Recorder Dt	FIPS	Lien Amt	Lien Type	Released
mm/dd/yyyy	mm/dd/yyyy	99 999	999999999.99	A	N

The **CAAL** code, **LIEN FILED (E9440)**, will automatically populate on the **CAAL** screen with the recorded date as the activity date from the **JULD** screen. The narrative will include the FIPS code and the lien amount.

To show that an administrative lien has been released on **JULD** screen:

1. Go to the List screen and cursor select the administrative lien to be released.
2. Type **"M"** in the Action field.
3. Update the Lien Release Date field with the date the administrative lien was released.
4. The *only* selection that can be used in the Lien Release Type is **"ADM"** for Administrative.
5. Update the Recorded Date with the date the lien was recorded.
6. Press <Enter>. *Admin Lien Modified Successfully* should be at the top of the screen.
7. Enter **"B"** in the Action field to review the **Lien Status List** Screen.

Lien/Order Dt	Recorder Dt	FIPS	Lien Amt	Lien Type	Released
mm/dd/yyyy	mm/dd/yyyy	99 999	999999999.99	A	Y

The **CAAL** code, **LIEN REMOVED (E9442)**, will automatically populate on the **CAAL** screen with the activity date as the recorded date from the **JULD** screen. The narrative will include the lien release date and lien release type.