
DCSE Policy & Procedure Unit

Policy Update

PPU: 11-03-002

Date: March 8, 2011

SUBJECT: Change of Court Location Orders

Please contact the Policy Unit if you have any questions regarding these or any other changes at

<http://dcsevf04/DCSE/PolicyQuestions> or (602) 771-8127.

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

It has come to the Department's attention that there are court orders entered in Arizona county courts that transfer a case to another county court location. These court orders instruct that the original court order assigned number now bear a new stated court assigned number. The entry also instructs that all future pleadings filed bear the new court assigned case number.

These orders are to be treated as change of venue orders and are added to ATLAS as new SUOD records bearing the new court assigned number.

Procedures for adding change of venue orders to SUOD are found in OPPM under Debt/Debt Procedures/Adding the Court order to ATLAS/Complete the Details Section.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter <http://dcsepc> in your browser to view this Policy Update in Policy Updates 2011