
DCSE Policy & Procedure Unit
Policy Update
PPU: 13-05-002
Date: May 22, 2013
SUBJECT: Case Closure Checklist

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

As required by law, all recorded administrative liens must be released with the County Recorder when DCSE closes a case. When the NCP has a judgment lien that is paid in full, a satisfaction of judgment must be filed with the court and sent to the County Recorder.

A Closure Checklist has been created to make sure that all administrative liens are released appropriately when the case meets the closure criteria and/or a judgment lien is paid in full. Beginning immediately, this checklist must be completed before closing a case in the Enforcement or Collection function. A copy of the completed checklist must be imaged to the file upon completion of case closure.

The checklist can be accessed by clicking on the link below:

[Case Closure Checklist](#)

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 2013.