
DCSS Policy & Procedure Unit
Policy Update
PPU: 14-01-002
Date: January 10, 2014
SUBJECT: Attorney Representation

Please contact the Policy Unit if you have any questions regarding these or any other changes at
<http://dcssvf04/DCSS/PolicyQuestions> or (602) 771-8127.

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

This Policy Update provides guidance to staff regarding communicating with a CP or NCP who currently is or was formerly represented by an attorney.

CP or NCP is Currently Represented

- DCSS and County Partner staff may communicate directly with the CP or NCP.
- The AG/County Attorney may communicate directly with the CP or NCP on a limited basis and only with their attorney's permission.
- During a legal action, the AG/County Attorney will communicate with the CP or NCP's attorney only.

CP or NCP was Formerly Represented

- DCSS and County Partner staff may communicate directly with a CP or NCP who was formerly represented by an attorney.
- The AG/County Attorney will independently verify whether or not the CP or NCP is still represented by an attorney before communicating directly with them.

CP or NCP has Never Been Represented

- DCSS and County Partner staff may communicate directly with the CP or NCP as they are considered a party in Title IV-D actions.
- The AG/County Attorney may communicate directly with the CP or NCP and will make sure the parties understand the role of the AG/County Attorney in their case.

Staff are urged to view this information directly on The PORT and not create a separate personal file. Enter <http://dcssmadcapprod> in your browser to view this Policy Update in Policy Updates 2014.