

Court order prereview "WHAT"	✓	"WHY"
Verify all Court Orders are in file (Imaged to On Base):		<ul style="list-style-type: none"> • County Clerk of the Court • On Base <ul style="list-style-type: none"> ○ Orders Tab ○ Interstate Doc. Tab
<i>Order is Pre December 1998</i>		<ul style="list-style-type: none"> • Verify the Pre- ATLAS Clerk of the Court Payment history is in the file. (If the case was opened after the court order effective date and the order is Pre December 1998).
<i>There is an order prior to the Divorce Order</i>		<ul style="list-style-type: none"> • Is the Initial Order prior to the Divorce a Temp Order? (we did not have the value TEM prior to 2008).
<i>Order is a temporary order</i>		<ul style="list-style-type: none"> • Was an order obtained after the temporary order? • Did the final order preserve the temporary order? • Is the temporary order still valid? <ul style="list-style-type: none"> ○ Comment Section Panel 3 regarding whether Temporary Order was preserved or not on the Divorce Decree.
<i>There is Spousal Support</i>		<ul style="list-style-type: none"> • Has the spousal order terminated? Remarried? • Has the spousal support statute of limitations expired? Statute of limitations is 3 years after the end date of the spousal obligation if the arrears were not reduced to a judgment. • Does the order have an end date for spousal?
<i>There are multiple judgments on SUOD</i>		<ul style="list-style-type: none"> • Does the order(s) have multiple judgments with different timeframes? • Did we set up SUOD with two obligations for the same judgment (one for principal and one for interest?) If so, we need to correct.
<i>Was the case a conversion case (03/1996) from ATLAS Phase I to ATLAS Phase II</i>		<ul style="list-style-type: none"> • Is interest accruing correctly? (DEDN)
<i>The order is a variable order</i>		<ul style="list-style-type: none"> • The order is a per child order and amounts are not equal. • The court ordered amount changes during the year i.e. visitation credit, cost of living adjustment, etc. • Social Security derivative benefits credited (SSA Derivative Benefits are listed as variable obligations as the yearly benefit changes on panel 3). • C.O.L.A. = Cost of living adjustment. • Step-Down orders that reduce the current support amount, without court intervention, as each child reaches the age of majority.
<i>There is a JCH prior to 2008</i>		<ul style="list-style-type: none"> • JCH orders prior to 2008 may be a Past Support Judgment. • Interest accrues on PSJ/JCH entered prior to 9/26/2008. • Interest does not accrue on PSJs on or after 9/26/08.

<p>SUOD Review Orders should be accurately entered on SUOD to maintain a 98% level of accuracy to avoid miscalculations and reduce liability to sustain fiduciary responsibility to our clients. SUOD General rules include: 1) SUOD must reflect the court’s order. 2) An unsigned minute entry can be used to setup the SUOD screen and the current support debt 3) A new court order cannot be added if the Method code on PACC is not populated. 4) For cases with multiple children, the Method code on PACC screen for reach child must be populated. 5) If you are loading a subsequent order and support (child, spousal, cash medical and/or cash child care) was ordered in a previous order but not mentioned in your subsequent order, carry forward those provisions from the previous order. (Obtain clarification of order from AGO when needed, suspend set up until clarification received).</p>	
<p>Panel One: <i>Order Types =</i> ADM – Administrative Action (Used only when using the MAR (Married) or ADO (Adoption) Frequency Status Codes CMS – Medical Modification CVR – Change of Venue/Registration (Used when court order entered in another county, but is now being enforced in a different county, or when another state’s order is registered with the Arizona Clerk of Court for enforcement or modification - *Note – Enter into comments field on panel three. DIV – Divorce INI – Initial order (not used when first order is DIV) JOA – Judgment and Order (Not used for PSJ) MOD – Modification MSO – Medical Support Only PMS – Past Medical Support PSJ – Past Support Judgment QMC – Qualified Medical Support TEM – Temporary Order</p>	<ul style="list-style-type: none"> • Court order number: must mirror court order including the (forward) slash marks for example: 01/31/2020. • CO Sign Date: Date judicial officer signed the court order, when there is no date on the order to indicate when the judicial officer signed the order, use the date it was filed by the clerk of the court. • Tribal Order: (F1 on Tribal Order Field for list of values – if tribe is not listed, use IO (American Indian Other) and provide tribal name in the comments section on panel three) 95 001 in Court ID Field. • Pay Begin Date: Identifies the date the non-custodial parent (NCP) was ordered by the court to begin making child support payments. • Court Order Effective Date: If no court order effective date listed on order, use 1st day of month following court order sign date. • Presumptive Termination Date: Is the date the court order is presumed to be terminated. (only entered if addressed in the court order.) • Controlling Order: When there are multiple orders issued by more than one state, court or tribunal, a “Y” or “N” entry in this field will indicate which order has been determined to be the controlling order. • IWO Calculate Payment: Indicates if the IWO order amount is to be calculated using the standard algorithm. (for value “N” it must be addressed in the court order and cannot be brought forward from previous order.) • Child Support Amount/Frequency: ARO (arrear only) used only on foreign orders were the other state requests collection of arrears only and a minor child exists. • Per Child Order/Equal Amounts: Indicates if the support order is a per child order and if it is for equal amounts per child or not. • Spousal Maintenance/Frequency and from/To Dates: *Note: Spousal Maintenance Order field needs to be verified for Spousal Statute of Limitations and for End Dates. (If spousal is not terminated it needs to be carried forward from previous order.)
<p>Panel Two: <i>Fee Types/Judgment Types:</i> ARR – Arrears CHF – Clearinghouse Fees GTF – Genetic Testing Fees (May have been paid prior to order being loaded – verify) JCH – Child Support Judgment JCM – Judgment for Cash Medical</p>	<ul style="list-style-type: none"> • Judgment Type: (For all judgments, when the order does not specify an end date, enter the day the hearing was held). • Principal and Interest: Split out on Judgment lines? Judgment principal and interest separated in order (enter the interest amount that is ordered in a judgment as a separate amount from the principal support arrears on the same line).

<p><i>JMS – Judgment for Medical Expenses</i> <i>JPM – Judgment for Past Medical Expenses</i> <i>JSP – Spousal Support Judgment</i> <i>PMC – Past Medical Care</i> <i>POA – Payment on Arrears</i> <i>PSJ – Past Child Support Judgment</i></p>		<ul style="list-style-type: none"> • Was this case set up before the interest field was available? If so, is interest listed on the Judgment or is it in the comments on Panel Three? If in comments, and not on Judgment field, this needs to be corrected. • Payment on arrears: Is entered on the monthly obligation field. • From/To Dates: Identify the beginning/end of the time covered by the judgment/fee. • GTF: Enter this code when the court orders fees for paternity testing. Enter the from date as the first of the month prior to the effective date and the to date as the last day of that same month. • CHF: Should be added on all court orders that have ordered support. • CHF Fees: Earliest date a CHF fee should start is July 1, 1992: <ul style="list-style-type: none"> ○ July 1992 to July 1995 = \$1.00 ○ Aug 1995-Dec 1997 = \$1.50 ○ Jan 1998-June 2010 = \$2.25 ○ July 2010-present = \$5.00
<p><u>Panel Three:</u></p>		<ul style="list-style-type: none"> • Comments/Other Findings: <ul style="list-style-type: none"> ○ Change of Venue/Registration Info ○ American Indian Other Tribal Name ○ Medical carried forward from previous order ○ Minute Entry POA Changes ○ Social Security Derivatives ○ Abatements ○ Interest cancelled ○ Vacated orders ○ Superseding judgments ○ Variable orders/anomalies such as Visitation credits, etc. (See DEDN at the bottom) ○ Cost of Living Adjustments ○ Underlying Order info ○ Reason for modification e.g. incarceration
<p><u>Panel Four:</u></p>		<ul style="list-style-type: none"> • List Children on the case by typing “L” and select children on court order with “Y”. (If the child is on the order but is not on the ATLAS case, manually type first and last name of the child on the First Name and Last Name fields). • Variable Amounts if not equal. • Number of children on the order (not all children on the case may be in the order.)
<p><u>Panel Five:</u></p>		<ul style="list-style-type: none"> • Medical Ordered: (Mandatory 157 field) <ul style="list-style-type: none"> ○ If medical insurance is to be provided, when all children emancipate and current support has stopped, the value must remain “Y”. ○ Y = yes, the court has ordered that medical insurance be provided and/or a cash medical support obligation be paid. N = no, the court order does not address medical support. T = Medical insurance is provided by a tribe. ○ When modifications to the underlying court order do not address medical support, the medical

	<p>support provisions on the underlying order are considered to be “as previously ordered” and will carry over from underlying order and be entered on panel 3.</p> <ul style="list-style-type: none"> ○ When the court order is a retro MOD, CCM is modified with the effective date of the retro MOD if not otherwise ordered. ○ STP or CNC orders may terminate the medical support at the same time as the child support. <i>(Legal advice may be needed.)</i> ● Responsible Party: (Mandatory 157 field) <ul style="list-style-type: none"> ○ Y = yes, party is responsible for medical support ○ N = no, party is not responsible for medical support. (This is not completed if “T” is entered in the “Medical Support Ordered” field). ● Insurance: <ul style="list-style-type: none"> ○ Y = yes, party is ordered to provide medical insurance. ○ N = no, party is not ordered to provide medical insurance. ○ A = AHCCCS, party is ordered to obtain AHCCCS Title XIX. ● Provide by date: (Mandatory 157 Field) <ul style="list-style-type: none"> ○ If the order does not specify a date the obligated party is orderd to provide medical coverage, enter the 1st day of the month following the court order sign date. ● Cash Ordered Amount: <ul style="list-style-type: none"> ⊖ Unless otherwise ordered, medical support obligation stops when the child support is terminated. <i>(Legal advice may be needed.)</i> ○ Frequency/Ordered – applies to the payment frequency of the ordered amount (ZCO in freq field if \$0). ● Uncovered Exp % Indicate the percentage of any uncovered medical expense each party is responsible for.
<p>DEDN</p>	<p>Complete the Variable Obligation fields.</p> <p>Standard: Variable current support obligations are not automatically adjusted by the system. When the current monthly support amount is dependent upon outside factors, such as percentage of income or the Consumer Price Index the Variable Obligation fields must be completed. You must determine the correct amount of the monthly support obligation.</p> <p>Procedure:</p> <ul style="list-style-type: none"> ● Variable Oblig <ul style="list-style-type: none"> ○ Type a “Y” in the Variable Oblig field when the monthly support obligation is dependent upon outside factors ○ The Var Obl field on Panel One of DEDN will also display a “Y”.

		<ul style="list-style-type: none"> • Variable Obligation Review Date <ul style="list-style-type: none"> ○ Type the date that the variable obligation needs to be reviewed in the Review Date field. ○ The review date field is a mandatory field when a “Y” is entered in the Variable Oblig field. ○ The F0400 (VARIABLE OBLIGATION REVIEW DATE) CAAL Narrative is automatically created when a date is entered in the Review Date field. <ul style="list-style-type: none"> ▪ The F0400 CAAL Narrative displays the date entered in the Review Date field. ○ When the Review date is blanked out, the F0401 (VARIABLE OBLIGATION REVIEW DATE BLANKED OUT) CAAL Narrative is automatically added. ○ Case Worklist Item F0101 (REVIEW DATE VARIABLE OBLIGATION) is added to the case when a date is entered in the Review date field.
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