

FGN: _____

Date: _____

CHECKLIST FOR PATERNITY/ESTABLISHMENT CASES

Review file (each CHU has ref #, CP for C#, check for duplicate DCNs, RI cases have correct benefit code; NCP has only 1 AP #, NCP in prison and DCHG, update APPU with NCP info)

If CP has named more than one possible father, send multiple father questionnaire only if paternity is an issue. Will not be able to continue with case until questionnaire is returned

Review CCPU screen for non-cooperation

DCHG: Update names, dates of birth, place of birth, and SSN

USN or PY – verify SSNs, check for dup DCNs, and FGNs for chus and NCPs. Other FGNs for NCP or Child _____

Check locate/address information for service and venue issues.

Check for and review completed paternity questionnaire

Check OSCN/ODCR for existing Orders on parties

Gather income info on biological parents, print the most recent (FCRL/OWG/OWL)

Are there multiple employers on APEU? If yes, un-verify any that are no longer valid

Is the NCP paying child support on a prior born child? Y/N If yes, how much? _____ give the NCP credit for current support paid for prior born child

Type of case:

I – married/separated and mother case

P – paternity with acknowledgement of paternity form; view on OnBase or AppXtender

M – paternity has not been established

Check CSLOGO for other information.

Review the Out of Wedlock indicator (OOW). If the child was not born out of wedlock, the OOW indicator should be updated to “N” and the child’s AP legal status should be changed from an “M” to an “I”

PREPARE CALCULATIONS/ MAKE OSIS UPDATES:

Legal Status I Married/Separated mother cases	Legal Status P Acknowledgement of Paternity	Legal Status M Paternity
<input type="checkbox"/> ADOC- ADOU <input type="checkbox"/> GLS- select and update – for calculating income, see this article . <input type="checkbox"/> Prepare record of payments. Use guideline amount per/mo. Charge for TANF time only. Credit payments during TANF Charge for 2 years or child birth. Credit payments made NO ARREARS if no TANF expended. If case is against mother and the CP is not the husband, go back 2 years or birth of child <input type="checkbox"/> If PG order arrears start with date of deferment <input type="checkbox"/> ADOU – update judgment data	<input type="checkbox"/> EPOC- EPOU <input type="checkbox"/> GLS- select and update – for calculating income, see this article . <input type="checkbox"/> Prepare record of payments - Use guideline amount Charge for 2 years or- child birth Credit payments made <input type="checkbox"/> If PG order arrears start with date of deferment <input type="checkbox"/> EPOU – Update judgment data	<input type="checkbox"/> EPOC- EPOU <input type="checkbox"/> GLS- select and update – for calculating income, see this article . <input type="checkbox"/> Prepare record of payments Use guideline amount Charge for 2 years or- child birth. Credit payments made <input type="checkbox"/> If PG order arrears start with date of deferment <input type="checkbox"/> EPOU - Update judgment data

Complete ECE information, and obtain approval from supervisor or attorney. Then, follow office procedures to obtain court date and OAH number (Court dates are to be requested within 48 hours of ECE approval)

Legal Status I Married/Separated	Legal Status P 209 Paternity	Legal Status M Paternity
<input type="checkbox"/> ADOU - OAH number <input type="checkbox"/> Build HEARA <input type="checkbox"/> P36 & all assoc docs <input type="checkbox"/> G04 - NCP srvc sheet <input type="checkbox"/> R23U - Aff. of Service <input type="checkbox"/> Word doc – Ltr CP Status. <input type="checkbox"/> Prepare Statement of Judgment E031, Request to Docket on the Forms Index, Domestic Relations Cover Sheet	<input type="checkbox"/> EPOU - OAH number <input type="checkbox"/> build HEARA <input type="checkbox"/> P36 & all assoc docs <input type="checkbox"/> G04 - NCP srvc sheet <input type="checkbox"/> R23U – Aff of Service <input type="checkbox"/> Word doc – Ltr CP Status. <input type="checkbox"/> Prepare Statement of Judgment E031, Request to Docket on the Forms Index, Domestic Relations Cover Sheet	<input type="checkbox"/> EPOU - OAH number <input type="checkbox"/> build HEARA; the <i>Hearing IND</i> is "H" and the <i>CONF/ HEARING TP</i> is "PA" <input type="checkbox"/> P36 & all assoc docs <input type="checkbox"/> G04 - NCP srvc sheet <input type="checkbox"/> R23U – Aff of Service <input type="checkbox"/> Word doc – Ltr CP Status. <input type="checkbox"/> Prepare Statement of Judgment E031, Request to Docket on the Forms Index, Domestic Relations Cover Sheet <input type="checkbox"/> Print Notice to Vital Records

IF CP TO BE SERVED ALSO, ADDITIONAL DOCS TO BE PRINTED:

- G05UCP – CP service sheet – all types of cases
- GN3 for the NSD, NOSO & NOPSO – Affidavit of service

Routing of documents:

Send to Attorney for signature

Follow the Admin Court Pleading Filing Instructions found on the Form Index

If either party is represented by an attorney, call the attorney to see if the attorney will accept service. If so, send service for the represented party to the attorney by certified mail

Make case log entry