

POST-HEARING CHECKLIST
(Due 3 working days after hearing)

FGN: _____

NCP Name: _____

CP Name: _____

Hearing Date: _____

Hearing County: _____

Follow up completed on: _____

Check box if Done

- ☐ **OAH-Add hearing if Continued.**
- ☐ **CNT- Mail CNT notices by regular mail with COM.**
- ☐ **Hearing was SNS- Do ALIAS with appropriate service.**
- ☐ **DIS-Dismissal: Mail to parties. Place in the file.**
- ☐ **Update the AOR (ASA 01, ASA 20).**
- ☐ **APEU-if new info is obtained. View FCRL or OWL for new data. Remove any outdated employers.**
- ☐ **CSCU, CSML, CHU, CHMU-update any changes made.**
- ☐ **Mail INS cards to ESC for POLA (or scan and email to *OCSS.ESCMgmt).**
- ☐ **OBLRV-for MODs.**
- ☐ **AAPE-for NOIRs, Bench Warrants, Criminal Warrants, and/or US Attorney Warrants.**
- ☐ **CNTU-for Contempts**
- ☐ **DCHG-new info on parties**
- ☐ **HEARU**
- ☐ **CSANU for ANs**
- ☐ **DOCSU-Input service for both parties here-federal requirement.**
- ☐ **Mail orders/docs to Parties via regular mail to AORs per COM date.**
- ☐ **GN4-Req to Docket with copy of the order and GN9-to Dist. Ct.**
- ☐ **Update the ECE/ Record of Orders**
- ☐ **GLS screen-Update the final GLS with "C" for MODs.**
- ☐ **Clean and organize file – confirm pleadings and new order are tabbed down.**
- ☐ **CSLOGA-log all details of the order and court hearing actions, log file to fin.**
- ☐ **File to Finance for obl updates; IWO will auto-issue if the employer is on APEI.**