

Paternity Process Checklist

1. Select a Case to Review.

- ☐ NCP location verified. Go to 2.
- ☐ NCP location not verified. Stop further action until NCP located and start review again.

2. Determine Jurisdiction.

- ☐ Oklahoma can exert jurisdiction over NCP (see Jurisdiction Review Process checklist). Go to 3.
- ☐ Oklahoma cannot exert jurisdiction over NCP. Proceed to interstate process.

3. Review Child Support Order.

- ☐ No order for child support has been previously entered. Go to 4.
- ☐ An order for child support has been previously entered. Proceed to enforcement process.

4. Determine Marital Status of Parents.

- ☐ Child was born out of wedlock. Go to 5.
- ☐ Child was born while mother was married. Proceed to establishment process.

5. Review for Paternity Acknowledgment.

- ☐ AOP or other state's equivalent has not been completed on child. Go to 6.
- ☐ AOP or other state's equivalent has been completed on child and has not been rescinded. Proceed to Establishment process.

6. Determine Paternity Presumption.

- ☐ There is a presumption or an allegation by the BP that the NCP is the father (see Presumption of Paternity Review checklist). Go to 7.
- ☐ There is no presumption of paternity or allegation made by the BP of the NCP being the father. Review the case for possible closure.

7. Calculate Child Support Guidelines (see Child Support Guideline Computation checklist). Go to 8.

8. Calculate Prior Support Due. Go to 9.

9. Determine Type of Court.

- ☐ Administrative Obtain OAH number & Show Cause court date. Prepare NOPSO packet. File pleadings with OAH. Go to 10.
- ☐ District Prepare *Paternity Petition*. File *Petition* and *Subpoena* with court. Obtain Show Cause court date. File *Order to Appear* and *Summons* with court. Go to 10.

10. Determine Service of Process.

- ☐ Pleadings sent for service by personal service due to office policy or higher probability of service success indicated by information on case. Go to 11.
- ☐ Pleadings sent for service by certified mail due to office policy or higher probability of service success indicated by information on case. Go to 11.

11. Determine Service.

- ☐ NCP was served. File *Affidavit of Service* with court. Go to 12.
- ☐ NCP was not served, but locate is still good. Obtain new court date. Prepare *Alias Notice of Hearing* or *Alias Order to Appear* and file with court. Go to 10.
- ☐ NCP was not served, and locate is no longer valid. Stop further action until NCP is located, then prepare *Alias Notice of Hearing* or *Alias Order to Appear* and file with court. Go to 10.

12. Prepare for Hearing (check all that apply and proceed to 13).

- ☐ Update Arrears Computation for amounts to be requested as judgment for past-due support.
- ☐ Document evidence of NCP and BP income in file.
- ☐ Document any other information that is related to issues in paternity action.
- ☐ Notify all necessary witnesses to appear for court.
- ☐ Prepare for genetic testing or prepare documentation of genetic test results.

13. Prepare for Show Cause Hearing.

- ☐ NCP failed to appear. Before preparing default order, consult with attorney to determine how to proceed. If, after consultation with the state's attorney you proceed with default order, file with court. Send to parties. Go to 18.
- ☐ NCP appeared, acknowledged paternity and agreed upon support issues. Prepare *Agreed Order*. File with court. Send to parties. Go to 18.
- ☐ NCP appeared, acknowledged paternity but did not agree upon support issues. If NCP requested continuance, see next box. If NCP did not request continuance, go to 17.
- ☐ NCP appeared but requested continuance. If court granted continuance, set up future court date, go to 16. If court did not grant continuance, go to 17.
- ☐ NCP appeared and requested genetic testing. Obtain authorization number and prepare genetic testing paperwork. Go to 14.

14. Complete Genetic Testing.

- ☐ NCP, BP and child appeared for genetic testing. Go to 15.
- ☐ BP and child appeared for genetic testing, but NCP did not. If court grants default, prepare *Default Order*, file with court, send to parties and go to 18. If court does not grant default, set up new test date and start at 14 again.
- ☐ NCP appeared for genetic testing, but BP and child did not. Go to BP Genetic Testing Compliance checklist.
- ☐ NCP and child appeared for genetic testing, but BP did not. Go to 15.

15. Review Genetic Test Results.

- ☐ Positive results received. File *Notice of Genetic Testing Results/Certificate of Mailing of Genetic Testing Results* with court. Prepare for hearing (see list in 12 for reference). Go to 16.
- ☐ Negative results received. If BP confirms NCP identity, prepare *Dismissal*, file with court and close FGN (Family Group Number). BP will need to name new possible father for new FGN. If BP does not confirm NCP identity, prepare for hearing to request new genetic testing. If court orders new test, go to 14. If court does not order new test, prepare *Dismissal*, file with court and close FGN. BP will need to name new possible father for new FGN.

16. Hold Hearing Settlement Conference.

- ☐ NCP failed to appear. Before preparing default order, consult with attorney to determine how to proceed. If, after consultation with the state's attorney you proceed with default order, file with court. Send to parties. Go to 18.
- ☐ NCP appeared, acknowledged paternity and agreed upon support issues. Prepare *Agreed Order*. File with court. Send to parties. Go to 18.
- ☐ NCP appeared, acknowledged paternity, but did not agree upon support issues. If NCP requested continuance, see next box. If NCP did not request continuance, go to 17.
- ☐ NCP appeared but requested continuance. If court granted continuance, set up future court date, go to start of 16. If court did not grant continuance, go to 17.
- ☐ NCP appeared and still disputes paternity. Go to 17.

17. Conduct Hearing.

- ☐ Court establishes paternity and support. Order prepared, filed with court and sent to parties. Go to 18.
- ☐ Court orders more genetic testing at NCP's request. NCP makes arrangements for genetic testing. Future hearing date set. Go back to start of 16.

18. Update Paternity Verification Information on OSIS.

- ☐ Legal Status updated on CHU
- ☐ Legal Status Date updated on CHU

19. Send Case for Obligation Update.