

DOCSU/L/I/C Cheat Sheet

DOCSU is used to update service of process information.

Document Type – Usually the ALC document number		Service to Name: Name of person served		Date the service was sent out	
Type of legal action that is being served		OKLAHOMA DEPARTMENT OF HUMAN SERVICES		DATE: 04/28/25	
Date service documents to be back on or before		DOCUMENT SERVICE		TIME: 12:44:18	
Service to: AP– Absent Parent CP– Custodial Parent AT – Attorney OT– Other BP– Biological Parent		WORKER: UXX0XX WURKER: KACI E OFFICE: AN ANY OFFICE		PEND UPDT: Y	
		IV-D STATUS: 02 PRTY: 3 STATUS DT: 11/17/22 CLOSURE REASON:			
		FGN: 0XXXX8X001 AP DCB 000400000 NAME: SPONGEBOB S. PANTS			
		=====			
		DOCUMENT TYPE: CSP209A		SEQUENCE NUMBER: 001 REFERRAL NUMBER:	
		TYPE OF LEGAL:		DATE SERVICE INITIATED: 030320	
		DUE DATE: 050120		COURT DATE 050320 TIME: 0900A JUDGE: ALJ	
		SERVICE TO: AP		SERVICE TO NAME: SPONGEBOB SQUARE PANTS	
		TYPE OF SERVICE: CM		CERTIFIED MAILA	
		CM TRACK NBR:		EZ JOB NBR: No longer recorded	
Certified Mail Tracking Number					
If documents were sent personal service, name of agency sent to (ABC Legal, County Sheriff, etc.)		SERVICE REFERRED:		DATE:	
		SERVICE AGENCY/C.S.:		NAME OF SERVER:	
		PERSON SERVED:		NAME OF PERSON SERVED:	
		AFFIDAVIT REC (Y/N)		DATE:	
		SERVICE RESULTS:		TERMINATION REASON:	
Person Served: AP– Absent Parent CP– Custodial Parent AT – Attorney OT– Other BP– Biological Parent		NUMBER OF ATTEMPTS:		DATE SERVICE FILED WITH COURT:	
		CE332M02 - PLEASE KEY DATA - AND PRESS ENTER			
		NEXT:			
		IMSTRAIN – FPLS DATA – DO NOT DISCLOSE TO UNAUTHORIZED PERSONS			
Affidavit Received Y – Yes N – No		Service Results: S – Served R – Re-issued T – Terminated N – Not served		Termination Reason: 1 – CP dropped action 2 – NCP disappeared 3 – NCP deceased 4 – Admin process terminated to pursue judicial action 5 – Other 6 – Dismissed without prejudice 9 – Admin error	
		Name of person served if OT (other) is used for person served		Name of person who documents if sent for personal service	
				Type of Service: AO – Address of Record AR – Acknowledgment of Receipt CM – Certified Mail CR – Certificate of mailing ES – E-service PI – Personal service instate PO – Personal service out of state PS – Personal service (obsolete) RM – Regular mail WS – Waiver of service PB – Service by publication	
				Consent to Electronic Service: Y = Yes N = No Blank (If Y or N is in this field, it cannot go back to blank)	

DOCSL is the Child Support Document Service Selection List

The DOCSL screen is used to view the list of documents generated to be served for an FGN. If you want to find out more or update a particular generated service document, under TRANS type DOCSU next to the FGN of interest.

For the selection you want to view, under TRANS, enter DOCSU/ DOCUI/ or DOCS

Document Service Person Sequence Number

Family Group Number or AP Number

Document Type

Type of legal action

Due date

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CY534S01  V08  F01      OKLAHOMA DEPARTMENT OF HUMAN SERVICES      DATE: 04/28/26
TRAINID: DOCSL          CSED DOCUMENT SERVICE SELECTION LIST      TIME: 12:42:56
WORKER:  UXXXXX        WURKER,  KAY E                             PAGE: 0001
OFFICE:  ANY            ANY OFFICE

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-- SELECTIONS --
TRANS  ---- FGN ----  SEQ  DOCUMENT  ---TYPE OF LEGAL ---  DUE  - - SERVICE - - -
                                TYPE                                DATE          CES  TYP  PSN  RSLT
000XXX7XX001  001    CSP49NPS  AFFID OF SERVICE (NO  000000      Y   PS
000X1X3XX001  002    CSP49NPS  AFFID OF SERVICE (NO  990720      N   PS   AP   S
000XXX3XX001  003    CONTEMPT  E10                  990904
000XXX2XX001  004    R19          NOR                  040723      Y   CM
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Service Type:
CES – Consent to Electronic Service
Y – Yes
N – No
Blank (If Y or N is in this field, it cannot go back to blank.)
TYP – Service Type
CM – Certified Mail
RM – Registered Mail
CR – Certificate of Mailing
PS – Personal Service
PSN – Person Served
AP – Absent Parent
CP – Custodial Parent
AT – Attorney
OT – Other
BP – Biological Parent
RSLT – Service Results
S – Served
R – Re-issued
T – Terminated
N – Not Served, attempting to locate

CY534M03 - ALL DOCUMENT SERVICES LISTED.
NEXT:
IMSTRAIN - FPLS DATA - DO NOT DISCLOSE TO UNAUTHORIZED PERSONS

DOCSI is an inquiry-only screen.

DOCSC is a handy screen if you need to closely duplicate a screen. To copy a DOCSL screen, enter DOCSL next to the event that needs to be copied. Then update the fields for the service attempt that you are documenting.