CSEA/PR 18-001 S

Exhibit 7-COURT REFERRAL CHECKOFF/

**WORK SHEET**

**Court Case #:**

**CSES#:**

**NCP:**

* Does Obligor have other **active** Jurisdiction 30 Enforcement cases? \_

If yes, list the CSES case numbers:

* Does case involve minor children?

If no, list date of **youngest** child’s emancipation:

* What evidence does BCOCSE have that the NCP is willfully refusing to comply with the support order?

Examples:

Working for cash

Quitting jobs as soon as the employer receives an IWN

Self-employed

Refusing to provide a current address

Refusing to disclose means of support

Refusing to respond to collection letters

Refusing to respond to collection calls

Broken commitments

Keeping physical whereabouts secret

Hiding assets/placing assets in names of others

Other:

* By checking the following boxes **you are certifying** that you have:

Attached signed copies of **ALL** orders associated to the Court Case # -- reviewed the court’s records for this case through the Maryland Judiciary Case Search to identify all court orders

Clearly and thoroughly documented the Case Action Log with your enforcement efforts, the NCP’s willful refusal to comply and the NCP’s present ability to comply (pay as ordered)

Confirmed a service (physical) address **in the State of Maryland** for the NCP within the most recent 60 days and proof of this confirmation is part of the Onbase file

If arrears are owed to the CU, confirmed a service (physical) address for the CU within the most recent 60 days

Reviewed the NCP’s MABS records for income information during the contemptible period

Requested a FPLS/SSP search for the NCP within the most recent 30 days and reviewed the results

Reviewed the obligor’s MVA records for the obligor’s driver’s license type (e.g., CDL) and status; as well as possible ownership of motor vehicles

Reviewed the obligor’s FIDM screen to identify any financial institution assets of the obligor

Reviewed the Maryland Judiciary Case Search at <http://casesearch.courts.state.md.us/inquiry> for:

* Recent criminal or traffic offenses
* Pending court proceedings, such as pro se contempt actions
* Outstanding FTA warrant or body attachment

Reviewed the Case Action Log to identify any past account adjustments that may or may not have been completed, including financial history entries

Determined that the NCP does not have multiple IRNs

Identified whether or not this case was re-registered because if the case was re-registered there may be unaccounted for payments on another case that must be considered by the auditor

Determined if this case has a UIFSA history:

* If another State’s Child Support Office is or has been involved in this case, requested a payment history or a certified statement of arrears from the other State?
* Maryland order – requested and received a payment history from the other State
* Out-of-state order – transmitted a payment history to the other State and received a certified arrears statement from that State

If the effective date of the NCP’s support obligation was delayed due to incarceration or suspended for a period of time due to NCP incarceration, obtained written documentation from the incarceration authority (such as the Maryland Department of Corrections) confirming the date of admission and the date of release

Deleted all unnecessary Global Alerts

If you have any other information that you wish for the State Court Team to review, please provide that information below and include copies of supporting documentation (Quick, FCR, MVA screenshots, etc). This info should also be added to the Case Action Log:

Case prepared for referral by:       Date:

Team Leader Approval:       Date: