

# Custodian of the Record/Legal Process Code Discussion



CFSC  
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# Definition

## **Custodian of the Record (COR)**

The keeper of the original legal documents

Responsible for certified copies

Must file with the court when the order become judicial

## **Legal Process Code (LP)**

Whether or not your order is APA or Judicial

A = APA

P = Previous APA

C = Judicial

# DO YOU KNOW?

- Who is responsible in your county for maintaining the COR file?
- What happens in your county when the case moves from establishment to enforcement and/or modification?



# DO YOU KNOW?

- What happens in your county when the APA order becomes judicial?
- What happens in your county when the IVD case closes?



# What determines COR

- EST APA Stipulated order DISH filed, CSE is the COR
- EST APA Default or Temp order DISH filed, Judicial is the COR
- EST APA manually filed regardless of the type of order, Judicial is the COR



# What determines COR con't

- MOD APA's are dependent on the original filing, who was the original COR?

-AND-

MOD APA's are dependent on the result of the MOD APA negotiation conference

- Default MOD APA, COR is judicial



# What determines COR, con't

- Stipulated MOD APA, judicial or CSS?
- Default MOD APA, COR is judicial



# What determines COR, con't

- See **APA CUSTODIAN OF THE RECORD DESK AID** at [www.childsupport.state.co.us](http://www.childsupport.state.co.us)





# What determines Legal Process Code

- APA orders (Stip/Default – A, Temp – P)
- Judicial orders (C – Judicial)
- APA orders that have become judicial (P-Previous APA)
- See Appropriateness of Administrative Process Action at [www. Childsupport.state.co.us](http://www.Childsupport.state.co.us)



# Who's responsibility is it?



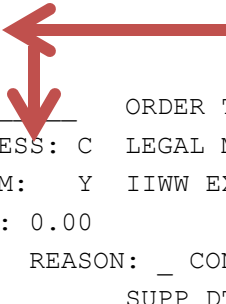
# Where do you find Custodian of Record & Legal Process Code?

- ACSES displays the current Custodian of the record and legal process code in a number of screens
- System Change Request (SCR) approved to display these fields in more screens.



# Court Case – 1 (Est or GEN INQ Opt C)

• ELDFKHM1  
• \*\*VERIFIED\*\* COURT CASE INFORMATION - 1 04/13/2015 09:48:20  
• CRT CASE ID: 08087 3 15JV 999999 FSR: 99999999 ACT CRTCASE: 08087315JV999999  
• OBLIGOR: WHOAMI, RUSSELL OBLIGEE: WHOAMI, NAOMIE #OBLIGEES:  
• CUSTODIAN OF RECORD: JUDICIAL  
• JUD DISTRICT: 13 DIV/ROOM: ORDER TYPE: DS RECPL CD:  
• IVD ACTION CD: N LEGAL PROCESS: C LEGAL MOD CD: N NUMBR PREV MODS: 0  
• IMM INC WAGE WH: Y DISH TRANSM: Y IIWW EXEMPT RSN:  
• MAD CODE: MAD AMOUNT: 0.00  
• DISM/TRANS DT: 0 / 0 / 0 REASON: CONSOLIDATED CC:  
• FIDM INDEF SUPP: RSN: SUPP DT: 0 / 0 / 0 TECH:



• ----- COURT CASE REMARKS -----  
•  
•  
•  
•

• A)-PATERNITY E)-LEGAL CAPTION I)-BOND INFO  
• B)-SUPPORT F)-REGISTRATION J)-FSR  
• C)-ARREARS G)-COST K)-GENERAL INFO  
• D)-MEDICAL INFO H)-CONTEMPT  
• } <==== OPTION .)-CANCEL P)-PREV N)-NEXT M} Q} } | MODCRT













# DOCRQST

• ELAZABM1

• ADD DOCUMENT REQUEST

04/13/2015 10:16:32

• IVD CASE: 44 024766 92 3B CLA: B STA: C CAT: 3 PRI: TAN CUR: Y ENF: Y RCPL:

• RA: AMANDA L ATWOOD

AP: CRUZ CRUZ

• ACTIVE COURT CASE: 08 087 3 15JV 000504 LEG PROC: A ←

• CUSTODIAN OF RECORD: CSE ←

• \*\* APA ELECTRONICALLY TRANSMITTED TO JUDICIAL \*\* ←

• DOCUMENT FORM NUMBER: \_\_\_\_\_ NUMBER COPIES: 1

• DOCUMENT ORG CD: 0 (SATELLITE OFFICE)

• DOCUMENT CRT ORG CD: 0 (DEFAULT IS 00)

• DOCUMENT PRINT STATUS: \_ (P=PRINT - UNATTENDED)

(H=HOLD - ATTENDED)

• DOC GEN USER ID: \_\_\_\_\_

• DOCUMENT TECH ID: 44 0 (USED IN CHRONOLOGY RECORD)

• ALTERNATE TECH ID: 44 0 (REPLACES ENF TECH NAME ON DOCUMENTS)

• VARIABLE COUNTY PARAGRAPHS: \_\_\_\_\_

• N} <===== OPTION .}-CANCEL P}-PREV N}-NEXT M} Q} ?} |

# CSE TOOLS: Court Order Detail

- Display the Court Order Detail
- Legal Process displays on the Support Action
- COR does not display



# CSE TOOLS ADVANCED SEARCH Order Options

The screenshot displays the CSE Tools Advanced Search interface. The main search criteria are: Tech equal to 99047, Case Options Open Cases Only, Order Options Case is Believing, and Case Type Over Legal Process. The Order Options dropdown menu is open, showing the following options: ADMINISTRATIVE, COURT, PREV ADMS, and CBT FOR HEARINGS. The interface also includes a sidebar with navigation options like Search Templates, Scheduled Searches, and Recurring Searches, and a right-hand panel with My Open Tasks for Tech:990457. At the bottom, there are two bar charts: 'Closed and Open Modifications' and 'Cases With Arrears Payment YTD'.

# CSE TOOLS ADVANCED SEARCH Order Options

The screenshot displays the CSE Tools Advanced Search interface. The main search criteria are:

- For: Tech
- Case: equal to
- Order: 99047
- Case Options: Open Cases Only
- Order Options: Case is Believing
- Case is Believing: is
- Order Options: Order Legal Process
- Case is Believing: is
- Order Options: Custodian of Records
- Case is Believing: is
- Order Options: CSE
- Case is Believing: is
- Order Options: SUBSTITAL

The interface also includes a sidebar with navigation options: Search Templates, Scheduled Searches, and Recurring Searches. A 'My Open Tasks' panel on the right lists various tasks such as Action Required Alerts, Calendar Reviews, Pending Locals, Workable Locals, and Documents on Hold. At the bottom, there are two bar charts: 'Closed and Open Modifications' and 'Cases With Arrears Payment YTD'.

# CHANGING LEGAL PROCESS CODE FROM A -> P

## SYSTEM CHANGES

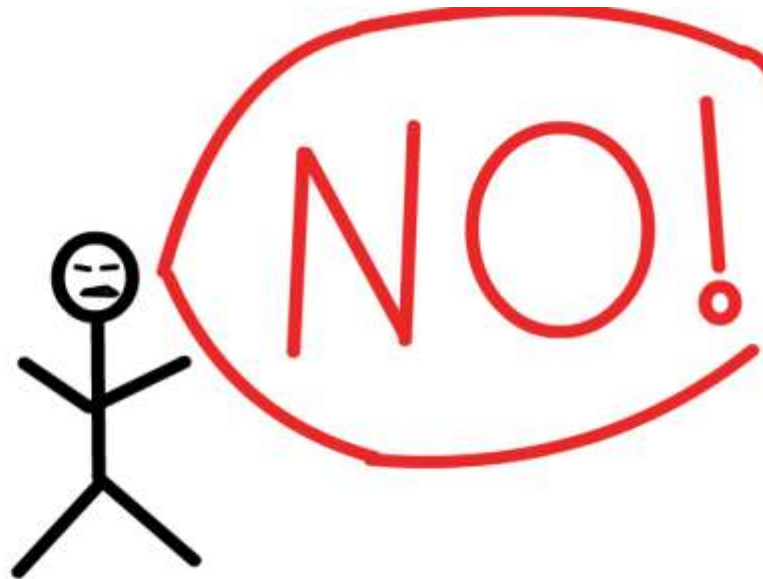
- Mod APA closed with hearing requested
- MMOD received from judicial

## MANUAL CHANGES

- Use the Non-Legal Modification Process
- See AUG C.5.3.22



- Legal Process Code P to A?



# What if COR is not correct?

If the legal process code is correct, but the custodian of the record is not, refer to your ACSES Liaison for submission of a problem log.





# Did you know?

If you change the legal process code from A to P (whether you do it or the system does it:

The system may automatically change the Custodian of the Record to Judicial!!!

Always check to make sure the system is displaying correctly!!!



# Did you know?

There is a direct link between the APA Establishment and Modification screens to the IVD court case, the Custodian of the Record and the Legal Process Code!!!

A glowing, illuminated sign with the word "INFORMATION" written in bold, black, uppercase letters. The sign is curved and appears to be part of a larger structure, possibly a signpost or a display. The background is dark, and there is a small, bright light source visible in the upper right corner.

**INFORMATION**

# Filing the original paperwork

- Imaged County
- Paper County
- CSE 160 Notice of Deposit
- CSE431 Case Information Summary Sheet
- Best Practices?



# Why should we care?

- You may take action administratively on a case where it is not appropriate
- Court may dismiss action if original paperwork cannot be located



# Questions/Contacts

- ACSES Case Hot Lines

Sue Jess 303-866-4501

Renee Vigil-Stokes 303-866-4514

Pamela Bell 303-866-2642