



ERICSA

On the Road Again

A
VIRTUAL
ROAD
TRIP

MAY 24 – 26, 2021

Excellence in E-Filing Child Support Cases

Experience in three states



Thank you to our sponsor!

FAST
ENTERPRISES

Our Panelists



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Virginia DSS DCSE



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Moderator



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E-Filing in Wisconsin

Impact on the Wisconsin Child Support Program



Wisconsin E-Filing Rule

- Wis. Stat. 802.18
- First Steps in the process:
 - Judicial dashboards
 - Electronic interfaces for exchange of case information
 - Electronic signatures
- Use of e-filing mandated to ensure that efficiencies of e-filing become the norm and not the exception:
 - Reduction in data entry
 - Improved speed in retrieval and sharing of documents
 - Reduced staff time and storage costs
 - Improved storage security
 - Available 24 hours a day



Wisconsin E-Filing Rule Implementation Timeline

- Child Support Program asked by Office of State Courts to pilot e-filing in April 2014
- Rollout occurred over 3 years 2016-2019
- County by county rollout for the child support program from July 2016 – October 2017
- State rollout by case type:

March 2017

Civil
Family
Paternity Small Claims
Criminal Forfeiture
Criminal Misdemeanor
Criminal Traffic
Ordinance
Traffic

July 2018

Formal Probate
Informal Probate
September 2018
Construction Lien
Condominium Lien
Guardianship
Foreign Judgment
Hospital Lien
Mental Commitment
Other Lien
Transcript of Judgment

March 2019

Adoption
Commitment of an Inmate
Complex Forfeiture
John Doe
Juvenile Adoption
Juvenile CHIPS
Juvenile Civil Commitment
Juvenile Civil Law and Ordinance Violation
Juvenile Delinquency
Juvenile Guardianship
Termination of Parental Rights

December 2019

Juvenile Judgments
Juvenile Injunctions
TRO's
Temp Physical Custody
Juvenile Chips-Waiver of Parental
Consent



Considerations

PDF Writer

- Will enable filer to print to scan
- PDFs should be editable to enable insertion of a time/date stamp

Word conversion software

- Word documents necessary in order to obtain electronic signature from judge on bench warrants and genetic testing orders. <http://www.abbyy.com/pdf-transformer/>



Considerations

- Bundling of documents prohibited
- Change of attorney:
 - Manual process to remove former attorney and 'opt in' new attorney
- Receipt of documents by email:
 - Email administrator



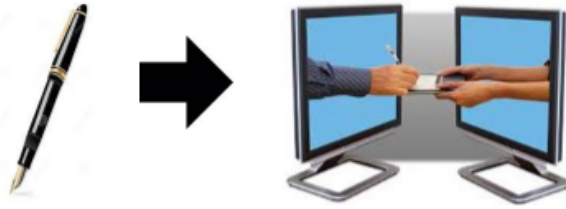
Considerations

Leave room for E-filing Stamp

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY		For Official Use	
Petitioner: _____	☐ Amended	Interim Financial Summary to Child Support Agency	
Respondent: _____	Case No. _____		
	IV-D Case No.(s): _____		
Hearing Date: _____			
Mother's Name: _____		Birth Date: _____	
Address: _____			
Street		City	State Zip
Father's Name: _____		Birth Date: _____	
Address: _____			
Street		City	State Zip
Child(ren): (Provide Name and Birth Date)			
<u>Child's Name</u>		<u>Birth date</u>	<u>Child's Name</u> <u>Birth Date</u>
_____		_____	



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Attorney signatures

- Attorney signatures are typed in as “Electronically signed by Atty. John Jones”
- If sent from attorney’s account, it’s considered signed and attorney is responsible for it
- Attorney may share account log-in information and direct staff to file on attorney’s behalf
- No electronic notary yet – need hand signature and visible seal

Electronic Notarization

- Most companies charge \$25 per document and will only do single document filing
- Child support agencies required to maintain records of all notarized documents
- Our counties have eliminated the use of affidavits and included that information in the pleadings to avoid needing a notary.
- Notary stamps replaced with raised seals so they are legible when scanned.



Log In



WISCONSIN COURT SYSTEM

[about the courts](#) [case search](#) [opinions](#) [rules](#) [forms](#) [services](#) [eFile / eCourts](#) [publications](#)

[home](#) > [eCourts](#) > [circuit court eFiling](#) > [login](#)

Circuit court eFiling

The circuit court eFiling system allows attorneys and parties to electronically file new cases and documents for civil, family, and criminal cases. For more information, visit the eFiling page or contact the court clerk's office.

[Current list of counties and case types enabled for eFiling](#)

User name:

Password:

[Terms of use](#)

 [Create an account](#) or [Check for an existing account](#)

 [Can't access your account or need a new PIN?](#)

 [Update account information](#)



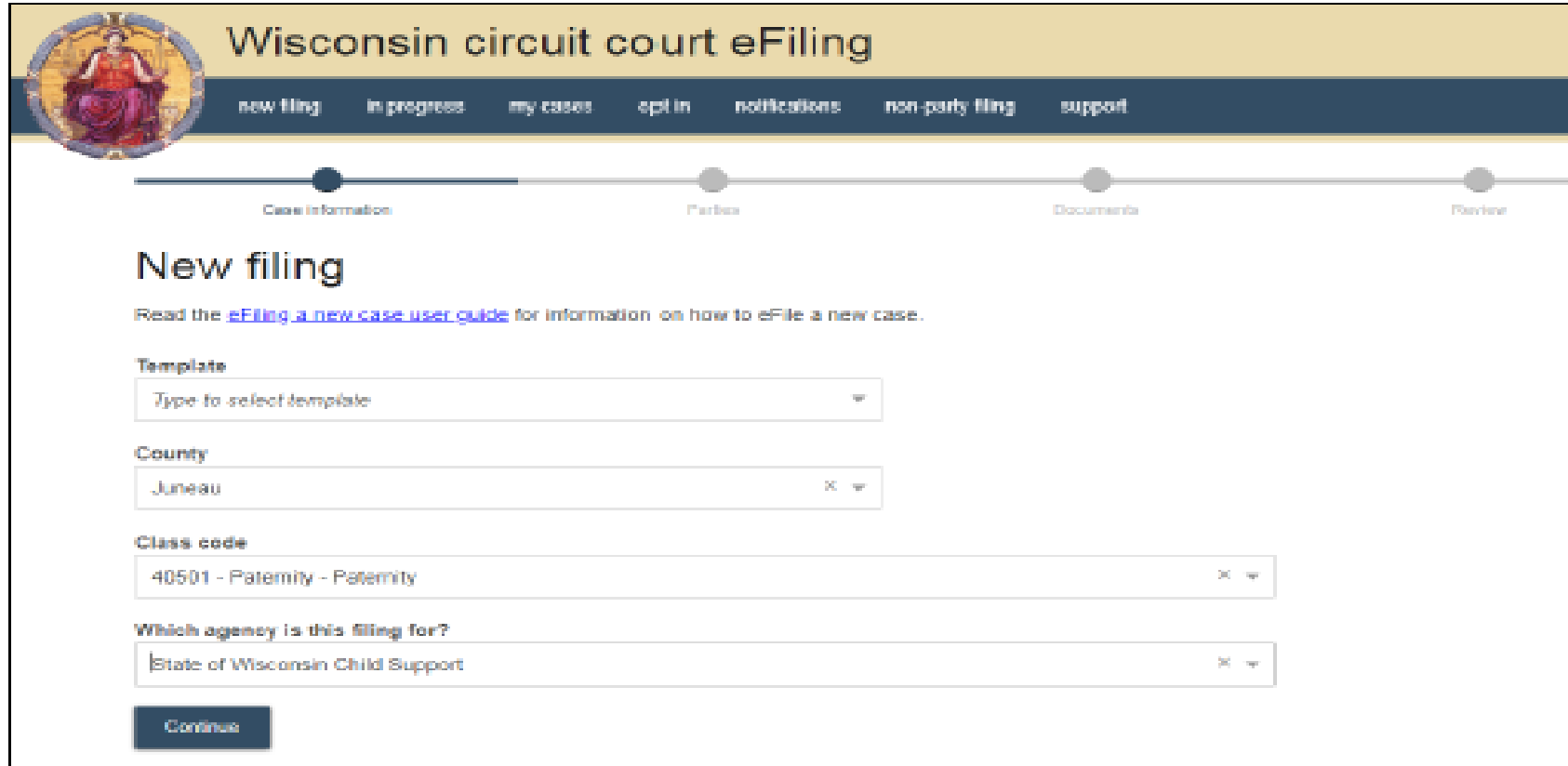
Wisconsin circuit court eFiling

[new filing](#)[in progress](#)[my cases](#)[notifications](#)[third party filing](#)[support](#)[ready to file](#)[Ashley J Richter](#) ▼

Welcome to the Wisconsin circuit court electronic filing system.

[File a new case](#)[In progress](#)[My cases](#)[Notifications](#)[Third party filing](#)[Support](#)[Opt in as an electronic party](#)

3. Select the county you are filing in from the **County** dropdown menu and the applicable class code from the **Class code** dropdown menu, or select a **Template**. (For instructions on creating a template, review the guide, "[Creating a template for frequently used parties.](#)") If you are filing on behalf of a child support agency, select **State of Wisconsin Child Support** from the **Which agency is this filing for?** dropdown menu. Then, select the **Continue** button.



The screenshot shows the 'Wisconsin circuit court eFiling' interface. At the top is a header with the state seal and navigation links: 'new filing', 'in progress', 'my cases', 'opt in', 'notifications', 'non-party filing', and 'support'. Below the header is a progress bar with four steps: 'Case information' (active), 'Parties', 'Documents', and 'Review'. The main content area is titled 'New filing' and includes a link to the 'eFiling a new case user guide'. There are four dropdown menus: 'Template' (placeholder: 'Type to select template'), 'County' (selected: 'Juneau'), 'Class code' (selected: '40501 - Paternity - Paternity'), and 'Which agency is this filing for?' (selected: 'State of Wisconsin Child Support'). A 'Continue' button is at the bottom left.

Wisconsin circuit court eFiling

new filing in progress my cases opt in notifications non-party filing support

Case information Parties Documents Review

New filing

Read the [eFiling a new case user guide](#) for information on how to eFile a new case.

Template
Type to select template

County
Juneau

Class code
40501 - Paternity - Paternity

Which agency is this filing for?
State of Wisconsin Child Support

Continue

Add Parties

new filingin progressmy casesnotificationsthird party filingsupportready to fileLarry R. Siegert

Case informationPartiesDocumentsReview

New party

Party type

Mother ×

☒ Person ☐ Business

First name **Middle name** **Last name** **Suffix**

SallySnow

Address 1 **Address 2**

123 Main Street

ZIP **City** **State** **Country**

53554LivingstonWIVLUnited States ×

Phone number

Date of birth **Social security number**

MM-DD-YYYY

Other name(s) for this party

Add name

Party attorney(s)

Add attorney

Is an interpreter needed?

☐ Yes ☒ No

Is protection requested?

☐ Yes ☒ No

Save

Save, and Add next party

Cancel

Party List: edit, remove or add additional parties



The screenshot shows the 'Wisconsin circuit court eFiling' interface. At the top, there is a header with the court's logo and a navigation bar with links: 'new filing', 'in progress', 'my cases', 'notifications', 'third party filing', 'support', 'ready to file', and the user's name 'Larry R. Siegert'. Below the navigation bar is a progress bar with four steps: 'Case information', 'Parties', 'Documents', and 'Review'. The 'Parties' step is currently selected. The main section is titled 'Parties' and contains an 'Add party' button. Below this is a table with four columns: 'Party type', 'Name', 'Attorney', and 'Actions'. The table lists four parties: Sally Snow (Mother), Junior Snow (Child), Chippewa County Child Support Agency (Child Support Agency), and Joe Jones (Alleged Father). Each party has 'Edit' and 'Remove' links in the 'Actions' column. At the bottom of the table are 'Previous' and 'Continue' buttons.

Wisconsin circuit court eFiling

new filing in progress my cases notifications third party filing support ready to file Larry R. Siegert

Case information Parties Documents Review

Parties

Add party

Party type	Name	Attorney	Actions
Mother	Sally Snow		Edit Remove
Child	Junior Snow		Edit Remove
Child Support Agency	Chippewa County Child Support Agency	Larry R. Siegert	Edit Remove
Alleged Father	Joe Jones		Edit Remove

Previous Continue

9. Select the Upload documents button to browse for and upload a filing document along with other associated documents to the case. Review the bulleted list to ensure your documents are properly formatted.



Wisconsin circuit court eFiling

[new filing](#) [in progress](#) [my cases](#) [opt in](#) [notifications](#) [non-party filing](#) [support](#) [ready to file](#)

Case Information

Parties

Documents

Review

Documents

Upload your filing document and additional documents below.

- It is recommended to use .pdf format unless the content of the document will require editing by a court official. Orders or proposed orders may be .docx or .pdf.
- Documents requiring the signature of a court official (circuit court judge, court commissioner, clerk of circuit court, or register in probate) must include a blank 3" top margin on page 1 and a blank 1/2" top margin on all subsequent pages.
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include a signature block.
- For more details on technical requirements for documents see the [document requirements](#).

To upload multiple documents, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

Upload documents

10. From the Document type dropdown menu, select the correct document type, and enter a descriptive title in the Document title text entry field.
11. Select the Seal check box to place a temporary seal on a document. A motion to seal must accompany the filing if this checkbox is selected. Select the Continue button.

Upload documents

File name	Status	Document type ⓘ	Document title ⓘ	Seal ⓘ	Remove
Petition.pdf	Upload complete	Summons and Petition ⓘ	Summons and Petition for Jones	☐	Remove
GE-175.pdf	Upload complete	Affidavit of Non-Service ⓘ	Affidavit of Non-Service for Snow	☐	Remove

Previous

Continue

Note: An accurate and descriptive title is beneficial for identifying documents. The title entered displays in the *View documents* list on the *My cases* page and is visible to the courts.

Review Filing



Wisconsin circuit court eFiling

[new filing](#) [in progress](#) [my cases](#) [notifications](#) [third party filing](#) [support](#)

Case information

Parties

Documents

Review

Review

Paternity filing: Paternity (40501)
In Re the Paternity of Junior Snow

Child Support Agency: Chippewa County Child Support Agency 2255 West Main Street Chippewa Falls WI 54774 US Attorney: Larry R. Siegert	Child: Junior Snow 123 Main Street Livingston WI 53554 US
Mother: Sally Snow 123 Main Street Livingston WI 53554 US	Alleged Father: Joe Jones 5566 Oak Street Livingston WI 53554 US

Documents

[Summons and Petition](#)
[Affidavit of Nonmilitary Service](#)

Notes to Clerk

Please type any notes to the clerk here.

Previous

Continue



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Select Filings and Submit to Court



Wisconsin circuit court eFiling

[new filing](#) [in progress](#) [my cases](#) [notifications](#) [third party filing](#) [support](#)

☒ ready to file Larry R. Siegert ▾

Ready to file

☒ Chippewa county

☒ Paternity filing: Paternity (40501)
In Re the Paternity of Junior Snow ([+/- review info](#))
Documents:
[Summons and Petition](#)
[Affidavit of Nonmilitary Service](#)
Subtotal \$0.00
[Edit](#) [Delete](#)

Total fee \$0.00

File



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14. After you submit your filing, it is transmitted to the circuit court. You will receive an email confirmation and the file-stamped document(s) will be visible on the **My cases** page of the eFiling website. The eFiling system generates an **Electronic Filing Notice** that must be printed and served traditionally along with other case initiating documents.



Note: Submitted documents that have not yet been processed display in *Submitted* status on the *My cases* page.



Opting In On a New Case

- Although CS Attorneys can submit filings on any case within their agency, there must be an attorney of record. If that attorney leaves the agency's employment, the system cannot 'mass' withdraw them from all their cases and opt in a new attorney. Large agencies must contact their Clerk of Court and work with them to update the case records.



Participant Protection

- E-filing requires the insertion of all party addresses
- Documents are available immediately upon filing

eFiling for Child Support Agency Software Enhancements

Participant protection:

When a party's address should be protected because of an active temporary restraining order or because they have indicated they are in danger, the protection requested checkbox may be used to "hide" a party's address from printing on forms and from public view

The screenshot shows the 'Circuit court eFiling' page for a 'New filing' of a 'Child party'. The form includes fields for First name, Middle name, Last name *, Suffix, Date of birth (e.g. 12/01/2013), Sex, Address 1 (street or post office box), Address 2 (apartment number, suite, or room number - optional), City, State/Province, Zip, Country, Telephone number, and Social security number. A checkbox labeled 'Participant protection requested' is highlighted with a red box. The form also includes 'Previous' and 'Next' buttons at the bottom.

Project Impact

COVID: Limited Remote Access to e-filing
Cases Filed:



CCAP Interface

The purpose of this interface is to:

1. Streamline the e-filing process by eliminating duplicated KIDS case data entry between KIDS and CCAP.
2. Automate notifications to save resource time and improve CSA's ability to manage them.
3. Provide CSA's the ability to track and create reports on the e-filing process



CCAP Interface

PROS:

- Minimal Data Entry
- Eliminates manual process of attorneys having to opt in to cases
- Change of address and change of attorney information sent through the interface.
- Filed documents are sent through the interface and posted in KIDS. Previous notification of filing was by email and counties were required to add a note in KIDS and download and retain the documents.

CONS:

- No historical access to documents. Access is only from the point in time the child support agency opts into a case.



www.wicourts.gov/ecourts



THANK YOU!

Connie.Chesnik@Wisconsin.gov



E-Filing in Oregon

Using a vendor-supplied E-Filing Portal



Oregon's Journey

- Oregon implemented eFiling in 2012 through the use of a portal.
- Advancements in technology allowed for use of Application Programming Interfaces (API's) for direct connection to the eFiling application.
- In 2017, the Oregon Child Support Program engaged the vendor to build the eFiling process within its new child support system, Origin to increase efficiency and eliminate the need to use the vendor supplied portal.



Things to consider

- Documents can be bundled, but must be submitted in the sequence preferred by the individual county courts
- Requires the use of a PDF editor. Oregon is using NuancePowerPDF to rearrange documents in the proper sequence
- Documents must be searchable and editable PDF's



Things to consider

- Ensure that your requirements are clear and understood by all implementation partners
- Engage your information security teams early
- Build your interfaces with future technology in mind
- Don't underestimate the amount of staff time to complete implementation
 - Build in backups for staff
 - Testing support
 - Vendor support

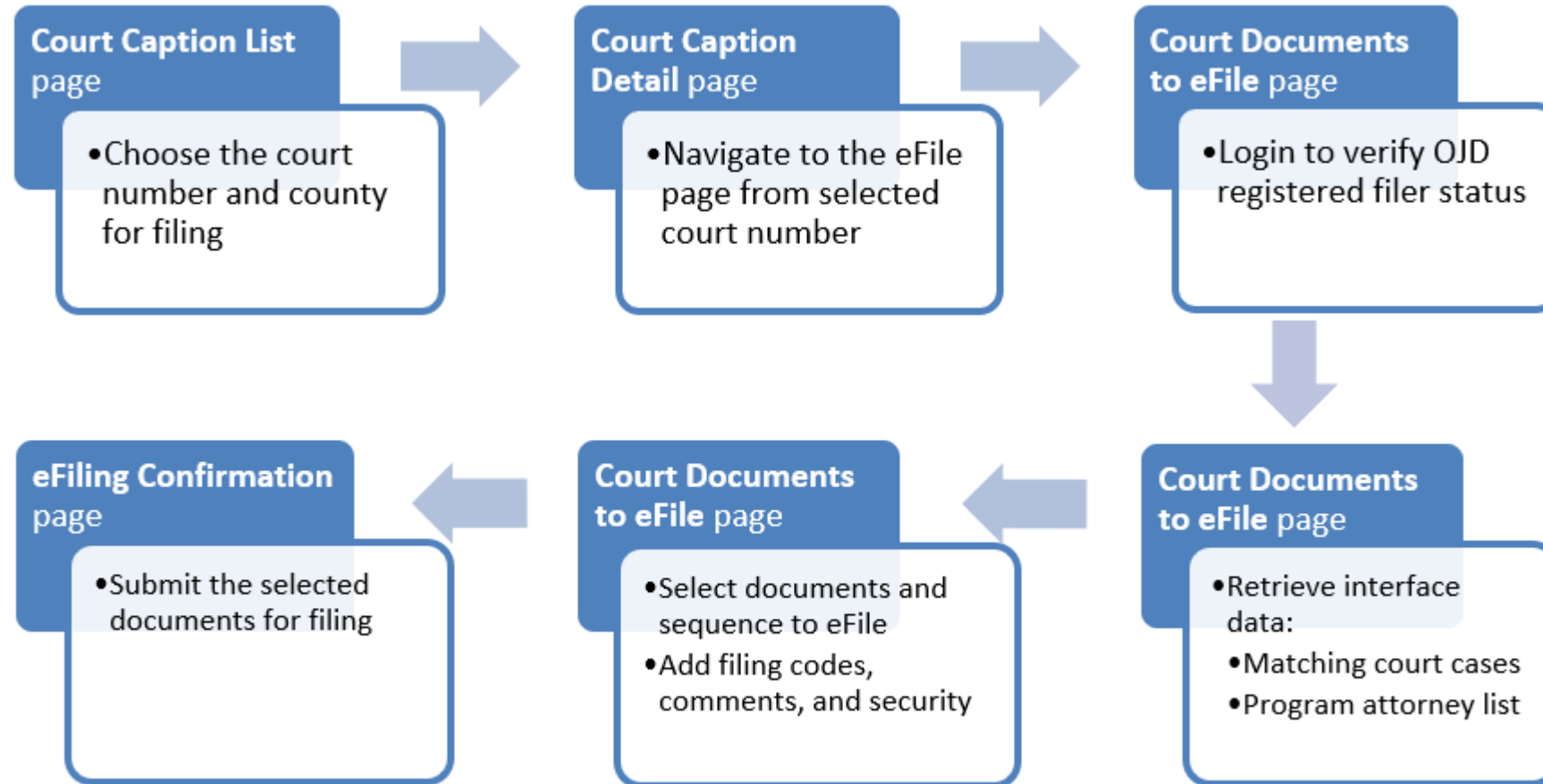


Electronic Signatures

- Going paperless is a BIG challenge! Don't underestimate the impact that moving to electronic signatures has on staff and attorneys
- Build in a complete review and finalization process
- Ensure that state statutes and court rules support the use of electronic signatures



Workflow



Interfaces

Filers Authentication

Filer's Authentication will interface with Tyler to verify staff are an authorized filer. This is the same credentials as filing outside of Origin.

Get Interface Data

Get Attorney List

- Get Attorney list interface will list the agency attorneys associated with the filer's office.

Get Case List

- Get Case List will find the list of cases matching the court case number in Origin.
- This interface is only invoked for those court caption where Court Case number is not blank, and Court is an Oregon court.
- If the court case is selected from the list the filing will be considered a subsequent filing under the selected court case number.



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The process – Select efile case

Court Caption List									
Case Number: 210000000253620 Managing Office: MEDFORD DCS Parent Who Pays Support: TIM, TASHA Parent Who Receives Support: JIM, MATTHEW									
Court Caption List									
	Court Case Number ♦	Date Entered ▲	Petitioner/Plaintiff ♦	Respondent/Defendant ♦	County ♦	Type ♦	Transferred ♦	Consolidated ♦	Registered ♦
☐	PENDING	05/31/2020	JIM, MATTHEW	TASHA L MCINROY	MARION	CIRCUIT (FAMILY)	☐	☐	☐
☐	120955D3	03/30/2019	JIM, MATTHEW	TASHA L HULSMAN	JACKSON	CIRCUIT (FAMILY)	☐	☐	☐
☐	125255LI	03/30/2019	JIM, MATTHEW	TASHA L HULSMAN	JACKSON	CIRCUIT (FAMILY)	☐	☐	☐
Remove Add									
Pages 1 Records 1 - 3 of 3									

The process – Select efile case

Registered Court Case:	Select
Consolidated Court Case:	Select
Auxiliary Court Case:	Select
* Court Type:	CIRCUIT (FAMILY) ▼
* Court Case Number:	☐ Court Case Number: ☐ Manual Entry Override
	☒ Pending
Date Entered:	09/01/2018
Caption eFiling Status:	PENDING - EFILE SUBMISSION
Case Type:	DOCUMENT RECORDING ▼



The process – Update or change party information

Petitioner/Plaintiff	
* Petitioner/Plaintiff:	CHRISTINA C HORVATH ▼
* Edit Petitioner/Plaintiff Name:	CHRISTINA C HORVATH
	☐ Minor Plaintiff
Respondent/Defendant	
* Respondent/Defendant:	PAUL A AMAYA ▼
* Edit Respondent/Defendant Name:	PAUL A AMAYA
	☐ Minor Defendant
Other Party:	
Other Party:	<select> ▼
Edit Other Party Name:	



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The process – Select court or other jurisdiction

Court

* Court:

☒ Oregon
[MULTNOMAH, MULTNOMAH COUNTY COURTHOUSE](#) [Remove](#)

☐ Other Jurisdiction

State/County Name:

Street Address:

Mailing Address:

City:

State: 

Zip Code:

Branch:



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The process- Authenticate and Select Attorney

Filer's Authentication

* Email:

* Password:

Authenticate

Case To Subsequently File Under (Get Case List) ?

	Court Case # ▾	Case Court	Case Category	Case Type	Case Title Text
☐	021071409		210		Andria A Skinner VS. David Ray Mc Allister

Last Refreshed on: 05/31/2020

Representing Attorney (Get Attorney List) ?

Representing Attorney:

<Select> ▾

BAR Number:

Last Refreshed on: 05/31/2020



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The process- Check for already filed court cases

Documents already eFiled						?
Form Sets Number ▾	Form Number	eFiling Status	Envelope ID	eFile Date	Request	
E17 - FINAL MODIFICATION FORMS	022130-(PWRS) - FAMILY LAW CONFIDENTIAL INFORMATION FORM (CIF) [] AMENDED [] FINDING OF RISK/ORDER FOR NONDISCLOSURE - (PWRS)	FILING ACCEPTED	9040	05/15/2020	View	
E17 - FINAL MODIFICATION FORMS	022130-(PWRS) - FAMILY LAW CONFIDENTIAL INFORMATION FORM (CIF) [] AMENDED [] FINDING OF RISK/ORDER FOR NONDISCLOSURE - (PWRS)	FILING ACCEPTED	9040	05/15/2020	View	



The process – Document Sequence

Document(s) Pending eFile ?							
Remove	Form Sets Number	Form Number	* Sequence	* Associated Party	* Filing Code	Comments	* Security
☐	020901 - NOTICE AND FINDING OF FINANCIAL RESPONSIBILITY	020901 - NOTICE AND FINDING OF FINANCIAL RESPONSIBILITY	4	STATE OF OREGON	OREP-BOTH	 200 characters remaining	PUBLIC
☐	020901F - ORDER ESTABLISHING	020901F - ORDER ESTABLISHING	2	STATE OF OREGON	CECC-BOTH	 200 characters remaining	PUBLIC
☐	E10 - FINAL NFR PNFR FORMS	020880 - MONEY AWARD INCLUDING CHILD SUPPORT AWARD WITH CONTINGENT MEDICAL SUPPORT	3	STATE OF OREGON	JGIM-BOTH	 200 characters remaining	PUBLIC
☐	E10 - FINAL NFR PNFR FORMS	022130-(PWPS)- FAMILY LAW CONFIDENTIAL INFORMATION FORM (CIF).[] AMENDED [] FINDING OF RISK/ORDER FOR NONDISCLOSURE - (PWPS)	1	DUSTIN K BRAMBORA	CWCI-BOTH	 200 characters remaining	CONFIDENTIAL
☐	E10 - FINAL NFR PNFR FORMS	022130-(PWRS)- FAMILY LAW CONFIDENTIAL INFORMATION FORM (CIF).[] AMENDED [] FINDING OF RISK/ORDER FOR NONDISCLOSURE - (PWRS)	0 - Lead	EMMALEE VIPPERMAN	CWCI-BOTH	 200 characters remaining	CONFIDENTIAL

Add Non-Legal Document
Remove Document



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The process – Review and Submit

eFiling Confirmation

Case Number: 410000000084204 | Managing Office: GRESHAM DCS | Parent Who Pays Support: [BRAMBORA, DUSTIN K](#) | Parent Who Receives Support: [VIPPERMAN, EMMALEE](#)

Court Caption - ?

Court Case Number:

Pending

Petitioner/Plaintiff:

EMMALEE VIPPERMAN

Respondent/Defendant:

DUSTIN BRAMBORA

Other Party:

Filed By:

Ericksen, Kenneth

Court:

MULTNOMAH COUNTY COURTHOUSE

Court Type (Case Category):

CIRCUIT (FAMILY)

Case Type:

Document Recording

Documents being eFiled: ?

Filing Sequence	Filing Document	Security	Filing Code
Lead - 0	022130-(PWRS) - FAMILY LAW CONFIDENTIAL INFORMATION FORM (CIF)[]AMENDED[] FINDING OF RISK/ORDER FOR NONDISCLOSURE - (PWRS)	CONFIDENTIAL	CWCI
Secondary - 1	022130-(PWPS) - FAMILY LAW CONFIDENTIAL INFORMATION FORM (CIF)[]AMENDED[] FINDING OF RISK/ORDER FOR NONDISCLOSURE - (PWPS)	CONFIDENTIAL	CWCI
Secondary - 2	020901F - ORDER ESTABLISHING	PUBLIC	CECC
Secondary - 3	020880 - MONEY AWARD INCLUDING CHILD SUPPORT AWARD WITH CONTINGENT MEDICAL SUPPORT	PUBLIC	JGIM
Secondary - 4	020901 - NOTICE AND FINDING OF FINANCIAL RESPONSIBILITY	PUBLIC	OREP

Cancel

Previous

Submit



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The process - Status

eFiling Confirmation

FIL Case Number: 200000001004209 | Managing Office: MARION COUNTY DA OFFICE | Parent Who Pays Support: MOCKUP JOHN MADE FOR | Person Who Receives Support: MOCKUP JANE MADE FOR

Court Caption - ?

Court Case Number: TEST123
Petitioner/Plaintiff: JANE MADE FOR MOCKUP
Respondent/Defendant: JOHN MADE FOR MOCKUP
Other Party:
Filed By: Nelson, Kevin
Court: KLAMATH COUNTY COURTHOUSE
Court Type (Case Category): CIRCUIT (FAMILY)
Case Type: 2150

Documents being eFiled: ?

Filing Sequence	Filing Document	Filing Code
Lead - 0	SAFETY RISKS IN CHILD SUPPORT PROCESS	721

- The interface will automatically update the child support case management system
- Tasks will be created for accepted or rejected filings
- Court number will be automatically applied to the court caption pages

THANK YOU!

Gene.Gustin@doj.state.or.us



E-Filing in Virginia

Agile Development Process



Purpose

- The purpose of the DEFS (District E-Filing System) project was to implement electronic filing of pleadings by the Division of Child Support Enforcement (DCSE) to the Office of the Executive Secretary of the Supreme Court of Virginia (OES) and electronic transmission of dispositions and other related documents by OES to DCSE
- This collaboration was between OES, DCSE and Information Technology Services (ITS) of the Virginia Department of Social Services (VDSS)



Background

- Virginia uses administrative and judicial processes regarding child support
- DCSE has 16 District Offices with over 280,000 cases
- OES has 120 Juvenile & Domestic Relations (JDR) Courts throughout the state



DCSE Process Before E-Filing

- Designated non-attorney staff could complete through the case management system petitions, motions and notices and sign as a representative of the Division
- Legal Counsel would handwrite or type data in the authorized court forms before filing
- After the signing of the forms staff would make the required number of copies and then provide to the appropriate court in-person or by mail



Project Phases

Project was divided into three phases

1. Implementation of the Juvenile & Domestic Imaging System (JDIS) which is a case scanning, imaging, and document management system
2. OES and legal counsel for DCSE reviewed applicable Virginia statutes and Rules of Court regarding the use of technology for electronic submission and management of documents to the court
3. Development of the electronic filing capability for the submission of child support petitions and motions



Agile Methodology

- Spend less time trying to define and agree on scope in the early stage of the project
- Scope is defined and redefined throughout the project
- Agile purposefully build and review prototypes and release versions in order to refine the requirements
- Refined requirements go into the backlog



Timeline



- Eight OES maintained forms were converted to the e-filing process



How to E-file

Documents	Child Support Portal
Document Browser	
Administrative Hearing	
Assets Attachment	
Case Maintenance	
Court	Attachments
Financial	Court Date Notice
Intergovernmental	Court Prep Sheet
Locate	Court Prep Sheets (Multiple)
Medical Support Obligation	Legal Services Case Referral
Review and Adjustment	Motion To Amend
Support Obligation	Motion for Show Cause Summons
Paternity Establishment	Other Pleading
Withholding of Income	Petition For Support
	Request for Witness Subpoena
	Summons (Commonwealth of Virginia)

Case Search

Case Number

Q Search

> Go

Case Search

Case Number

Q Search

Case Number is a required.

> Go

CP Name

NCP Name

CP Address

NCP Address

Court

Pleading Options:

Select all that apply (At least one Pleading Option must be selected.):

- ☐ Paternity
- ☐ Paternity, Alleged Father is not Presumed Legal Father
- ☐ Support
- ☐ Add a child
- ☐ Change in Physical Custody
- ☐ Continued Support for a child who is severely and permanent mentally or physically disabled
- ☐ Department of Juvenile Justice
- ☐ Replace an Existing Administrative Support Order
- ☐ SLFC
- ☐ TANF Debt Establishment

Next

Data Selection

- CP/NCP address default to resident address and have an option to select other addresses on record
- The system warns the user if the selected address is out of state
- Court drop down list allows selection from all Virginia J&DR courts
- System only allows selection of pleading options that are applicable to the case, and inapplicable boxes will be grayed out
- The form will fail to generate and display an error message if required case data is missing or not in the appropriate format



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PETITION FOR SUPPORT (CIVIL)
Commonwealth of Virginia VA CODE § 20-107.2 (2019/01/15) 10-1-278.13, 20-108

SPOTSYLVANIA J&DR - ADULT DIVISION Juvenile and Domestic Relations District Court

DCSE EX REL. ☐ Respondent ☒ Petitioner

RESIDENTIAL ADDRESS: _____
MAILING ADDRESS IF DIFFERENT: _____
Social Security No. _____
Driver's License No. and State _____
Telephone No. (H) _____ (W) _____
Date of Birth _____

EMPLOYER: **BEST BUY**
EMPLOYER'S ADDRESS: **1340 GREENBRIER PKWY**

The petitioner's information in the above box is provided on a separate sheet because ☐ a protective order has been issued or ☐ the petitioner alleges that the petitioner is at risk of physical or emotional harm from the other party.
The undersigned Petitioner respectfully represents to the Court:

1. ☒ That the parties have never been married;
☐ That there is a court order adjudicating the paternity of one or more of the subjects of this petition. If so, attach a copy of the order.
☐ That the respondent and petitioner were lawfully married on _____ DATE _____ in _____ CITY/COUNTY AND STATE _____
☐ That the respondent and petitioner were divorced on _____ DATE _____ in _____ CITY/COUNTY AND STATE _____ (attach divorce decree)
☐ Divorce pending in _____ CITY/COUNTY AND STATE _____
☐ That the respondent is at least 18 years of age and is a child of the parent named below.

2. ☐ That child custody has been adjudicated. If so, attach a copy of the order.
☐ That an order concerning the support of the person(s) for whom support is sought in this petition has been entered. (Attach most recent court order.)
☒ That no other case for support for the below-named person(s) has been filed in any other court.

3. That the respondent has a legal duty to provide support and maintenance for the following persons:

Name	Social Security Number	Date of Birth	Relationship to Respondent
_____	_____	_____	C
_____	_____	_____	C

who resides at ☒ petitioner's address ☐ _____

4. Division of Child Support Enforcement ☒ is ☐ is not involved in this case.

5. That support of the named persons who are the subject(s) of this petition is a subject of controversy or requires determination because:
THE RESPONDENT IS THE PARENT OF THE ABOVE-NAMED CHILDREN FOR WHOM AN APPLICATION FOR DCSE SERVICES HAS BEEN RECEIVED.

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PETITION FOR SUPPORT (CIVIL) Case No. _____

6. A license, certificate, registration or other authorization to engage in a profession, business, trade, occupation, or recreational activity issued by the Commonwealth of Virginia is held by

TYPE OF LICENSE	AGENCY GRANTING LICENSE	LICENSE NO.
☐ Respondent	_____	_____
☐ Petitioner	_____	_____

7. A Protective Order is currently in effect against the Respondent. ☐ Yes ☐ No. If yes, give name of court issuing the order, state and expiration date.

COURT ISSUING ORDER: _____ STATE: _____ EXPIRATION DATE: _____

PERSON(S) PROTECTED BY THE ORDER: _____

The petitioner therefore prays that proper process be issued directing the respondent to appear and answer this petition in Court, and that the Court

A. ☐ Make a finding in its Order that the Respondent is the parent of the children named in this petition (paternity has not been previously established).

B. ☒ Order the Respondent to furnish support as follows:

	per	TIME PERIOD
☒ Child support per guidelines	_____	_____
☐ Child support in the amount of \$ _____	_____	_____
☐ Spousal support in the amount of \$ _____	_____	_____
☐ Combined child and spousal support in the amount of \$ _____	_____	_____
☐ Support for a child who is (i) severely and permanently mentally or physically disabled, and such disability existed prior to the child reaching the age of 18, or the age of 19 if the child was a full-time high school student, not self-supporting and living in the home of the parent seeking or receiving child support; (ii) unable to live independently and support himself and (iii) residing in the home of the parent seeking support.	_____	_____
☐ Support for a parent in necessitous circumstances ☐ in the amount of \$ _____ per _____ TIME PERIOD ☐ as determined by the court.	_____	_____

C. Enter an order or require the Respondent to enter into an agreement creating a wage assignment or income deduction to enforce any orders entered in the case as the responding court deems appropriate.

D. Order that all payments be made ☐ directly to the payee. ☒ to or through the Virginia Department of Social Services or its contractors.

E. ☐ Provide in the order that Respondent furnish health insurance coverage, including dental and vision care coverage, if available, for the dependents and for delivery of the documents necessary for the use of such coverage to the dependents.

F. ☒ Provide in the order that the parents share the cost of any reasonable and necessary unreimbursed medical or dental expenses for each child who is the subject of the obligation in proportion to their gross incomes.

G. ☐ Require the Respondent to post a performance bond.

SET ARREARS IF ANY, SET A PAYMENT ON ARREARS IF APPLICABLE, AND ESTABLISH HEALTH CARE COVERAGE.

Petitioner further requests the granting of such other and further relief as the law provides.

DATE: 05/08/2020 PETITIONER: DWANA ARCHIE

The Petitioner appeared this date before the undersigned and, upon being duly sworn, made oath that the facts stated in the foregoing petition are true based on the Petitioner's knowledge.

DATE: _____ ☐ CLERK ☐ INTAKE OFFICER

FOR NOTARY PUBLIC'S USE ONLY:
State of _____ ☐ City ☐ County of _____
Acknowledged, subscribed and sworn to before me this _____ day of _____, 20____.
NOTARY REGISTRATION NUMBER: _____ NOTARY PUBLIC (My commission expires _____)

FORM DC-610 (MASTER, PAGE TWO OF TWO) 07/15

Accept Reject

Form Preview

- Allows the worker to review the generated form and either accept or reject it
- Reject button takes the worker back to the data screen
- Accept button does not e-file the document, but takes the user to the Attach Documents screen
- If there is a Family Violence Indicator selected for a participant the system will also generate the Non-Disclosure Addendum and the at-risk party's information is to remain confidential



Attach Documents

- Users can attach supporting documents from the electronic case file, the user's computer or a system-generated payment record
- After adding the appropriate documents and comments (if needed) click on the e-file button to transmit the document
- Special Requests box may be used to insert specific comments to notify court staff and the comments will appear on a cover page with DCSE letterhead
- The system will display a confirmation message and generate a case event once submitted

Home > Documents > Court > Attach Documents

DEFS Attachments

Add Document

Document Title	Attachment Type	Actions
No Data Available.		

Special Requests:

E-File

DCSE Process with E-Filing

- System automatically generates the appropriate letters to the custodial parent and noncustodial parent and adds to the worker's print queue
- System will generate the Child Support Enforcement Transmittal#2 to the intergovernmental agency in cases in which Virginia is the responding state instead of the custodial parent
- The court pleading that was created, system letters, and any attachments that were submitted are saved in the electronic case file
- Upon review of the pleading the court electronically communicates the state of the case by its acceptance or rejection of the pleading. If the pleading is rejected the court has the ability to enter details about why the pleading was returned



Benefits

- Replaces the labor-intensive manual filing process
- Saves time and money for DCSE and OES
- Helps families receive the financial support they need sooner
- Provides uniformity in the language that is used for each pleading
- Direct interface between the DCSE and OES systems



Statistics

Number of Pleadings E-filed & Accepted by Supreme Court*	
Motion for Show Cause	12,736
Petition for Support	6,726
Motion to Amend or Review Order	3,321
Request for VA Registration of Non-Virginia Support Order	406
Petition and Order to Suspend Driver's License	0
Total	23,189

*Since pilot September 2019 though April 2021



Recognition

- Featured in OCSE's [June – July 2020 Child Support Report](#)
- Awardee of the 2020 State Scoop 50 Award for State IT Innovation of the Year



Things to Consider

- Interfaces
- Method and Frequency of the Data Transfer
- Security Requirements for all Data



Must Haves for Success

- Clear communication
- Cooperation
- Flexibility



THANK YOU!

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alex.satchell@dss.virginia.gov



Questions?

