

State of Louisiana  
Department of Children and Family Services  
Child Support Enforcement Section

Checklist for Contempt Referral/Enforcement

NCP Name \_\_\_\_\_ LASES # \_\_\_\_\_ Docket # \_\_\_\_\_

**I. Administrative Enforcement:**

The following administrative actions were explored, but payments have not resulted:

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative Liens against Property owned by the NCP <b>(K-1110)</b> | <input type="checkbox"/> Suspension of business, professional, drivers, hunting, or fishing license <b>(K-330)</b> |
| <input type="checkbox"/> Seizure of Assets and/or property <b>(K-1210)</b>                      | <input type="checkbox"/> Request assistance from another state through UIFSA, if applicable <b>(P-130)</b>         |

**Locate Attempts**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Contacted CP | <input type="checkbox"/> Contacted NCP | <input type="checkbox"/> Contacted employer |
|---------------------------------------|--|---|

**II. Review of Affordability: (MUST BE COMPLETED)**

Is the NCP a recipient of a needs-based program?  Yes  No

If yes, select the program  SNAP  SSI  Other \_\_\_\_\_

Has the court order been modified in the past three years?  Yes  No

Has a modification been requested by either the CP or NCP?  Yes (If yes, attach details)  No

Has NCP been contacted about the possibility of a review being performed?  Yes  No

**III. Review of Contempt: (Check all that apply)**

Describe the NCP's period of delinquency and payment history in the last 6 months:

Evidence showing the NCP's ability to pay  
(Complete CSE 125)

- NCP is unable to meet the obligated amount.
- NCP has not made payments in the last 6 months.
- NCP has made payments in the last 6 months but less than the obligation.
- NCP does not have the ability to pay.
- Other \_\_\_\_\_

Evidence to attach (Check all that apply)

- CP Testimony
- NCP is self-employed.
- NCP new employer has been located.
- Bank accounts/bank statements
- Other \_\_\_\_\_

**NOTE: If any boxes are checked, attach evidence showing the NCP has the ability to pay.**

**IV. Action Summary: (MUST BE COMPLETED)** (Note: Submit CSE 124, CSE 125, and CSE 102)

Modification was requested by: (check one)  State (incarcerated only)  CP  NCP

**Recommended actions:**

- Refer to file a Motion & Order for a Judgment Debtor Examination (No evidence of income and assets found) per K-610.
- Refer for Contempt
- NCP appeared for appointment – Serve CSE 651 (DCFS Summons) and refer for contempt.
- NCP has no ability to pay (Create a task to review case again in 6 months).

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Representative

## **Instructions for Completing CSE 124: Checklist for Contempt Referral/Enforcement**

### **Step 1: NCP Information**

- Enter the Non-Custodial Parent's (NCP) name, Louisiana Automated Support Enforcement System (LASES) number, and Docket number in the designated fields.

### **Step 2: Administrative Enforcement**

- Check each box under "Administrative Actions Explored" to indicate which enforcement measures have been attempted.
- Check each box under "Locate Attempts" to show efforts made to contact the Custodial Parent (CP), NCP, and employer.
- Ensure that all locate attempts have been completed before proceeding to the next section.

### **Step 3: Review of Affordability**

- Determine if the NCP is receiving any needs-based programs (SNAP, SSI, or Other). If yes, select the appropriate program.
- Indicate if the court order has been modified in the past three years.
- Determine if a modification has been requested by either the CP or NCP.
- Indicate if the NCP has been contacted about the possibility of a review.

### **Step 4: Review of Contempt**

- Describe the NCP's period of delinquency and payment history in the last 6 months.
- Check the boxes under "Evidence showing NCP's ability to pay" that apply based on the assessment of the NCP's financial situation.
- Check the boxes under "Evidence to be attached" for any supporting documents or evidence.
- Ensure that evidence demonstrating the NCP's ability to pay is attached if any boxes are checked.

### **Step 5: Determining Recommended Action**

- Consider the following factors to determine the recommended action:
  - Severity of Delinquency: Evaluate the length of time the NCP has been delinquent, and the amount owed.
  - Evidence of Ability to Pay: Review the evidence provided to assess the NCP's financial capacity to meet the child support obligation.

- Compliance History: Consider the NCP's past payment history and responsiveness to enforcement efforts.
- Effectiveness of Previous Enforcement Actions: Reflect on the success of previous administrative enforcement measures and their impact on the NCP's compliance.
- Based on the assessment, check the recommended actions:
  - Refer to file a Motion & Order for a Judgment Debtor Examination: Only if there is already a judgement making the arrears executory, no evidence of income and/or assets are found, and further investigation is needed to determine the NCP's financial situation. Refer for contempt if there is no judgment making the arrears executory.
  - Refer for Contempt
  - NCP has no ability to pay: If the NCP lacks the financial capacity to meet the obligation, create a task to review the case again in 6 months.

**Step 6: Completion**

- Enter the name and date of the Department Representative who completed the form.