
	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	09 - Support Enforcement Services (SES) Handbook Manual			
	<b>Part No./Name</b>	B. UIFSA Procedural Handbook			
	<b>Section No./Name</b>	B-600 Controlling Order			
	<b>Document No./Name</b>	B-660 No Order is Controlling			
	<b>Dates</b>	<b>Issue</b>	August 1, 2007	<b>Effective</b>	August 1, 2007

- When there are multiple orders, but no order is entitled to recognition as the controlling order, a new order must be established.
- If long-arm jurisdiction can be used, file to have the order established in your state.
- If long-arm jurisdiction cannot be used, you must seek establishment in the obligor's State through a two-state process.
- *To establish an order through the two-state process, complete these standard interstate forms:*
  1. CSE Transmittal #1, "Initial Request"
    - In section 1, "Action Requested", check the boxes for "Establishment of Order, Child Support," and "Collection of Arrears."
    - In section 11, "Case Summary", enter the information about the existing orders, but do not check any box for "Presumed" or "Determined Controlling Order."
  2. In Uniform Support Petition - in addition to checking the boxes for "Establishment of Order, Child Support":
    - In section 1, "Action", check the box for "Other Remedy Sought" and in the blank write "Enforcement of arrears due under previous orders. Petitioner requests that the tribunal set forth in its order the party or parties to whom arrears are owed, and the amounts owed to each respectively."
    - In section 11, "Grounds Supporting the Remedy Sought", check the box for "Grounds for other remedy sought," and in the blank write "Respondent was subject to previously existing support orders, and has arrears due under those orders."
  3. General Testimony
    - To prevent delays in the responding state, make sure that the information on the forms is as complete as possible and that it is legible.
    - Provide a full name, full address, and phone number for a contact person at the initiating agency, so that the agency in the responding state can inform you of any problems that arise as quickly as possible.
    - It may facilitate the processing of the case in the responding state if you write on CSE Transmittal #1 in section VII, "Additional Case Information", that "long-arm jurisdiction cannot be used in this case."
- The forms must be accompanied by:
  1. certified copies of all orders that exist between the parties and children in this case.
  2. any other documents needed by the responding state.
- Check the Intergovernmental Referral Guide (IRG) to see if the responding state requires any other documents or forms for establishment.
- Obtain and/or complete any other documents or forms that are required.

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- Send the materials to the responding state's Interstate Central Registry (ICR).
- When the ICR in the responding state receives CSE Transmittal #1, it is required to send a section of the form back to the initiating state to acknowledge its receipt.
  - If the acknowledgment is not received within 20 working days after sending the transmittal, complete and send CSE Transmittal #2, "Subsequent Actions," to the ICR in responding state to verify receipt of the original transmittal.
- The IV-D agency in the responding state may request additional information, either when returning the acknowledgment section of CSE Transmittal #1, or by sending CSE Transmittal #2 to the initiating state.
  - If additional information is requested, respond to the request within 30 days. If the request came on the CSE Transmittal #1 acknowledgment page, send the information with CSE Transmittal #2. If the request came via CSE Transmittal #2, send the information with the acknowledgment page of that transmittal.
  - Send the information to the address the responding state asks that it be sent to, which may not be the ICR address.
  - If the information requested cannot be provided, notify the responding state of that fact using CSE Transmittal #2.
- If any new information comes to your attention, send it directly to the local office of the IV-D agency in the responding state within 10 working days, using CSE Transmittal #2.
- The tribunal in the responding state must provide notice of where and when the petition was filed, and when any proceeding will take place.
- A copy of any written notice from the responding state, from the respondent, or from the respondent's attorney, must be sent to the petitioner.
- The laws of the responding state will govern the proceedings for establishment of support and the support obligation will be set according to the responding state's guidelines.
- The tribunal and IV-D agency in the responding state should notify the agency in the initiating state of developments in the case.
- If 30 days have passed since the date of a scheduled proceeding, and no order or notice of the results of that proceeding has been received, call the office of the local IV-D agency that is handling the case to check on its status.
- Once the order is received from the responding state:
  - Update your records with the order information.
  - Send a copy of the order to the petitioner within 5 working days.
  - File the order in the case file.