

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 11: Order Entry</b>	<b>Effective Date: 4/24/18</b>
	<b>Section 1: Entry of Court Orders</b>	<b>Version: 1 Revision Date: 4/9/18</b>

**BACKGROUND**

The Child Support Bureau (CSB) maintains a State Case Registry (SCR), as required by federal law.<sup>1</sup> The SCR is an electronic repository of Title IV-D and non-IVD case records and orders that were established or modified after September 30, 1998.<sup>2</sup> The Clerks of Court shall enter into a cooperative agreement with the CSB to provide the necessary order information for the SCR.<sup>3</sup> Indiana’s SCR is maintained within the statewide child support system.

The Clerk of Courts, at its discretion, may grant authorization to the Title IV-D Prosecutor to enter court orders when the case is Title IV-D. If the Title IV-D Prosecutor accepts this responsibility, the policies and procedures outlined in this chapter must be followed. The Clerk of Courts is responsible for the entry of child support orders in all non-IV-D (NIVD) cases.

Indiana’s Title IV-D performance-based incentive funding is based in part on court ordered child support establishment. Any delay in entering the court order, even if a payment is not immediately forthcoming, may adversely affect incentives.

**POLICY**

The Clerk of Courts is responsible for entering the support order information into the statewide child support system for initial child support orders, subsequent modifications, or arrears adjudications for an existing child support order.

The Clerk of Courts shall establish and maintain a support record in the statewide child support system immediately upon receipt of the court order.<sup>4</sup> The Clerk of Courts shall not wait until a payment is made before entering the initial child support order or any subsequent modifications into the statewide child support system.<sup>5</sup>

The following shall be entered into the statewide child support system:<sup>6</sup>

1. Establishment or modification of the child support order amount and frequency;
2. Arrears adjudications and periodic payment amounts;
3. Establishment or modification of a medical support order;
4. Order for the repayment of genetic testing fees; and
5. Spousal support order, only if it is in conjunction with a current child support order.

<sup>1</sup> 42 U.S.C. § 654a(e)(1); 45 C.F.R. § 307.11(e)

<sup>2</sup> IC 31-25-4-11(b)(2)

<sup>3</sup> IC 31-25-4-11(c)

<sup>4</sup> IC 31-16-19-2(1); IC 33-32-4-2.5; CSB-AT-236

<sup>5</sup> IC 31-16-19-2(1); IC 33-32-4-2.5; CSB-AT-236

<sup>6</sup> IC 33-32-4-2.5

## REFERENCES

- [IC 31-16-19-2](#): Payments into court; accounting system
- [IC 31-25-4-11](#): State case registry; contents
- [IC 33-32-4-2.5](#): ISETS is the official record of child support payments
- [CSB-AT-236](#): Timely Entering of Court Orders
- [42 U.S.C. § 654a\(e\)](#): Automated data processing – State case registry
- [45 C.F.R. § 307.11\(e\)](#): Functional requirements for computerized support enforcement systems in operation by October 1, 2000

## PROCEDURE

### 1. Case Status Determination

When a court issues a child support or medical support order, modifies an existing order, or if there is an arrears adjudication, the Clerk of Courts or authorized Title IV-D Prosecutor verifies the existence of a case in the statewide child support system.

#### a. Existing Case

If the case already exists in the statewide child support system, the Clerk of Courts or authorized Title IV-D Prosecutor determines if there is any updated case information (e.g., adding a child, emancipating a child, change of custody, name or address changes) in the order and appropriately updates the information in the statewide child support system.

#### b. New Case

If the case does not exist in the statewide child support system, a new case is built.

### 2. Case Management

Once the case has been built or the case information has been updated, the following information is added to the case:

- a. The initial child support order;
- b. The modified child support order; or
- c. The court order adjudicating arrears.<sup>7</sup>

### 3. Title IV-D Case

If the case is a Title IV-D case, the Clerk of Courts shall forward the order to the Title IV-D Prosecutor. The Title IV-D Prosecutor shall verify that the accounts and account balances are accurate.<sup>8</sup>

<sup>7</sup> 45 C.F.R. § 307.11(e); IC 31-16-19-2(1)

<sup>8</sup> 45 C.F.R. § 307.11(e); Cooperative Agreement for Federal Financial Participation for Prosecuting Attorneys Performing Title IV-D Services  
DCS IV-D Policy Manual/Chapter 11: Order Entry

## FORMS AND TOOLS

1. [Adding Orders to ISETS](#)
2. [Case Initiation Smart Guide](#)
3. [Changing a Name/Adding an Alias](#)
4. [Updating Addresses in ISETS Desktop Guide](#)

## FREQUENTLY ASKED QUESTIONS

N/A

## RELATED INFORMATION

Chapter 3: Application and Case Initiation; Section 8: Spousal Support Only Cases