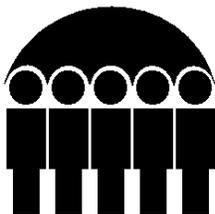


Revised January 13, 2004

Employees' Manual
Title 10
Chapter I Appendix

**ADMINISTRATIVE
ESTABLISHMENT
OF SUPPORT

APPENDIX**



Iowa
Department
of
Human Services

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470-0204, Financial Statement

Purpose	Use form 470-0204, <i>Financial Statement</i> , to request the parents' financial information.
Supply	Enter a "Y" in the GENERATE NOTICES field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you need to compute the child support obligation.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data in the heading of this form. If you generate the form manually, you must enter all of the data. The father and mother complete the remainder of this form.</p> <p>Since generation of this form also generates two copies of form 470-2639, <i>Request for Financial Statement</i>, make a copy of this form as both the obligor and the other parent need to complete this form.</p>
Distribution	Personally serve, through the sheriff or process server, one copy of this form with form 470-1922, <i>Notice of Support Debt</i> , and accompanying documents upon the obligor. Mail one copy of this form to the obligee (not the caretaker if the other parent is not the obligee) by first class mail.
Data	<p>ICAR enters all of the information on the form (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Obligor's name◆ Obligee's name◆ Third party's name (if applicable)◆ Children's names◆ Date generated (current date in MM/DD/CCYY format)◆ ICAR number◆ CSRU or FCRU worker ID◆ Court order number◆ County where document is filed

470-1918, Administrative Support Order

Purpose	Use form 470-1918, <i>Administrative Support Order</i> , when approved by a judge, to set the obligor's child support obligations.
Source	Enter an "A" in the GENERATE ORDER field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires entry of either "SO" or "HO" in the TYPE field, as appropriate.
Completion	<p>Complete this form, for the judge's approval, after all applicable timeframes have passed to establish support.</p> <p>When you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest. If you generate the form manually, you must enter all of the data.</p>
Distribution	<p>Present this form to the CSRU administrator's designee for review and signature. After the designee signs, give the form and the additional documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs form 470-2608, <i>252C Approval Order</i>, and all documents are filed with the clerk of court, mail copies of this form to the parties involved in the action.</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ ICAR number◆ Caretaker's name◆ Obligor's name◆ Children's names and birth dates◆ Obligor's attorney's name and address◆ Obligee's attorney's name and address

Always enter the following information:

- ◆ Caretaker's relationship to the children
- ◆ Reserved support and reasons
- ◆ Assessment of additional costs of action
- ◆ Separate pending action (if applicable)
- ◆ Jurisdiction
- ◆ Obligor's response to action
- ◆ Obligor consents to action (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support after emancipation (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Deviations (if applicable)
- ◆ Medical support
- ◆ Parenting class requirement (if applicable)
- ◆ Immediate income withholding or other arrangement (if applicable)

470-1919, Request for Hearing to Determine Support Obligation and Certification of Matter to District Court

Purpose	Use form 470-1919, <i>Request for Hearing to Determine Support Obligation and Certification of Matter to District Court</i> , to certify to the court that the record of the administrative proceeding is true and accurate and to request that the court set a time for hearing.
Source	Enter a date in the CERTIFIED TO COURT field on the ADMIN2 screen to generate this form.
Completion	Complete this form when the obligor or CSRU requests a court hearing. If you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest of the data. If you generate the form manually, you must enter all of the data.
Distribution	File the original of this form (with copies of all the documents related to the administrative establishment action) with the clerk of court and send one copy to the obligor by first class mail.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ County where action is being filed ◆ Petitioner lines 1-6 ◆ Respondent lines 1-2 ◆ Court order number ◆ Name and address of CSRU or FCRU attorney, title, PIN number ◆ CSRU or FCRU worker name ◆ Obligor's name ◆ Obligor's attorney's name and address ◆ Obligee's name ◆ Obligee's attorney's name and address <p>Always enter the following information:</p> <ul style="list-style-type: none"> ◆ Option regarding first or second notice ◆ Option regarding foster care case ◆ CSRU or FCRU attorney's FAX number

470-1922, Notice of Support Debt – Chapter 252C

Purpose	Use form 470-1922, <i>Notice of Support Debt – Chapter 252C</i> , to notify the obligor of CSRU’s intention to establish support obligations and the options for responding.
Source	Enter a “Y” in the GENERATE NOTICES field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	Complete this form when you initiate the administrative establishment process. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data, but you must enter the rest. If you generate the form manually, you must enter all of the data.
Distribution	Personally serve, through a sheriff or process server, one copy upon the obligor, or present it to the obligor in the CSRU office with form 470-2982, <i>Waiver of Personal Service and Acceptance</i> . Serve one copy of each of the following documents with form 470-1922: <ul style="list-style-type: none">◆ Form 470-2819, <i>What You Should Know About Immediate Income Withholding</i>◆ Form 470-2639, <i>Request for Financial Statement</i>◆ Form 470-0204, <i>Financial Statement</i>
Data	ICAR enters the following information (you must enter this information for manually generated forms): <ul style="list-style-type: none">◆ Obligor’s name◆ ICAR number◆ Date generated (current date in MM/DD/CCYY format)◆ Obligee’s name◆ Children’s names◆ CSRU or FCRU worker name and address◆ SCSU phone number◆ Obligor’s attorney’s name and address◆ Obligee’s attorney’s name and address◆ County where action is being filed

Always enter the following information:

- ◆ Type of support
- ◆ Jurisdiction
- ◆ Existing child support order (if applicable)
- ◆ Pending action (if applicable)

[470-1924, Second Notice of Support Debt and Finding of Financial Responsibility –](#)[Chapter 252C](#)

Purpose	Use form 470-1924, <i>Second Notice of Support Debt and Finding of Financial Responsibility – Chapter 252C</i> , to inform the obligor of the action to be taken as a result of the conference.
Source	Enter a “Y” in the GENERATE SECOND NOTICE field on the ADMIN2 screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form after you hold a negotiation conference <u>and</u> CSRU’s position changes. This form is not required after every negotiation conference.</p> <p>If you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest of the data. If you generate the form manually, you must enter all of the data.</p>
Distribution	Give one copy of this form to the obligor immediately following the conference while still in the office, or mail one copy to the obligor by first class mail. Retain the original in the case file to file later with the court when the administrative order is filed.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Court caption ◆ Obligor’s address ◆ ICAR number ◆ Date generated (current date in MM/DD/CCYY format) ◆ Obligee’s name ◆ Children’s names ◆ CSRU or FCRU worker name, address, telephone number ◆ Obligee’s attorney’s name and address ◆ Obligor’s attorney’s name and address ◆ Date of conference

The worker enters the following information:

- ◆ Conference results
- ◆ Type, amount, and frequency of support (if applicable)
- ◆ Reasons support is reserved (if applicable)
- ◆ Type and date of delivery of notice

470-1970, Negotiation Conference Report

Purpose	Use form 470-1970, <i>Negotiation Conference Report</i> , to summarize what occurred during the conference and to record any new information the obligor provided during the conference.
Source	Enter an “S” in the CSRU RESPONSE field on the ADMIN2 screen to generate this form. Keep this form in the file until the date of the negotiation conference.
Completion	<p>Complete this form during the negotiation conference requested by the obligor. This form is not required in all cases.</p> <p>If you generate the form from the ADMIN2 screen, ICAR automatically enters all of the data into this form. If you generate the form manually, you must enter all of the data.</p>
Distribution	Retain the original form in the case file. Send one copy of the form to the obligor by first class mail. Do not file this form with the clerk of court because it contains confidential information.
Data	<p>ICAR enters all of the following information on this form (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Obligor’s name and address◆ Children’s names◆ Caretaker’s name◆ Date and time of conference◆ Obligor’s attendance of conference

470-2154, Request to Complete Financial Statement

Purpose	Use form 470-2154, <i>Request to Complete Financial Statement</i> , with form 470-2870, <i>Foster Care Financial Statement</i> , to inform the obligor with a prior support order that the prior order remains in effect. This form also explains that this obligor's financial information will be used to determine the other parent's child support obligation.
Source	Because this form is not used frequently, this form is not generated from the ADMIN process. Generate it from the FORMVIEW screen.
Completion	Complete this form when the obligor has a prior support order including the child in foster care. You must enter all of the data into this form.
Distribution	Personally serve, through the sheriff or private process server, one copy of this form with the foster care financial statement upon the obligor who is already ordered to pay support.
Data	Always enter all of the following information on the form: <ul style="list-style-type: none">◆ Date generated (current date in MM/DD/CCYY format)◆ ICAR number◆ Obligor's name and address◆ Children's names◆ Court order number◆ County and state where action is being filed◆ CSRU or FCRU worker name, address, and telephone number

470-2608, 252C Approval Order

Purpose	Use form 470-2608, <i>252C Approval Order</i> , with form 470-1918, <i>252C Administrative Order for Support</i> , or form 470-2984, <i>Administrative Order for Support: Foster Care</i> . This form serves as the document on which the judge indicates (by a signature) approval of the administrative support order.
Source	Enter an “A” in the GENERATE ORDER field on the ADMIN2 screen to generate this form for the first time, or an “R” to regenerate it.
Completion	Complete this form each time you generate the administrative support order. If you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest of the data. If you generate the form manually, you must enter all of the data.
Distribution	<p>Present this form with the administrative support order and other accompanying documents to the CSRU administrator’s designee for review and approval. After the designee signs the administrative support order, present the order and this form with the additional documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs this form and all documents are filed with the clerk of court, mail copies of the administrative support order to the parties involved in the action.</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where action is being filed◆ Petitioner lines 1-6◆ Respondent lines 1-2◆ Court order number◆ Judicial district number◆ Obligor’s name◆ Obligee’s name◆ Obligor’s attorney’s name and address◆ Obligee’s attorney’s name and address

470-2639, Request for Financial Statement

Purpose	<p>Use form 470-2639, <i>Request for Financial Statement</i>, to:</p> <ul style="list-style-type: none">◆ Ask each parent to complete and return form 470-0204, <i>Financial Statement</i>, within ten days.◆ Explain the use of the child support guidelines in determining child support obligations.◆ Inform the parent of the consequences of not returning the financial statement in ten days.
Source	<p>Enter a “Y” in the GENERATE NOTICES field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.</p>
Completion	<p>Complete this form when sending the financial statement to the obligor and the other parent when you need to compute the child support obligation.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data in the heading of this form. If you generate the form manually, you must enter all of the data.</p>
Distribution	<p>Personally serve, through the sheriff or process server, one copy of this form with form 470-1922, <i>Notice of Support Debt</i>, and accompanying documents upon the obligor. Mail one copy of this form to the obligee (not the caretaker if the other parent is not the obligee) by first class mail.</p>
Data	<p>ICAR enters all of the information on the form (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ Date generated (current date in MM/DD/CCYY format)◆ ICAR number◆ Obligor or obligee’s name and address◆ Children’s names◆ CSRU or FCRU worker◆ CSRU address and telephone number◆ Initiating state’s IV-D address (if applicable)

470-2640, Child Support Guidelines Worksheet

Purpose	Use form 470-2640, <i>Child Support Guidelines Worksheet</i> , with form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to inform the obligor and the other parent about the support obligation.
Source	Generate this form from the PC application.
Completion	<p>Complete this form after you receive financial information from the parents and after you calculate the child support obligation.</p> <p>Enter all necessary financial information into the PC application, and the PC application performs the necessary calculations. All of that information displays on this form. For more information, see 10-H, <u>DETERMINING CHILD SUPPORT OBLIGATIONS</u>.</p> <p>To print this form from the PC application, select “Print Guideline” or “Print Guideline and Attachments” from the File menu.</p>
Distribution	Send one copy each to the obligor and the obligee (or other parent if not the obligee) by first class mail with the cover letter.
Data	<p>The form contains the following information:</p> <ul style="list-style-type: none">◆ Case number◆ Docket number(s)◆ Dependents included in the support order◆ Names of obligor and obligee◆ Method used to determine income◆ Income information and deductions◆ Guidelines percentage◆ Calculation used to determine guideline amount of child support◆ Extraordinary visitation◆ Deviation reason and amounts◆ Recommended amount of current and accrued support◆ Changes in support obligation as children emancipate◆ Qualified additional dependents (QADD)◆ Comments

[470-2788, Role of the Child Support Recovery Attorney](#)

Purpose	Complete and mail this form to the obligee when initiating an administrative establishment action. The form explains that the CSRU attorney represents the state of Iowa — not the obligee or the other parent, if not the obligee.
Source	Enter a “Y” in the GENERATE NOTICES field on the ADMIN screen to generate this form, or an “R” to regenerate it.
Completion	<p>Complete this form when you initiate the administrative establishment process.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data into the heading of this form except for the reason for sending this form, which you must complete. If you generate the form manually, you must enter all of the data.</p>
Distribution	Send one copy of this form to the obligee by first class mail. Send one copy to the other parent if the other parent is not the obligee.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Date generated (current date in MM/DD/CCYY format) ◆ ICAR number ◆ CSRU telephone number ◆ Obligee’s name and address ◆ Initiating state’s IV-D address (if applicable) <p>The worker enters the reason for sending the form.</p>

470-2819, What You Should Know About Immediate Income Withholding

Purpose	Use form 470-2819, <i>What you Should Know About Immediate Income Withholding</i> , to explain how immediate income withholding works and the possible exemptions from immediate income withholding.
Source	Enter a “Y” in the GENERATE NOTICES field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when you initiate the administrative establishment process.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data into the heading of this form. If you generate the form manually, you must enter all of the data.</p>
Distribution	Personally serve, through the sheriff or process server, one copy of this form (with form 470-1922, <i>Notice of Support Debt</i> , or form 470-2983, <i>Notice of Support Debt: Foster Care</i> , and other accompanying documents) upon the obligor. Mail one copy of this form to the obligee (and the other parent if not the obligee) by first-class mail.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Date generated (current date in MM/DD/CCYY format) ◆ Name and address of obligor ◆ Name and address of obligee ◆ ICAR number ◆ Worker name, address and ID number <p>Note: Do not send form 470-2819, <i>What You Should Know About Immediate Income Withholding</i>, to the parties if you are serving the obligor for a health insurance only obligation. An income withholding order is not issued on these cases.</p>

470/1916, Order for Income Withholding

Purpose	Use form 470/1916, <i>Order for Income Withholding</i> , to direct the obligor's employer to withhold the ordered support amounts from the obligor's earnings.
Source	When you generate the child support order from the ADMIN2 screen, ICAR requires you to enter a "Y" in the IIW PROVISIONS field if a verified employer exists on the case. This entry takes you to the IWO screen. Enter a "Y" in the ONLINE FORM field on the IWO screen to generate this form.
Completion	Complete this form when you generate the child support order for the judge's approval. If you generate the form from the IWO screen, ICAR automatically enters all of the data. If you generate the form manually, you must enter all of the data.
Distribution	Give this form with the administrative establishment order and other accompanying documents to the CSRU attorney who will present the order to the judge for approval. After filed by the clerk of court, mail one copy of this form to the obligor's employer.
Data	ICAR enters the following information (you must enter this information for manually generated forms): <ul style="list-style-type: none">◆ County of filing◆ Petitioner lines 1-6◆ Respondent lines 1-2◆ Court order number◆ Date of the income withholding order◆ Obligor's name◆ Amount and frequency of current support◆ Amount and frequency of accrued support◆ Total accrued amount due◆ Date of delinquency◆ ICAR case number◆ Type of withholding◆ CSRU address

470-2870, Foster Care Financial Statement

Purpose	Use form 470-2870, <i>Foster Care Financial Statement</i> , to request the parents' financial information, which is used to compute the child support obligations.
Source	Enter an "F" in the GENERATE NOTICES field on the ADMIN screen to generate this form for the first time, or an "R" to regenerate it.
Completion	Complete this form if there is not currently an order for support for this obligor or if there is currently an order for support for this obligor. When you generate the form from the ADMIN screen, ICAR automatically enters all of the data into this form. If you generate the form manually, you must enter the data.
Distribution	Personally serve, through the sheriff or process server, one copy of this form with form 470-2983, <i>Notice of Support Debt: Foster Care</i> , and accompanying documents upon the obligor if no order for support exists for this obligor. Through the sheriff or a process server, personally serve one copy of this form with form 470-2154, <i>Request to Complete Financial Statement</i> , upon the obligor if an order for support for the child in foster care exists for this obligor.
Data	ICAR enters all of the following information on the form (you must enter this information for manually generated forms): <ul style="list-style-type: none">◆ Obligor's name◆ Obligee's name◆ Third party's name (if applicable)◆ Children's names◆ Date generated (current date in MM/DD/CCYY format)◆ ICAR number◆ FCRU worker ID◆ Court order number◆ County where action is being filed

470-2883, Negotiation Conference Scheduled/Denied

Purpose	Use form 470-2883, <i>Negotiation Conference Scheduled/Denied</i> , to either deny the conference and to provide the reasons for denial or to provide the date, place and time of the conference, if it is not denied.
Source	Enter an “S” or “D” in the CSRU RESPONSE field on the ADMIN screen. This entry also generates form 470-1970, <i>Negotiation Conference Report</i> , for you to use to prepare for the conference and to complete during the conference.
Completion	Complete this form only if the obligor requests a negotiation conference. It is not required for all cases. If you generate the form from the ADMIN screen, ICAR enters some of the data into this form, and you must enter the rest. If you generate the form manually, you must enter all of the data.
Distribution	Send one copy of this form to the obligor by first class mail.
Data	ICAR enters the following information (you must enter this information for manually generated forms): <ul style="list-style-type: none"> ◆ Date generated (current date in MM/DD/CCYY format) ◆ ICAR number ◆ Obligor’s name and address ◆ CSRU or FCRU worker name and ID ◆ CSRU or FCRU address and telephone number ◆ Date and time for conference if scheduled ◆ Conference denied (if applicable) <p>Always enter the following information:</p> <ul style="list-style-type: none"> ◆ Address of conference location (if applicable) ◆ Conference denied reasons (if applicable)

470-2884, Affidavit of FIP Expended/Foster Care Expended

Purpose	Use form 470-2884, <i>Affidavit of FIP Expended/Foster Care Expended</i> , for cases requiring affidavits of FIP or foster care amounts expended at court hearings.
Source	Generate this form from the FORMOSEL screen.
Completion	Complete this form only when necessary for a court hearing. It is not required for every case or for every court hearing. ICAR automatically enters some of the data into this form, and you must enter the rest.
Distribution	If needed for a court hearing, present this form to your office attorney with form 470-1919, <i>Request for Hearing to Determine Support Obligation and Certification of Matter to District Court</i> , and other accompanying documents.
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ County ◆ Petitioner information ◆ Respondent information ◆ Docket number ◆ Date generated ◆ ICAR case number ◆ Obligor's name ◆ Oblige'e's name ◆ Children's names ◆ CSRU worker's name and address <p>Always enter the following information:</p> <ul style="list-style-type: none"> ◆ Type of form (FIP or foster care) ◆ Years of FIP or foster care expenditures ◆ Total amount of FIP expended (if applicable) ◆ Total amount of foster care expended (if applicable) ◆ Date the worker reviewed the information

470-2945, Foster Care Termination of Assignment

Purpose	Use form 470-2946, <i>Foster Care Termination of Assignment</i> , to terminate the assignment of child support to the Department of Human Services when a child leaves foster care.
Source	Generate this form through the FORMOSEL screen.
Completion	Use this form when a child leaves foster care and child support established for that child under an existing order was assigned to the Department during the time the child was in foster care.
Distribution	Send one copy of this form to the clerk of court. Send one copy to the original obligor and one copy to the original obligee. Place one copy in the CSRU file.
Data	ICAR enters the following information: <ul style="list-style-type: none"> ◆ Worker ID ◆ Date generated (current date in MM/DD/CCYY format) ◆ FCRU address information ◆ ICAR case number <p>Always enter the following information:</p> <ul style="list-style-type: none"> ◆ County where assignment is filed ◆ Clerk of court address information ◆ Petitioner and respondent information ◆ Court order number ◆ Names of children in foster care ◆ Date of termination (day, month and year)

470-2946, Foster Care Assignment of Support Payments

Purpose Use form 470-2946, *Foster Care Assignment of Support Payments*, to assign child support under an existing order to the Department of Human Services when a child is in foster care.

Source Generate this form through the FORMOSEL screen.

Completion Use this form when a child enters foster care to assign support under an existing order.

Distribution Send one copy of this form to the clerk of court. Send one copy to the original obligor and one copy to the original obligee.

Place one copy in the CSRU file.

Data ICAR enters the following information:

- ◆ Worker ID
- ◆ Date generated (current date in MM/DD/CCYY format)
- ◆ FCRU address information
- ◆ ICAR case number

Always enter the following information:

- ◆ County where assignment is filed
- ◆ Clerk of court address
- ◆ Petitioner and respondent information
- ◆ Court order number
- ◆ Name of children in foster care
- ◆ Date of assignment (day, month and year)

470-2950, Child Support Guidelines Worksheet Cover Letter

Purpose	Use form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to notify the obligor and the obligee (or the other parent if not the obligee) that CSRU will consider any new or different financial information they submit within ten days of the date of the cover letter.
Source	Enter a “Y” in the GENERATE GUIDELINES CV LTR field on the ADMIN screen, or an “R” to regenerate it.
Completion	<p>Complete this form after you receive the parent’s financial information and after you calculate the child support obligation.</p> <p>If you generate the form from the ADMIN screen, ICAR automatically enters all of the data into this form. If you generate the form manually, you must enter all of the data.</p>
Distribution	Send one copy each to the obligor and to the obligee (or the other parent if not the obligee) by first class mail with form 470-2640, <i>Child Support Guidelines Worksheet</i> .
Data	<p>ICAR enters all of the following information on this form (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Date generated (current date in MM/DD/CCYY format) ◆ ICAR number ◆ Obligee’s name and address ◆ Obligor’s name and address ◆ Children’s names ◆ Worker name, address, and telephone number ◆ Initiating state’s IV-D address (if applicable)

470-2981, Personal Service Waiver Request

Purpose	Use form 470-2981, <i>Personal Service Waiver Request</i> , to inform the obligor of the consequences of waiving service of form 470-2983, <i>Notice of Support Debt: Foster Care</i> . If the obligor wants to waive service, have the obligor sign form 470-2982, <i>Waiver of Personal Service and Acceptance</i> .
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form for an obligor with a child in foster care who wants to waive service of the notice. You must enter all of the data into this form.
Distribution	Present the form to the obligor when the obligor comes into the office and accepts service of the form 470-2983, <i>Notice of Support Debt: Foster Care</i> . Provide this form along with form 470-2870, <i>Foster Care Financial Statement</i> .
Data	Enter the following information: <ul style="list-style-type: none">◆ Date generated (current date in MM/DD/CCYY format)◆ ICAR number◆ Obligor's name and address◆ Children's names◆ CSRU or FCRU worker name, address, and telephone number

470-2982, Waiver of Personal Service and Acceptance

Purpose	Use form 470-2982, <i>Waiver of Personal Service and Acceptance</i> , for the obligor to waive personal service of form 470-1922, <i>Notice of Support Debt</i> , or form 470-2983, <i>Notice of Support Debt: Foster Care</i> , and to acknowledge receipt of a copy of the notice.
Source	Enter an “A” in the SERVICE OBTAINED field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	Complete this form only if the obligor wants to waive personal service of the notice. It is not required in all cases. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually, you must enter all of the data.
Distribution	Present the form to the obligor when the obligor comes into the office and accepts service of the form 470-1922, <i>Notice of Support Debt</i> , or form 470-2983, <i>Notice of Support Debt: Foster Care</i> .
Data	ICAR enters the following information (you must enter this information for manually generated forms): <ul style="list-style-type: none"> ◆ County where action is being filed ◆ Court Caption ◆ Court order number <p>Always enter the following information:</p> <ul style="list-style-type: none"> ◆ Person accepting service ◆ Type of notice being served

470-2983, Notice of Support Debt: Foster Care – Chapter 252C

Purpose	Use form 470-2983, <i>Notice of Support Debt: Foster Care – Chapter 252C</i> , to notify the obligor of FCRU’s intention to establish support obligations and the options for responding.
Source	Enter an “F” in the GENERATE NOTICES field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it.
Completion	<p>Complete this form when you initiate an administrative establishment action.</p> <p>If you generate the form from the ADMIN screen, ICAR enters some of the data, but you must enter the rest of the data. If you generate the form manually, you must enter all of the data.</p>
Distribution	<p>Personally serve, through a sheriff or process server, one copy upon the obligor, or present it to the obligor in the CSRU office with form 470-2982, <i>Waiver of Personal Service and Acceptance</i>.</p> <p>Serve one copy of each of the following documents with form 470-2983:</p> <ul style="list-style-type: none"> ◆ Form 470-2819, <i>What You Should Know About Immediate Income Withholding</i> ◆ Form 470-2870, Foster Care Financial Statement
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Obligor’s name and address ◆ ICAR number ◆ Children’s names ◆ FCRU worker ◆ SCSU telephone number ◆ Obligor’s attorney’s name and address ◆ County where document is filed

Always enter the following information:

- ◆ Type of support
- ◆ Jurisdiction
- ◆ Existing child support order (if applicable)
- ◆ Separate pending action (if applicable)

470-2984, Administrative Support Order: Foster Care

Purpose	Use form 470-2984, <i>Administrative Support Order: Foster Care</i> , when approved by a judge, to set an obligor's child support obligation for a child in foster care.
Source	Enter an "A" in the GENERATE ORDER field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires entry of "SO" or "HO" in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all applicable timeframes have passed to establish support.</p> <p>When you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually, you must enter all of the data.</p>
Distribution	<p>Present this form to the CSRU administrator's designee for review and signature. After the designee signs, give the form with the additional documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs form 470-2608, <i>252C Approval Order</i>, and all documents are filed with the clerk of court, mail copies of the administrative establishment order to the parties involved in the action.</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ Obligor's name ◆ Children's names and birth dates ◆ ICAR number ◆ Obligor's attorney's name and address <p>Always enter the following information:</p> <ul style="list-style-type: none"> ◆ Obligor's relationship to child ◆ Option if child is currently in foster care ◆ Reserved support and reasons (if applicable) ◆ Current support amount, frequency, and due date

- ◆ Current support amount after emancipation (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Parent class requirement (if applicable)
- ◆ Immediate income withholding or other arrangement
- ◆ Jurisdiction
- ◆ Separate pending action (if applicable)
- ◆ Existing child support order (if applicable)
- ◆ Obligor's response to action

[470-3181, Directions for Service](#)

Purpose	Use form 470-3181, <i>Directions for Service</i> , to provide location information and a return form on which the in-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a “Y” in the GEN SERVICE REQUEST field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it. You must also enter an “I” in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and you need to serve it upon the obligor in Iowa. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually, you must enter all of the data.</p> <p>The sheriff or process server completes the Return of Service page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	<p>Send this form along with a notice packet to the in-state sheriff or process server by first-class mail.</p> <p>If the person you are trying to serve resides in a shelter, include form 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i>, and form 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i>. (See 9-A, <u>GENERAL PROGRAM INFORMATION</u>.)</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ CSC case number◆ Court order number◆ Date generated (current date in the MM/DD/CCYY format)◆ Person to be served and the service address◆ Item to be served◆ Employer name and address◆ Description of person to be served◆ Social security number and date of birth of person to be served◆ CSRU or FCRU worker name, ID, address, and telephone number

The worker enters the following information:

- ◆ County where requesting service
- ◆ Process server's name and address
- ◆ Service requirements (personal service vs. service on any member of household)
- ◆ Expiration date
- ◆ Service on any adult in household permitted (X)
- ◆ Other information relating to service
- ◆ Office (i.e. Sioux City CSRU)
- ◆ Billing information

470-3325, Out-of-State Directions and Return of Service

Purpose	Use form 470-3325, <i>Out of State Directions for Service and Return of Service</i> , to provide location information and a return form on which the out-of-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a “Y” in the GEN SERVICE REQUEST field on the ADMIN screen to generate this form for the first time, or an “R” to regenerate it. You must also enter an “O” in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and you need to serve it upon the obligor in another state. If you generate the form from the ADMIN screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually, you must enter all of the data.</p> <p>The sheriff or process server completes the Return of Service page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	<p>Send this form along with a notice packet to the out-of-state sheriff or process server by first-class mail.</p> <p>If the person you are trying to serve resides in a shelter, include form 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i>, and form 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i>. (See 9-A, GENERAL PROGRAM INFORMATION.)</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none"> ◆ CSC case number ◆ Court order number ◆ Date generated (current date in the MM/DD/CCYY format) ◆ Item to be served ◆ Person to be served and service address ◆ Employer name and address ◆ Description of person to be served ◆ Social security number and date of birth of person to be served ◆ CSRU or FCRU worker name, ID, and address

Always enter the following information:

- ◆ Expiration date (current date in the MM/DD/CCYY format)
- ◆ County and state where requesting service
- ◆ Process's server name and address
- ◆ Service requirements (personal service vs. service on any member of household)
- ◆ Other information relating to service
- ◆ Office (i.e. Sioux City)

470-3640, 252C Judicial Support Order

Purpose	Use form 470-2640, <i>252C Judicial Support Order</i> , to set the obligor's child support obligations.
Source	Enter a "J" in the GENERATE ORDER field on the ADMIN2 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form for the judge's approval after all applicable timeframes have passed, and a hearing on the issue of support has been requested or held.</p> <p>When you generate the form from the ADMIN2 screen, ICAR automatically enters some of the data, and you must enter the rest. If you generate the form manually, you must enter all of the data.</p>
Distribution	<p>If you generate this form as a blank order before the hearing, give it to the CSRU attorney to take to the hearing.</p> <p>If you generate this form after the hearing, give it and form 470-2831, <i>Order for Immediate Income Withholding</i>, (if a verified employer exists) to the CSRU attorney for presentation to the judge for approval.</p> <p>Once the judge approves the order and all documents are filed with the clerk of court, mail copies of this form to all parties involved in the action.</p>
Data	<p>ICAR enters the following information (you must enter this information for manually generated forms):</p> <ul style="list-style-type: none">◆ County where order is being filed◆ Petitioner lines 1-6◆ Respondent lines 1-2◆ Date of hearing◆ CSRU attorney's name◆ Obligor's name◆ Obligee's name◆ Children's names and birth date◆ ICAR number◆ Obligor's attorney's name and address◆ Obligee's attorney's name and address

Always enter the following information:

- ◆ Requestor's name
- ◆ Reserved support and reasons (if applicable)
- ◆ Obligee's relationship to children
- ◆ Obligor's relationship to children for foster care cases
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Assessment of additional costs of action
- ◆ Judicial district number
- ◆ Immediate income withholding or other arrangements (if applicable)
- ◆ Parenting class requirement (if applicable)
- ◆ Jurisdiction
- ◆ Separate action pending (if applicable)
- ◆ Additional child support orders (if applicable)

470-3804, Information Pursuant to §598.22B & 602.6111(4) Confidential

Purpose	Use form 470-3804, <i>Information Pursuant to §598.22B & 602.6111(4) Confidential</i> , to provide the clerk of court with the information needed for the State Case Registry (SCR), Federal Case Registry (FCR) and the State Disbursement Unit (SDU).
Source	Generate this form from the FORMOSEL screen.
Completion	<p>Complete this form in all cases when filing the administrative establishment order with the clerk of court to facilitate the exchange of information between ICAR and the Iowa Court Information System (ICIS).</p> <p>ICAR automatically enters all of the data into this form.</p>
Distribution	Provide this form to the clerk of court when filing an administrative order and accompanying documents.
Data	<p>ICAR enters all of the information on this form:</p> <ul style="list-style-type: none">◆ County◆ Docket number◆ Petitioner's information, including date of birth and social security number◆ Respondent's information, including date of birth and social security number◆ Children's information, including date of birth and social security number◆ Date document generated◆ CSRU office◆ ICAR case number

470-3806, Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court

Purpose	Use form 470-3806, <i>Petitioner Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court</i> , to provide information to the clerk of court for processing.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when filing an administrative order and accompanying documents. You enter all of the data into this form.
Distribution	Provide this form to the clerk of court when filing an administrative support order and accompanying documents.
Data	Enter all of the information on this form: <ul style="list-style-type: none"> ◆ Petitioner information ◆ Respondent information ◆ CSRU attorney's name, address, telephone number, and PIN number

470-3870, Automatic Withdrawal Cover Letter

Purpose	The Foster Care Recovery Unit (FCRU) uses form 470-3870, <i>Automatic Withdrawal Cover Letter</i> , to provide instruction to obligors on how to complete form 470-2602, <i>Authorization for Automatic Withdrawal</i> .
Source	Generate this form from the FORMOSEL screen.
Completion	Complete this form when you send out the automatic withdrawal authorization form. It is not needed in all cases. ICAR automatically enters some of the data into this form, and you must enter the rest.
Distribution	Send one copy of this form to the obligor when you send form 470-2602, <i>Authorization for Automatic Withdrawal</i> .
Data	ICAR enters the following information (you must enter this information for manually generated forms): <ul style="list-style-type: none">◆ Obligor's name and address◆ CSRU worker's name and telephone number. Always enter the following information: <ul style="list-style-type: none">◆ Payment due date for current and accrued support◆ Payment frequency for current and accrued support◆ Type of support ordered◆ Total amount of current and accrued support◆ Date the form is due back to the FCRU worker◆ ICAR case number

470-3910, Cover Letter for Orders

Purpose	Use form 470-3910, <i>Cover Letter for Orders</i> , as a cover letter to the parties' copy of the support order.
Source	Enter a date in the CC ORDER TO INTERESTED PARTIES field on the ADPAT2 screen to generate this form.
Completion	Complete this form when you send a copy of the filed support order to the parties. If you generate this form from the ADMIN screen, ICAR automatically enters all of the data. If you generate the form from the FORMVIEW screen, you must enter all of the data.
Distribution	Send this form with a copy of the filed order to the parties (or their attorneys) on the case.
Data	ICAR enters the following information on the form: <ul style="list-style-type: none">◆ Obligor's name and address or attorney's name and address◆ Obligees' name and address or attorney's name and address◆ Caretaker's name and address (if applicable)◆ Initiating state's IV-D address (if applicable)◆ CSRU worker's name, title, and address◆ ICAR case number◆ Name of the other party involved in the action◆ Type of order enclosed The worker enters the following information: <ul style="list-style-type: none">◆ Current date in MM/DD/CCYY format◆ Person receiving the form (obligor or obligee)◆ CSRU information needed or not needed

[Report S479H918-A, Court Order Cases](#)

Description	Report S479H918-A, <i>Court Order Cases</i> , is a monthly report that lists the cases on ICAR with court orders.
Source	This report is generated through ICAR batch processing.
Distribution	Central office distributes this report.
Data	<p>CASE NUMBER: This field indicates the ICAR case number.</p> <p>ACCT NBR: This field indicates the account type number displayed on ICAR.</p> <p>PAYOR/LOCATE NAME: This field indicates the name of the payor on the case.</p> <p>PAYEE NAME: This field indicates the name of the payee on the case.</p> <p>PAT AT ISSUE: This field indicates if paternity is at issue.</p> <p>EST BY-PASS: This field indicates the reason the child was bypassed as displayed on the CHILD2 screen.</p> <p>ACVT ESTAB: This field indicates whether there is an active establishment process. If more than one establishment process is active, this field displays only one process name. It does not display all active establishment processes.</p> <p>INTERSTATE: This field indicates if there is an active interstate process.</p> <ul style="list-style-type: none">◆ An 'O' is displayed in this field if Iowa is listed in the INIT STATE field on the INTERSTA screen.◆ An 'I' is displayed if Iowa is listed in the RESP STATE on the INTERSTA screen.◆ If an interstate process has been ended, this column is blank.

SUPPORT DUE: This field indicates the amount of support due in the current month.

SUPPORT PAID: This field indicates the amount of support paid in the current month.

IWO: This field indicates whether there is an active IWO attached to an employer.

NC: This field indicates whether the custodial parent has not cooperated with CSRU or the income maintenance worker, as displayed on the PAYEE screen on ICAR. This field displays the following noncooperation codes: R, I, 1-7.

LO: This field indicates whether the payor has been located.

- ◆ The field displays an 'A' if a 'Y' appears in the ADDRESS VERIFIED field on the ADDVER screen.
- ◆ The field displays an 'E' if a 'Y' appears in the EMP VERIFIED field on the EMPVER screen on ICAR.
- ◆ The field displays a 'C' to show that a combination of both employer and address information is available.

Report S479H918-B, Non-Court Order Cases

Description	Report S479H918-B, <i>Non-Court Order Cases</i> , is a monthly report that lists the cases on ICAR without court orders.
Source	This report is generated through ICAR batch processing.
Distribution	Central office distributes this report.
Data	<p>CASE NUMBER: This field indicates the ICAR case number.</p> <p>ACCT NBR: This field indicates the account type number displayed on ICAR.</p> <p>PAYOR/LOCATE NAME: This field indicates the name of the payor on the case.</p> <p>PAYEE NAME: This field indicates the name of the payee on the case.</p> <p>PAT AT ISSUE: This field indicates if paternity is at issue.</p> <p>EST BY-PASS: This field indicates the reason the child was bypassed as displayed on the CHILD2 screen.</p> <p>ACVT ESTAB: This field indicates whether there is an active establishment process. If more than one establishment process is active, this field displays only one process name. It does not display all active establishment processes.</p> <p>INTERSTATE: This field indicates whether there is an active interstate process.</p> <ul style="list-style-type: none">◆ An 'O' is displayed in this field if Iowa is listed in the INIT STATE field on the INTERSTA screen.◆ An 'I' is displayed if Iowa is listed in the RESP STATE on the INTERSTA screen.◆ If an interstate process has been ended, this column is blank.

SUPPORT DUE: This field indicates the amount of support due in the current month.

SUPPORT PAID: This field indicates the amount of support paid in the current month.

IWO: This field indicates whether there is an active IWO attached to an employer.

NC: This field indicates whether the CP has not cooperated with CSRU or the income maintenance worker, as displayed on the PAYEE screen on ICAR. This field displays the following non-cooperation codes: R, I, 1-7.

LO: This field indicates whether the PAYOR has been located.

- ◆ The field displays an 'A' if a 'Y' appears in the ADDRESS VERIFIED field on the ADDVER screen.
- ◆ The field displays an 'E' if a 'Y' appears in the EMP VERIFIED field on the EMPVER screen on ICAR.
- ◆ The field displays a 'C' to show that a combination of both employer and address information is available.

Report S479H861-A, Audit Review Active Admin Processes

Purpose	Report S479H861-A, <i>Audit Review Active Admin Processes</i> , is a quarterly report that lists active administrative establishment cases.
Source	ICAR generates this report through ICAR batch processing.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>DATE OF SERVICE: This field indicates the date service was obtained.</p> <p>CSC CASE #: This field indicates the ICAR case number.</p> <p>PAYOR/ALLEGED NAMES: These fields indicate the payor's first and last name.</p> <p>DATE OF SERVICE: These fields indicate when 3, 6 or 12 months have passed since the service obtained date.</p> <p>JUDICIAL REVIEW: This field indicates the date a court hearing was requested. An "A" (agency) or an "R" (respondent) listed in the column before this date indicates who requested the court hearing.</p> <p>FOR COUNTY: This field indicates the number of the county where the order will be filed.</p>

Report S479H662-B, Performance Measures Report

Description	Report S479H662-B, <i>Performance Measures Report</i> , is a monthly report that measures each office's performance in obtaining administrative support orders.
Source	This report is generated through ICAR batch processing.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>The "Administrative Orders" section of this report contains the following data:</p> <p>FIRST NOTICES PERPARED BY ACCT. TYPE: This field indicates the number of first notices prepared for each account type.</p> <p>SUCCESSFUL NOTICES SERVED: SHERIFF/PROCESS SERVER/LONGARM: This field indicates the number of successful services in the state by the sheriff or process server, or through long-arm service in another state.</p> <p>NOTICES ACCEPTED: This field indicates the number of notices obligors personally accept by signing form 470-2982, <i>Personal Service Waiver Request</i>.</p> <p>NEGOT. CONF. REQ: This field indicates the number of requests for negotiation conferences.</p> <p>CONF HELD: This field indicates the number of negotiation conferences held within the month.</p> <p>JUDICIAL REV REQ: This field indicates the number of requests for court hearings received.</p> <p>CERT. SENT TO COURT: This field indicates the number of cases certified to court.</p> <p>JUDICIAL REVIEW HEARINGS SET: This field indicates the number of court hearings scheduled.</p>

ADMIN DEFAULT: This field indicates the number of administrative default orders filed with the clerk of district court.

JUDICIAL DEFAULT: This field indicates the number of judicial default orders filed with the clerk of district court.

CONSENT: This field indicates the number of consent orders filed with the clerk of district court.

HEARING: This field indicates the number of orders established by hearing filed with the clerk of district court.

RESERVED: This field indicates the number of reserved orders filed with the clerk of district court.

APPEARED: This field indicates the number of administrative orders filed with the clerk of district court.

Report S479H676-B, Performance Measures II Report

Description	Report S479H676-B, <i>Performance Measures II Report</i> , is a monthly report that summarizes office totals from the <i>Performance Measures Report</i> for certain aspects of the administrative establishment process.
Source	This report is generated through ICAR batch processing.
Distribution	Access this report electronically at Polkr3s5\greenbar.
Data	<p>1ST NOTICE: This field indicates the number of notices generated in the GENERATE NOTICES field on ADMIN1.</p> <p>SERVICE OBTAINED: This field indicates the number of services obtained.</p> <p>NEGO. CONF.: This field indicates the number of negotiation conferences held.</p> <p>JUD. REV REQ: This field indicates the number of judicial hearings requested.</p> <p>HEARING: This field indicates the number of hearings held.</p> <p>ORDERS FILED: This field indicates the number of orders filed.</p>