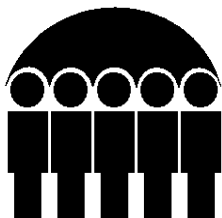


July 16, 2002

Employees' Manual
Title 10
Chapter D Appendix

DISESTABLISHMENT OF PATERNITY APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
470-3297, Paternity Disestablishment Order Approving Satisfaction of Judgment Assigned to the Iowa Department of Human Services	1
470-3298, Paternity Disestablishment Satisfaction of Judgment Assigned to the Iowa Department of Human Services	3
470-3299, Satisfaction Cover Letter	4
470-3327, Notice of Disestablishment of Paternity Action	5

470-3297, Paternity Disestablishment Order Approving Satisfaction of Judgment Assigned to the Iowa Department of Human Services

Purpose	Use form 470-3297, <i>Paternity Disestablishment Order Approving Satisfaction of Judgment Assigned to the Iowa Department of Human Services</i> , with form 470-3298, <i>Paternity Disestablishment Satisfaction of Judgment Assigned to the Iowa Department of Human Services</i> , to satisfy unpaid support obligations owed to the Department.
Source	Generate this form from the FORMVIEW screen in ICAR.
Completion	<p>Complete this form after a disestablishment action to satisfy unpaid support owed to the Department.</p> <p>You must enter all of the data into this form.</p>
Distribution	<p>Give one copy, along with two copies of the <i>Paternity Disestablishment Satisfaction of Judgment</i>, to the appropriate legal staff to obtain the judge's signature on this form.</p> <p>After the judge signs this form, CSRU legal staff make copies of it. File the original of this form and one copy with the district court. Place another signed copy of this form in the case record.</p> <p>Send one set of copies to the obligee's attorney (or direct to the obligee if there is no attorney) and the other set of copies to the obligor's attorney (or direct to the obligee if there is no attorney).</p>
Data	<p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ County name◆ Petitioner's (requesting parent's) name◆ Respondent's (non-requesting parent's) name◆ Docket number◆ Names of the children for whom paternity is disestablished

- ◆ The applicable variable field regarding whether or not the obligee/assignee signed the *Paternity Disestablishment Satisfaction of Judgement*
- ◆ Judicial district
- ◆ Obligor's and obligee's attorney information

Do not complete the day, month, and year fields for when the order is signed or the judicial signature field. The court completes these fields when the judge signs the order.

470-3298, Paternity Disestablishment Satisfaction of Judgment Assigned to the Iowa Department of Human Services

Purpose	<p>Use form 470-3298, <i>Paternity Disestablishment Satisfaction of Judgment Assigned to the Iowa Department of Human Services</i>, with form 470-3299, <i>Satisfaction Cover Letter</i>, to:</p> <ul style="list-style-type: none">◆ Acknowledge the end of an existing support order.◆ Satisfy any unpaid child support due to the Department as of the date the order disestablishing paternity is granted by the court.◆ Establish that the obligee has no right to any unpaid child support owed to the Department.
Source	Generate the form from the FORMVIEW screen in ICAR.
Completion	<p>Complete this form after a disestablishment action has occurred for the obligee to sign and to acknowledge that the obligee has no right to any unpaid support owed to the Department.</p> <p>You must enter all of the data into this form.</p>
Distribution	Send this form with the <i>Cover Letter</i> to the obligee for the obligee's signature. Retain a copy of this form in the case file.
Data	<p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Iowa county of filing◆ Petitioner and respondent information◆ Docket number◆ Disestablishment case docket number◆ County of disestablishment action◆ Date the disestablishment case was filed with the court◆ Obligor's name◆ Child(ren)'s name(s)◆ CSRU worker name <p>Do <u>not</u> complete any information regarding the notary public. The notary public completes this section when the obligee has the form notarized.</p>

470-3299, Satisfaction Cover Letter

Purpose	Use form 470-3299, <i>Satisfaction Cover Letter</i> , with form 470-3298, <i>Paternity Disestablishment Satisfaction of Judgment Assigned to the Iowa Department of Human Services</i> , to explain the purpose and role of the <i>Paternity Disestablishment Satisfaction of Judgment</i> .
Source	Generate this form from the FORMVIEW screen in ICAR.
Completion	<p>Complete this form when you send the <i>Paternity Disestablishment Satisfaction of Judgment</i> to the obligee for the obligee's signature.</p> <p>You must enter all of the data into this form.</p>
Distribution	Send this form and the <i>Paternity Disestablishment Satisfaction of Judgment</i> to the obligee. Keep a copy of this form in the case file.
Data	<p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Obligee's name and address◆ Current date in MM/DD/CCYY format◆ ICAR case number◆ Names of the children for whom paternity has been disestablished◆ Obligor's name◆ CSRU worker name, address, and telephone number

470-3327, Notice of Disestablishment of Paternity Action

Purpose Use form 470-3327, *Notice of Disestablishment of Paternity Action*, to inform the non-requesting parent of the other parent's desire to disestablish paternity and the requesting parent's inability to locate the non-requesting parent.

This form also explains what actions the non-requesting parent may take in response to the notice to disestablish paternity.

Source Generate this form from the FORMVIEW screen in ICAR.

Completion Complete this form when the parent requesting disestablishment of paternity cannot locate the non-requesting parent.

You must enter all of the data into this form.

Distribution Mail this form to the non-requesting parent. Retain a copy in the case file. Send a status to the requesting parent to notify the requesting parent this form was sent to the non-requesting parent.

Data The worker enters the following information:

- ◆ Current date in MM/DD/CCYY format
- ◆ ICAR case number
- ◆ Name and address of the non-requesting parent
- ◆ Court order number of the disestablishment petition
- ◆ County where the disestablishment petition is filed
- ◆ Names of the children whose disestablishment is being sought
- ◆ Name and address of the requesting parent
- ◆ CSRU worker name, address, and telephone number



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 16, 2002

GENERAL LETTER NO. 10-D-AP-1

ISSUED BY: Bureau of Collections,
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 10, Chapter D, ***DISESTABLISHMENT OF PATERNITY APPENDIX***, Title page, new; Contents (page 1), new; pages 1–5, new; and the following forms:

- 470-3297 *Paternity Disestablishment Order Approving Satisfaction of Judgment Assigned to the Iowa Department of Human Services,*
- 470-3298 *Paternity Disestablishment Satisfaction of Judgment Assigned to the Iowa Department of Human Services,*
- 470-3299 *Satisfaction Cover Letter*
- 470-3327 *Notice of Disestablishment of Paternity Action*

Summary

This chapter replaces the previous 10- L-Appendix. This revision includes changes to forms, places the forms in numerical order, and adds the form immediately following the form description and instructions.

Effective Date

Immediately.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional collections administrator.