

1. Receive child support referrals; open cases; research and collect needed information and documentation from employers, other county offices and state agencies.
 - a. Interview custodial and non-custodial parents to explain laws, responsibilities, rights and gather information what will lead to establishment of paternity and/or child support.
 - b. Interview alleged fathers
 - c. Initial locate procedures through custodial parents, relatives, law enforcement, Federal Parent Locator System and other miscellaneous avenues.
 - d. Arrange for genetic testing for mother, child and alleged father. Conduct the test and report to the testing company. Notify parties of the test conclusions. Prepare legal documents necessary to obtain paternity.
2. Initiate legal actions to establish court order for support, paternity and/or reimbursement.
 - a. Prepare paternity complaint for custodial parents to sign.
 - b. Prepare appropriate legal documents and worksheets for review and signature of the County Attorney in accordance with gathered information, child support guidelines and statutes.
 - c. Set hearing dates.
 - d. Deliver and/or mail legal documents to Sheriff's Department or private Process Server to serve both parties of the action.
 - e. Participate and testify in child support hearings.
 - f. Negotiate settlements with obligors and/or attorneys.
 - g. File all legal documents with the court when service has been verified and performed.
 - h. Prepare default orders, if not on for hearing, for the County Attorney and file order with the Court.
3. Enforce support orders in accordance to financial obligations and Minnesota State Statutes.
 - a. Determine financial responsibility and update cases for appropriate enforcement remedies.
 - b. Prepare documents, attend hearings and provide testimony for any appeals or proceeds with legal enforcement action through the court system.
 - c. Contact employers of Obligor, aka Payer of Funds, if in non-compliance with income withholding notice and proceeds with legal action, if necessary.
4. Periodically review and modify support orders, if necessary, through the court system due to changing circumstances of the involved parties.
 - a. Gather income and expenses information from both parties, employer and other sources deemed necessary
 - b. Calculate the child support obligation according to guidelines and statutes
 - c. Prepare any legal document for the County Attorney to initiate court action.
5. Handle all case management correspondence and maintenance.
 - a. Maintain case documentation and data entry.
 - b. Respond to written and verbal inquiries about the child support program and/or specific cases
6. Initiate and respond to interstate actions with other jurisdictions outside of the State of Minnesota to gain compliance with court orders.
 - a. Gather information on residence, income, expenses, insurance and existing orders.
 - b. Prepare all necessary documents to initiate an interstate action.
 - c. Respond to the interstate actions by taking administrative enforcement remedies to prompt compliance or to register an order with the court for further legal action.

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**United States. Office of Child Support
Enforcement**

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