

RESPONSIBILITIES OF IV-D ATTORNEY

1. PARENT LOCATE
 - a. Handled by the caseworkers.
2. ESTABLISHMENT OF PATERNITY
 - a. All initial casework and necessary court filings handled by the caseworkers.
 - b. Attorney to handle necessary court hearings to establish paternity, establish a support order through preparation and submission to court of a child support guidelines worksheet, provision for health insurance, reimbursement of DNA expenses.
3. ESTABLISHMENT OF SUPPORT OBLIGATIONS
 - a. All initial casework and court filings handled by the caseworkers.
 - b. Attorney to handle necessary court hearings to establish a support order through preparation and submission to court of a child support guidelines worksheet, provision for health insurance.
4. ENFORCEMENT OF ESTABLISHED SUPPORT OBLIGATIONS
 - a. Most duties handled by caseworkers with the attorney to sign correspondence as required.
 - b. Attorney to handle contempt hearing proceedings.
 - c. Attorney to handle criminal non-support filings and all hearings.
5. MODIFICATION OF SUPPORT ORDERS
 - a. Initial collection of financial information handled by caseworkers.
 - b. Court filings as needed to be handled by caseworkers.
 - c. Attorney to handle necessary court hearings including preparation and submission to court of a child support guidelines worksheet.
6. ESTABLISH AND ENFORCEMENT OF ORDERS REQUIRING PROVISION OF HEALTH INSURANCE
 - a. Caseworkers to handle cases for determination of health insurance provision and enforcement of the health insurance provision.
 - b. Attorney to handle court hearings as needed.
7. All other duties and responsibilities as required under the Cooperative Agreement to be handled by the IV-D Administrator and Caseworkers with the IV-D Attorney to assist as needed.
8. IVD attorney will also be responsible for handling traffic related matters, legal research and assisting with criminal cases as needed.