

**COURT TO COURT TRANSFER  
(CHILD SUPPORT)**

CASE NUMBER: \_\_\_\_\_

Originating Court \_\_\_\_\_

Contact and Phone Information \_\_\_\_\_

Case ID \_\_\_\_\_ Case Subtype \_\_\_\_\_

Date of Transfer Order \_\_\_\_\_ Stop Judgment Date \_\_\_\_\_

Provisions of Order \_\_\_\_\_

\_\_\_\_\_

**Originating Court provides Adjustment Form to CHARTS to zero out balances due to Transfer**

Receiving Court \_\_\_\_\_

Contact and Phone Information \_\_\_\_\_

Case ID \_\_\_\_\_ Case Subtype \_\_\_\_\_

Date of Received \_\_\_\_\_ Start Judgment Date \_\_\_\_\_

Special Information \_\_\_\_\_

\_\_\_\_\_

**Receiving Court complete & provide Court to Court Transfer Sheet to CHARTS**

**Court to Court Transfer Sheet does not replace CHARTS Non-Mon Request or Adjustment Form  
No changes will be made in CHARTS without an Adjustment Form**

**Fax to:** Child Support Enforcement  
Nebraska Department of Health and Human Services  
Attention: Validators  
P.O. Box 94728  
Lincoln NE 68509-4728 Fax: 402-471-7311

## **Transfer of Cases CHARTS Responsibility**

### **§25-410 Transfer of Actions**

**The Court to Court Transfer Sheet does not replace the Non-Mon Request or Adjustment Forms. No changes will be made in CHARTS if Originating Court does not supply the Adjustment Form.**

#### **Originating/Transferor Court**

- Verify provisions in Order to Transfer – Remember filing fees will not be transferred
- Retain a copy of the file – or make sure all documents are scanned
- Stop all judgments equal to the last day of the month or day before next payment due
- Provide an **Adjustment Request** form and copy of the order to CHARTS which states the arrearages should be transferred
- Prepare a Certificate of Transcript
- ADDACTS – SENTCSE = Sent to CSE Finance/CHARTS – can add text of **Adjustment Form** to CHARTS and/or scan **Adjustment Form**
- ADDACTS Transfer on ROA
- Close case as TRANSFER
- Maybe helpful to Receiving Court to give them a copy of adjustment form provided to CHARTS just to see dates and amounts
- Send original file to receiving court

#### **Receiving/Transferee Court**

- Receive original case file – Critical to add case upon receipt – No filing fee will be sent
- Can use MASTINDX to view judgments from originating court
- ADDCASE – Same subtype as Originating Court - Builds complaint action – non-mon fees
  - Add all documents separately or full file as one document depending on size of file
- Add CASEXREF – Case Cross Reference with original court case id
- Add all judgments according to original order currently outstanding, recurring or at issue
  - Include arrears to offset stopped judgments in Originating Court
  - Start Child Support Judgments for the next months payment according to date set in the order
- Communicate with the Originating Court to make sure all judgments are entered correctly
- ADDACTS – TRANSFER
- Complete Court to Court Transfer Sheet and Fax to CHARTS
- No need to send Adjustment Form to CHARTS as it was provided by Originating Court per statute

#### **Case Transfer Summary**

- **Originating Court** supplies **Adjustment Form** to CHARTS as stated in statute 25-410
- Judgments stop in **Originating Court** as per last day prior to next support payment due date
- **Receiving Court** faxed Court to Court Transfer Sheet to CHARTS
- **Receiving Court** shall commence support judgments on the first day of the month following the order of transfer