QDRO PROCEDURES

LEGAL SPECIALIST:

- Review response from employer/plan administrator
- Update Report Spreadsheet
- Update participant demographics, etc.
- Add any Plan Information received into database (once developed)
- Verify response has been imaged. If not imaged, send to be imaged and add activity log* to CSE (DCSS NotePad > QDRO > Logs Etc. > Image Resp)
- If response indicates NCP has a defined contribution plan with a cash balance greater than $3,000, AND/OR has a cash balance defined benefit plan, AND/OR participates in a defined benefit plan, forward to attorney for review. If NCP does not participate in any plans or does not have a cash balance, destroy response.
- Record actions taken to date in CSE participant activity log* (DCSS NotePad > QDRO > Logs Etc. > Resp No Plan or Resp Plan)

ATTORNEY:

- Review subpoena response and case(s)
  - Review for former spouse interest in plans
  - Review for multiple cases and multiple counties
  - Review accounts and buckets
- If a QDRO and/or IWO is appropriate, complete QDRO Instructions Worksheet
- Record actions and findings in CSE participant activity log* (DCSS NotePad > QDRO > Logs Etc. > Atty No Plan or Atty Plan)
- Send Worksheet and response paperwork to Legal Specialist

LEGAL SPECIALIST:

QDRO INSTRUCTIONS:

- Generate "dummy" FL-460 QDRO in CSE (FS-ENF-058)
- Generate Ex Parte Application (Outside CSE using Template and DCSS NotePad > > QDRO > QDROs > Ex Parte App)
- Generate QDRO (Outside CSE using Template and DCSS NotePad > QDRO > QDROs > QDRO Form)
- Make 1 copy of Ex Parte Application and 2 copies of QDRO
- Have attorney sign original and copies of Application and QDRO
- Give Ex Parte Application and copy and QDRO and copies to Superior Court deputy clerk at DCSS with request that one copy of QDRO be certified
- Add case(s) to QDRO Tracking spreadsheet and complete appropriate fields
- Record actions in CSE case activity log* (DCSS NotePad > QDRO > Logs Etc. > QDRO Gen)

LEGAL SPECIALIST:

- ☐ Update "dummy" QDRO on Legal Activities with date filed
- ☐ Send non-certified copy of QDRO and filed ex parte app to Imaging
  Blue form: Destroy; “upload to CSE and link to QDRO on legal activities”
- ☐ Generate cover letter to Plan Administrator
  Send cover letter copy to Imaging. “Scan and destroy.”
- ☐ Send Letter and certified copy of QDRO to Plan Administrator via certified mail
- ☐ Update QDRO tracking "Filed Status" to "Filed", add date of mailing to Plan and update "Status" to "Pending"
- ☐ Send email to SDU Research mailbox for allocation hold and instructions (DCSS NotePad > QDRO > Logs Etc. > Alloc Hold)
- ☐ Update Case Special Circumstances (DCSS NotePad > QDRO > Logs Etc. > Spec Circum)
- ☐ Add activity log* that QDRO and letter to Plan Administrator was sent certified mail and date (DCSS NotePad > QDRO > Logs Etc. > QDRO Filed)

- ☐ Follow-up for response from Plan Administrator
  - Response Received From Plan Administrator
    - Accepted: Update QDRO Tracking
    - Rejected: Provide letter to attorney to review
- ☐ Follow-up for payment – payment to be applied to specific case(s) as NCP-Lien
- ☐ Update QDRO Tracking with Status (change to Paid), date payment applied and amount collected
- ☐ Contact CP to let him/her to expect payment
- ☐ Review to determine if allocation hold should be removed and send an email to SDU Research mailbox
- ☐ Verify allocation hold removed
- ☐ Remove Case Special Circumstances message
- ☐ Add activity log* to CSE (DCSS NotePad > QDRO > Logs Etc. > QDRO Paid)

*For all logs, use:
Activity Type: Miscellaneous
Category: Legal
Subcategory: QDRO