

Montgomery County Support Enforcement Agency New Case Number Work Sheet

This is the information necessary to enter a case into the SETS system up to the point of the SESO (Support Order) screen. It is vital that we get as much of this information as possible so that we can properly clear the participants and load the case into the SETS system.

Court Order #: _____ SETS Case #: _____ SEA Case #: _____ Judge _____

Custodial Parent/Caretaker Information: (PL) (DF) (P1) (P2)					Absent Parent Information: (PL) (DF) (P1) (P2)				
Name					Name				
Address1					Address1				
Address2					Address2				
City					City				
State		Zip Code			State		Zip Code		
Birthdate		SSN			Birthdate		SSN		
Race		Sex		Phone #	Race		Sex		Phone #
Employer					Employer				
Emp Add1					Emp Add1				
Emp Add2					Emp Add2				
City					City				
State		Zip Code			State		Zip Code		
Insured?		Insurance available?			Insured?		Insurance available?		
Begin Date:		Plan Type	Group	Indiv	Begin Date:		Plan Type	Group	Indiv
Insurance Co					Insurance Co				
Ins Addr1					Ins Add1				
City/State/Zip					City/State/Zip				
Plan Type	Plan Name		Group #	Policy #	Plan Type	Plan Name		Group #	Policy #
Medical					Medical				
Dental					Dental				
Drug					Drug				
Emp Assistance					Emp Assistance				
Uninsured Expenses		Obligee Percentage: _____ %			Obligor Percentage: _____ %				

Child Information:							
First Name	Middle Name	Last Name	Birthdate	Social Security Number	Disabled?	Pat Est?	BOW?

Date entered into SETS: _____ Date Skeleton on COS-E: _____ DEO Initials: _____
 Remember: You only need to build one case in SETS if the order is for both Child and Spousal Support. Therefore only one SEA Number is needed. Make sure you comment the COS-E IM Screen with the SETS Case Number and close it properly on the IG screen. Rev. 8/30/99