

Handout 7: License Suspension and Non-renewal

The License Suspension and Non-renewal enforcement remedy is used to initiate and monitor the suspension of professional, occupational, recreational, and motor vehicle licenses. NJKiDS interfaces with the New Jersey Motor Vehicle Commission (MVC) to receive driver's license, address, and date-of-birth information for non-custodial parents (NCP) and matches that information against existing information on NJKiDS. If information on the NCP and custodial parent (CP) is missing, NJKiDS will update the **Member Licenses** page and the **Address History** page with the information received through the interface. NJKiDS selects the NCP's New Jersey driver's license for suspension if he or she does not appeal the notice or establish a payment plan within 35 calendar days. The system also monitors cases for license restoration, depending on compliance. A reinstatement order is not necessary because the system interfaces with the MVC daily.

NJKiDS searches for cases and generates a list of those meeting the eligibility criteria for license suspension. The system sends a task for each eligible case to the Probation Child Support Enforcement (PCSE) Unit staff member who owns the case and is assigned to the **Probation Enforcement Worker Role, RP035**. The tasks are issued at a case level through the system. The PCSE staff member reviews each case on the **Manage Tasks** page for use of the remedy. When the user manually selects or approves an eligible case, the system generates the Notice of Proposed License Suspension for Child Support Purposes (CS130) and the License Response Form (CS131).

NJKiDS also supports an interface with the Division of Consumer Affairs to process license suspensions for professional licenses other than driver's licenses. NJKiDS receives a file from Consumer Affairs and matches it against existing members on NJKiDS. The system updates member addresses on the **Address History** page if the address information received from Consumer Affairs does not already exist in NJKiDS.

The system also updates license information on the **Member Licenses** page if that information does not already exist. The staff member assigned to the case receives a

Notification when any new information is added to **Member Licenses** page. When information is received on a member, the **Case Journal** is updated and viewable on the **Case Journal** page.

 <p>NJKiDS</p>	Consumer Affairs denies licenses on the basis of a file of delinquent child support obligors received from NJKiDS.
---	--

Case Selection Criteria

NJKiDS will select a case for License Suspension only if the following conditions are met:

- The case is an open IV-D case.
- A motor vehicle license type and number must be recorded on the **Member Licenses** page with a **Verification Status** set to **Confirmed Good**.
- For license types other than motor vehicle, a record exists on the **Member Licenses** page with a license number recorded and a **Verification Status** set to **Confirmed Good**.
- Arrears must be equal to or greater than the support obligation due for six months.
- An address exists for the member on **Address History** page.
- There have been no regular payments received in the past 45 calendar days.
- The NJKiDS system date is later than the original support order effective date plus 45 calendar days.
- The NJKiDS system date is the same as or later than 60 calendar days from the date the most recent **License Suspension** activity chain closed.

The following conditions will prevent a case from being selected for this remedy:

- A **License Suspension** activity chain is already open in active mode on the **Enforcement Processes** page for the same member, license number, or case ID combination.
- The **License Suspension** remedy on the case is marked **exempt**, or the case is marked **enforcement exempt**.
- The member is in Chapter 13 bankruptcy.
- A **Relief to Litigants Rights (RLR)** activity chain is already open in **active mode** on the **Enforcement Processes** page for the same member, license number, or case ID combination.
- The member is deceased, incarcerated, or institutionalized, as recorded on the **Member Demographics** page.

Member Licenses Pages

The **Member Licenses** pages are used to view, add, and update license data for individual members. License information captured through interfaces with the MVC and the Division of Consumer Affairs, as well as data entered manually by the user, is recorded on the **Member Licenses** page.

Bench Warrants and License Suspension

Effective April 1, 2019 and until further notice, the Child Support Program will not automatically suspend an obligor's driver's license upon the issuance of a bench warrant for failure to comply with a child support obligation. These license suspensions are not occurring while the Child Support Program implements new procedural due process safeguards required by the Kavadas v. Martinez court decision. NJKiIDS will stop sending new suspension transactions to the Motor Vehicle Commission (MVC) to effectuate this change. Bench warrants issued for failure to appear are not impacted and will still result in a license suspension where appropriate.

Obligors whose driver's license is already in a suspended status must take the necessary steps to have their license reinstated. The Member Licenses page on NJKiDS will continue to reflect the member's license status accurately. Please note that if an obligor with multiple cases was subject to license suspension for any case, their license status will show as suspended as the Member Licenses page is at the member-level.

In addition, the CS594 (renamed the Notice of Intent to Request Issuance of Bench Warrant) shall contain more comprehensive information regarding action needed by the obligor to avoid the issuance of a warrant and will no longer be an optional form in the Bench Warrant Processing activity chain on NJKiDS. The CS594 will be generated in every case where a bench warrant is being considered followed by a required ten business day waiting period to provide the obligor with an opportunity to respond.

The entry **S–Suspended** in the **License Status** field indicates that NJKiDS has, through a batch, advised MVC to suspend the NCP's license by operation of law. When the litigant resolves the child support warrant, the **License Status** field on the **Member Licenses** page will be updated from **S–Suspended** to **R–Restored**, which will only change the status of the suspension with MVC. The litigant will still need to get the license reinstated by MVC. If the litigant states that the license has been suspended, but the **Member Licenses** page indicates otherwise, the suspension could be due to another violation that is not related to child support.

Member Licenses Pages

Page Name	Function
Member Licenses	View the existing professional, occupational, motor vehicle, and recreational license data for a member
Update Member Licenses	Modify existing professional, occupational, motor vehicle, and recreational license data for a member
Add Member Licenses	Add professional, occupational, motor vehicle, and recreational license data for a member

License Suspension and Non-renewal Process

Cases selected for driver's license suspension must have a license on record. Once the system selects eligible cases for license suspension, the assigned PCSE Unit staff member will receive a task. The process will always be manual once the staff member receives the task.

License Suspension Renewal Process:

The PCSE Unit staff member assigned to the case performs the process outlined below:

1. Navigate to the **Enforcement Processes** page.
2. In the row for **License Suspension and Non-renewal**, click on **New** to start the remedy (figure 1).
3. A list of licenses will appear.
 - a. Move the cursor to the line displaying the license to highlight and select.
(Individual activity chains can be opened for each license.)
4. Click the **Start New Remedy** button (figure 2).
 - The activity chain advances to **Worker Review**.

Enforcement Processes

Case ID: [] ENFP Status: O - OPEN

Case Type: NPN - FORMER ASSISTANCE Office: 051 - BURLINGTON-PROBATIC Confidential: N - NO

Case Status: O - OPEN Interstate: N - INSTATE Family Violence: N - NO

Case Title: PLAINTIFF VS DEFENDANT IV-A / IV-E Case ID: [] Docket: []

Remedy	New	Exempt	Active	Complete	Last Post
ACMS Referral	0	0	0	0	
Arrears Payback Amount Increased	0	0	0	4	Activity Chain Closes by BATCH on 08/06/2012 11:17:07 PM
Administrative Review - Enforcement	0	0	0	0	
Bench Warrant Processing	0	0	0	10	Activity Chain Closes by DEBORA.BLITHE on 03/10/2017 12:02:42 PM
Cost of Living Adjustment	0	0	0	4	Activity Chain Closes by BATCH on 04/19/2016 00:53:35 AM
Credit Reporting	0	1	0	0	Monitor Credit Reporting by BATCH on 12/30/2010 01:14:21 AM
Child Support Lien Network	0	0	0	0	
Financial Institution Data Match	0	0	0	2	Activity Chain Closes by ARANGIOLI on 06/10/2013 11:03:04 AM
Immediate Income Withholding	0	0	0	10	Activity Chain Closes by BATCH on 06/11/2014 10:55:01 PM
Initiated Income Withholding	0	0	0	0	
Lottery Intercept	0	0	0	0	
License Suspension and Non Renewal	0	0	0	28	Activity Chain Closes by DEBORA.BLITHE on 12/20/2016 08:37:25 AM
National Medical Support Notice	0	0	0	0	
Project Save Our Children - Federal Criminal Non-Support	0	0	0	4	Activity Chain Closes by CHRISTOPHER.DAVIS on 01/20/2015 08:21:11 AM
Qualified / Eligible Domestic Relations Order	0	0	0	0	
Relief to Litigant - Cash Support	0	1	0	29	Record 14 Day Hearing Results by TRAINER005 on 05/15/2019 10:38:17 AM

Done NJCSI-CLT57 Site Map Error Detail

Figure 1: Enforcement Processes Page

START NEW REMEDY

Select Remedy and Source to Start New Instance

Case ID: [] Docket: FD-03-000642-05

Remedy: LSNR-License Suspension and Non Renewal Process: EN - ENFORCEMENT

Source Type: D - LICENSING AGENCY Source Name: 100001835 - DIVISION OF MOTOR VEHICLES

Reference Type: DR - DRIVERS LICENSE Reference ID: E71046453667963

Start New Remedy

SEARCH FOR SOURCE

Other Party Details

FEIN	Name	OTHP ID	Reference Type	Reference ID	Address	City	State	Zip
	DIVISION OF MOTOR		DR - DRIVERS LICENS		PO BOX 137	TRENTON	NJ	086660

Done Error Detail

Figure 2: Start New Remedy pop-up window

5. Click the **Update** button (figure 3).
 - The worker review time frame is 10 business days.
 - The activity chain will rest on the blue **In Progress** line for **Worker Review** (figure 4).

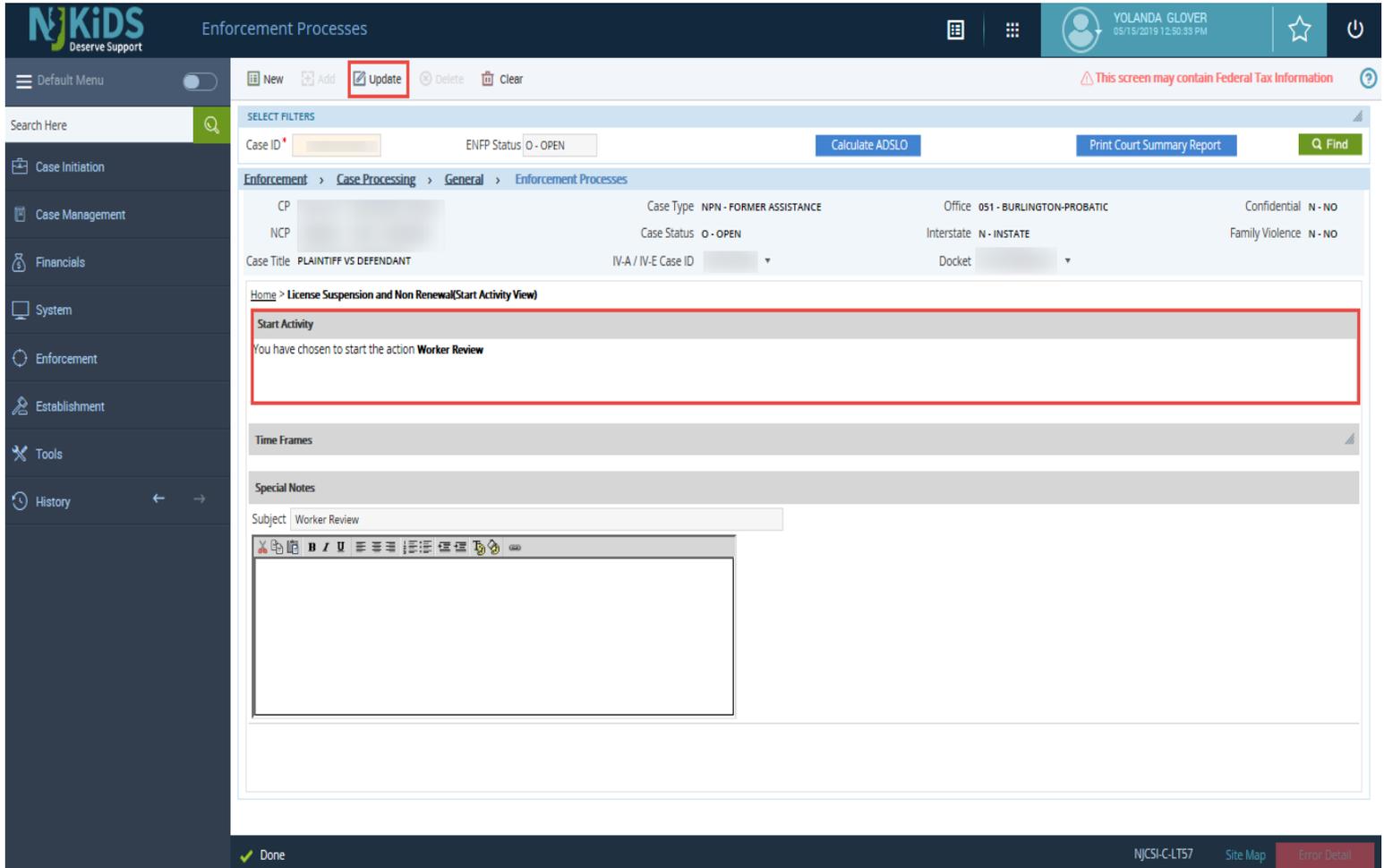


Figure 3: Enforcement Processes Page, Start Activity View

6. After reviewing the case, double-click on the blue **In Progress** line (figure 4).
7. To start the remedy process, choose the radio button next to **Request Supervisor Approval**.
 - A list of five action choices will be displayed. For the purpose of this demonstration, **Request for Supervisor Approval–Record Supervisor Approval of the Remedy** has been chosen (figure 5).

The screenshot shows the 'Enforcement Processes' page in NJKiDS. The top navigation bar includes the NJKiDS logo, user information for YOLANDA GLOVER, and a power icon. Below the navigation bar is a search bar and a 'SELECT FILTERS' section with fields for Case ID and ENFP Status. The main content area displays case details for 'PLAINTIFF VS DEFENDANT' and a table of activities. The table has columns for Group, Action, Status, Started On, Due On, Updated On, and Days Elapsed. The first row, 'WORKER REVIEW', is highlighted in blue and has a status of 'IN PROGRESS'. A red arrow points to this status, and the text 'Double-click' is written in red next to it. Other activities listed include 'RECORD RESPONSE OF SUPERVISOR', 'RECORD NCP RESPONSE', 'SUPERVISOR APPROVAL', and 'SCHEDULE HEARING'. A legend at the bottom indicates 'In Progress' (blue), 'Completed' (green), and 'Remedy Closed' (red).

Figure 4: Enforcement Processes Page, Worker Review in Progress

The screenshot shows the 'Update Activity View' for 'Worker Review'. The top navigation bar is the same as in Figure 4. Below the search and filter sections, there are buttons for 'New', 'Add', 'Update', 'Delete', and 'Clear'. A red arrow points to the 'Update' button with the text '2. Click the update button.'. The main content area shows the 'Update Activity' form. A red arrow points to the 'Request for Supervisor Approval' radio button, which is selected, with the text '1. For this demonstration, the Request for Supervisor Approval option has been chosen.'. Below this are sections for 'Time Frames' (Current and Next Activity) and 'Special Notes'. The 'Current Activity' section shows 'Allotted Time' of 10, 'Start Date' of 05/15/2019, 'Due Date' of 05/29/2019, 'Alert Date' of 05/15/2019, and 'Action Date' of 05/15/2019. The 'Next Activity' section shows 'Allotted Time' of 5, 'Start Date' of 05/15/2019, 'Due Date' of 05/22/2019, and 'Alert Date' of 05/15/2019. The 'Special Notes' section contains the text 'Subject: REQUEST FOR SUPERVISOR APPROVAL - Record Supervisor Approval of the Remedy'. A 'Done' button is visible at the bottom left, and a legend at the bottom right shows 'In Progress' (blue), 'Completed' (green), and 'Remedy Closed' (red).

Figure 5: Enforcement Processes Page, Update Activity View for Worker Review

8. Click the **Update** button.
 - A task goes to a supervisor to approve or disapprove the remedy, and the activity chain will rest on the blue **In Progress** line for **Record Response of Supervisor–Record Supervisor Approval of Remedy**.
 - A task will be received when the supervisor approves or disapproves the remedy.
9. Double-click on the blue **In Progress** line (figure 6).
 - There are two choices, **Approved for the Remedy–Record NCP Response to Notice**, or **Disapproved–Activity Chain Closes**.
10. Select the first choice, **Approved for the Remedy–Record NCP Response to the Notice** (figure 7).
11. Click the **Update** button.
 - Generate the following two documents: The Notice of Proposed License Suspension for Child Support Non-compliance (CS130) (figure 8) informs the NCP of the pending license suspension, and the License Suspension Response Form (CS131) (figure 9) gives the NCP an opportunity to respond to the pending suspension.
 - The NCP has 35 days to fill out the CS131 and return it to the PCSE Unit staff member assigned to the case.
 - If the NCP does not respond, a task goes to the PCSE Unit staff member's supervisor to approve the submission of paperwork to the judge to suspend the NCP's license.
 - If the NCP returns the form, he or she can contest the action or agree to a compliance schedule.

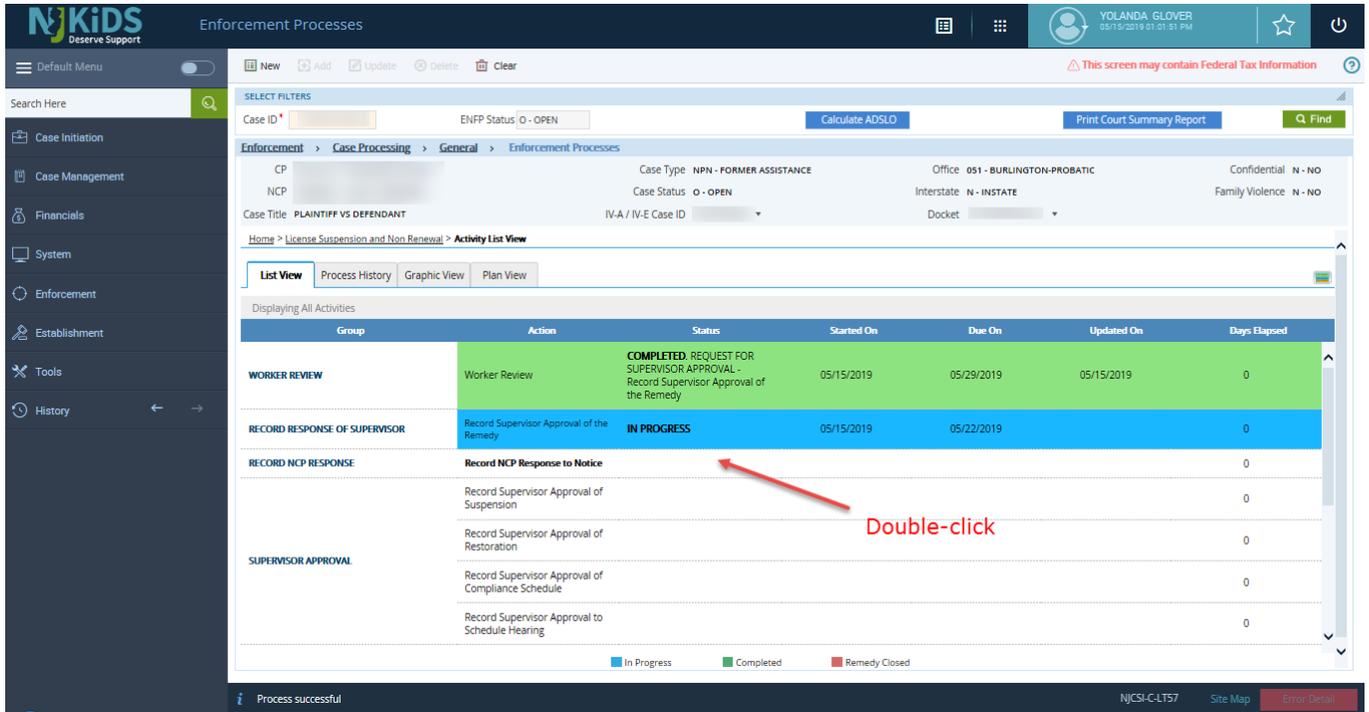


Figure 6: Enforcement Processes Page, Record Supervisor Approval of the Remedy in Progress

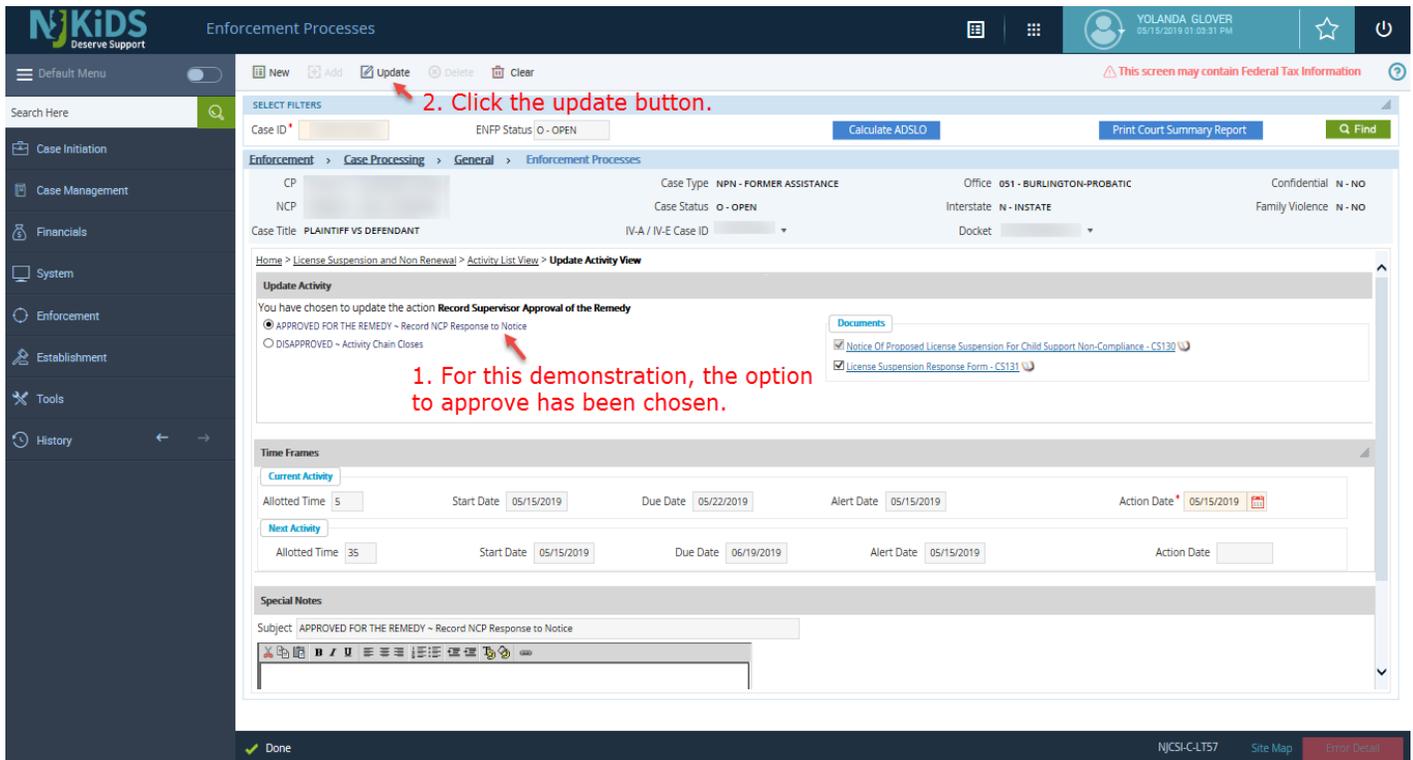


Figure 7: Enforcement Processes Page, Update Activity View for Record Supervisor Approval of the Remedy

New Jersey Child Support System - Training -- Webpage Dialog

CS130 - NOTICE OF PROPOSED LICENSE SUSPENSION FOR CHILD SUPPORT NON-COMPLIANCE

Generate Document

BURLINGTON COUNTY
 Probation Division, Child Support Enforcement
 50 RANOCAS RD
 P.O. BOX 6565
 MOUNT HOLLY, NJ 08060-1349
 Website: www.njchildsupport.org


(877)655-4371
 Fax:

VELAZQUEZ JUDITH
 Plaintiff Obligee Obligor
 vs.
VANN THEODORE
 Defendant Obligee Obligor

Docket Number: [REDACTED]
 Case ID: [REDACTED]

NOTICE OF PROPOSED LICENSE SUSPENSION FOR CHILD SUPPORT NON-COMPLIANCE

As of this date, the records of the Probation Division show that:

- your child support arrearage is equal to or exceeds the amount of support payable for six months and/or you are not paying the arrearage through an income withholding or as required by a court-ordered schedule;
- you have failed to provide health insurance for your child within six months of being ordered to do so or to maintain coverage for six months or more; and/or
- there is a warrant for your arrest pending due to your failure to appear at a child support hearing or failure to comply with a child support order.

As required by N.J.S.A. 2A:17-56.41 et seq., you are hereby notified that your driver's, professional, or occupational license and any other license or certification needed to work in New Jersey will be suspended unless you take one of the following actions checked below:

Done

Error Detail

Figure 8: Notice of Proposed License Suspension for Child Support Non-Compliance

New Jersey Child Support System - Training -- Webpage Dialog

CS131 - LICENSE SUSPENSION RESPONSE FORM

Generate Document

RETURN THIS FORM TO PROBATION DIVISION, CHILD SUPPORT ENFORCEMENT
50 RANCOCAS RD, P.O. BOX 6555
MOUNT HOLLY, NJ 08060-1349

License Suspension Response Form

Name: _____

Home Address: (please print)

Case ID: _____ Social Security Number: _____

In response to the Probation Division's Notice of Proposed License Suspension for Child Support Purposes, I am *(please check one)*:

Paying the full amount of my past-due child support to avoid the license suspension process. Enclosed is my check or money order for \$ _____. Please terminate the license suspension action.

Providing proof that health insurance was obtained for my children as ordered by the court (see attached proof of health insurance).

Informing the Probation Division that I am not the person named in the Notice of Proposed License Suspension. Attached is proof of my identity (see attached copy of New Jersey driver's license and Social Security card).

Informing the Probation Division that there is a motion for modification of the child support order pending in the Superior Court that was filed prior to the postmark date of the Notice of Proposed License Suspension (attached is proof of the filing of the motion).

Requesting a hearing to contest the proposed license suspension action because *(check one or more)*:

I do not owe child support equal to at least six months of payments.

I am paying the child support arrearages through income withholding or in accordance with a prior court order.

I was not ordered to provide health insurance for my children.

A license suspension would create a hardship on myself, my current family, or my employees.

I am involuntarily unemployed or disabled.

The foregoing statements made by me are true to the best of my knowledge. I understand that if any of these statement made by me are willfully false, I am subject to punishment.

Done Error Detail

Figure 9: License Suspension Response Form

12. The activity chain will rest on **Record NCP Response to Notice**.
 - When 35 days have elapsed, the PCSE Unit staff member assigned to the case will receive a task.
 - The task will take the staff member to the blue **In Progress** line.
13. Double-click the **In Progress** line (figure 10).
14. Choose **No Response–Record Supervisor Approval for Suspension**.
 - A list of four action options will display. For the purposes of this demonstration, the **No Response–Record Supervisor Approval of Suspension** option has been chosen (figure 11).

15. Click the **Update** button.

- The Civil Action Order–License Suspension (CS132) will open (figure 12). Changes can be made to the document and saved.
- The Certification in Support of Proposed License Suspension (CS133) will open (figure 13); changes can also be made to this document and saved.

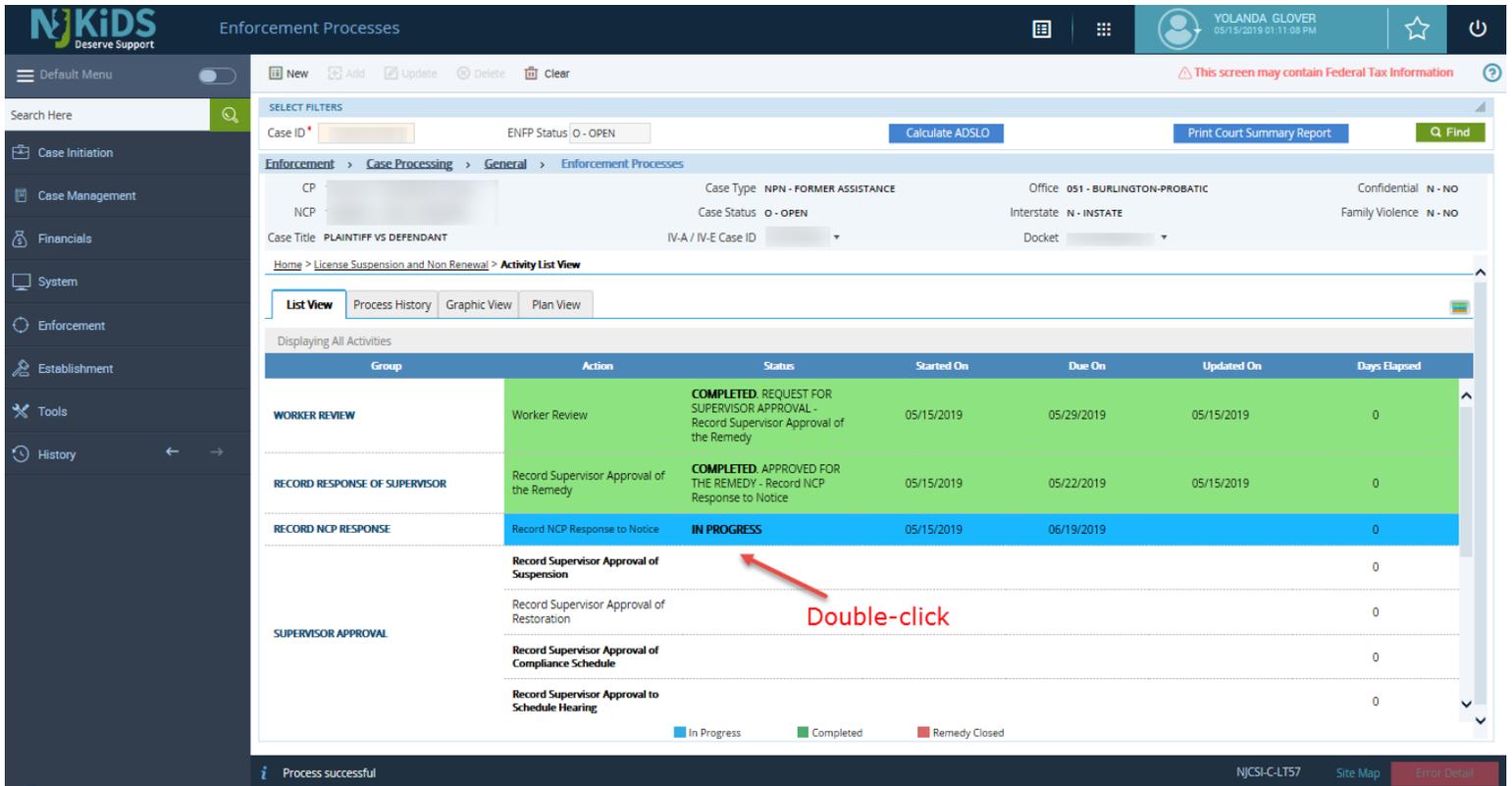


Figure 10: Enforcement Processes Page, Record NCP Response to Notice in Progress

The screenshot shows the NJKiDS Enforcement Processes page. At the top, there's a header with the NJKiDS logo and user information for YOLANDA GLOVER. Below the header, there's a navigation sidebar on the left and a main content area. The main content area has a top bar with 'New', 'Add', 'Update', 'Delete', and 'Clear' buttons. A red arrow points to the 'Update' button with the text '2. Click the update button.' Below this, there's a 'SELECT FILTERS' section with 'Case ID' and 'ENFP Status' dropdowns. The main content area displays case details: Case Type 'NPN - FORMER ASSISTANCE', Office '051 - BURLINGTON-PROBATIC', Case Status 'O - OPEN', Interstate 'N - INSTATE', and Docket. The 'Update Activity' section is highlighted, showing a message: 'You have chosen to update the action Record NCP Response to Notice'. Below this, there are three radio button options: 'NO LONGER ELIGIBLE FOR REMEDY - Activity Chain Closes', 'NO RESPONSE - Record Supervisor Approval of Suspension' (selected), and 'COMPLIANCE SCHEDULE AGREED TO PRIOR TO SUSPENSION - Record Supervisor Approval of Compliance Schedule'. A red arrow points to the selected radio button with the text '1. For this demonstration, the option to approve has been chosen.' There are also two checked checkboxes under 'Documents': 'Certification in Support Of Proposed License Suspension - CS133' and 'Civil Action Order - License Suspension - CS132'. Below the radio buttons, there's a 'Time Frames' section with 'Current Activity' and 'Next Activity' tabs, each showing 'Allotted Time', 'Start Date', 'Due Date', 'Alert Date', and 'Action Date'. The 'Special Notes' section is at the bottom, with a subject line 'NO RESPONSE - Record Supervisor Approval of Suspension' and a rich text editor.

Figure 11: Enforcement Processes Page, Update Activity View for Record NCP Response to Notice

New Jersey Child Support System - Training -- Webpage Dialog

CS132 - CIVIL ACTION ORDER - LICENSE SUSPENSION

BURLINGTON COUNTY
 Probation Division, Child Support Enforcement
 50 RANCOCAS RD
 P.O. BOX 6555
 MOUNT HOLLY, NJ 08060-1349
 Website: www.njchildsupport.org


 (877)655-4371
 Fax:

**SUPERIOR COURT OF NEW JERSEY
 CHANCERY DIVISION, FAMILY PART**
 Docket Number:
 Case ID:

Plaintiff Oblige Obligor
 vs.
 Defendant Oblige Obligor

CIVIL ACTION ORDER - LICENSE SUSPENSION

In accordance with child support regulations N.J.S.A. 2A:17-56.41 *et seq.*, this matter being opened to the Court by the Probation Division and the Court having found that the obligor, [REDACTED] who resides at [REDACTED]

was served with a Notice of Proposed License Suspension pursuant to *N.J.S.A. 2A:17-56.41* and failed to respond to said Notice within the time permitted; or
 requested a hearing to contest the proposed license suspension but failed to appear at the hearing after being served with appropriate notice of the hearing; or
 failed to show the court why the obligor's license or licenses should not be suspended; or
 failed to comply with an Order to pay arrearages that was entered into to avoid the license suspension process.

IT IS ON THIS 15 DAY OF **MAY, 2019**, ORDERED THAT:

the obligor's New Jersey driver's license number [REDACTED] be suspended by the Motor Vehicle Commission until further Order of this Court; and/or
 all professional or occupational license(s) issued by the State of New Jersey to the obligor be suspended by the licensing authorities until further Order of this Court including:

<u>License Type</u>	<u>License/Cert. No.</u>	<u>Licensing Authority</u>

This Order is effective immediately and may be amended to include additional professional or occupational licenses held by the obligor identified by the Probation Division in the future without further notice to the obligor.

Done Error Detail

Figure 12: Civil Action Order–License Suspension

The screenshot shows a web browser window titled "New Jersey Child Support System - Training -- Webpage Dialog". The page content is as follows:

CS133 - CERTIFICATION IN SUPPORT OF PROPOSED LICENSE SUSPENSION

BURLINGTON COUNTY
 Probation Division, Child Support Enforcement
 50 RANCOCAS RD
 P.O. BOX 8855
 MOUNT HOLLY, NJ 08060-1349
 Website: www.njchildsupport.org

Save Changes


 (877)655-4371
 Fax:

**SUPERIOR COURT OF NEW JERSEY
 CHANCERY DIVISION, FAMILY PART**
 Docket Number:
 Case ID:

Plaintiff Obligor Obligor
 vs.
 Defendant Obligor Obligor

CIVIL ACTION - CERTIFICATION IN SUPPORT OF PROPOSED LICENSE SUSPENSION OF OBLIGOR

I, [redacted] Probation Officer, certify that:

- [redacted] is the obligor of a child support order requiring the payment of **\$ 148.00 WEEKLY**.
- As of **05/15/2019** the obligor
 - owes **\$ 34,934.81** in past-due child support which is equal to at least the amount of support payable for six months and is not paying the arrearage through an income withholding or as required by court-order;
 - has failed to provide health insurance for the child or children specified in the Order within six months of being ordered to do so; and/or
- The Probation Division has been unable to compel payment through the use of income withholding, the withholding of civil lawsuits, or an execution on assets.
- A notice of Proposed Licenses Suspension was sent to the obligor on [redacted] by certified and regular mail.
 - The obligor received the certified mail on [redacted]. Attached is a copy of the certified Mail receipt.
 - Obligor declined to claim certified mail per attached United States Postal Service Track and Confirm.
 - Regular mail has not been returned as of [redacted].
- At least 30 days have passed since the date the Notice was postmarked and the obligor has not paid the arrearage in full, provided proof of health insurance, surrendered in response to the warrant, or requested a hearing.

The foregoing statements made by me are true to the best of my knowledge. I understand that if any of these statements made

Done Error Detail

Figure 13: Civil Action–Certification in Support of Proposed License Suspension of Obligor

- The chain will rest on **Record Supervisor Approval of Suspension** (figure 14).

16. Double-click on the **In Progress** line.

- The supervisor will receive a task to approve or disapprove the suspension. If the supervisor approves, the saved CS132 and CS133 documents will appear on page. The supervisor will be able to edit the documents at this step and approve them. Once approved, a notification regarding the executed order will be sent to the assigned PCSE Unit staff member.

The screenshot shows the 'Enforcement Processes' page for a case titled 'PLAINTIFF VS DEFENDANT'. The table below displays the activity history:

Group	Action	Status	Started On	Due On	Updated On	Days Elapsed
WORKER REVIEW	Worker Review	COMPLETED. REQUEST FOR SUPERVISOR APPROVAL - Record Supervisor Approval of the Remedy	05/15/2019	05/29/2019	05/15/2019	0
RECORD RESPONSE OF SUPERVISOR	Record Supervisor Approval of the Remedy	COMPLETED. APPROVED FOR THE REMEDY - Record NCP Response to Notice	05/15/2019	05/22/2019	05/15/2019	0
RECORD NCP RESPONSE	Record NCP Response to Notice	COMPLETED. NO RESPONSE - Record Supervisor Approval of Suspension	05/15/2019	06/19/2019	05/15/2019	0
	Record Supervisor Approval of Suspension	IN PROGRESS	05/15/2019	05/22/2019		0
SUPERVISOR APPROVAL	Record Supervisor Approval of Restoration					0
	Record Supervisor Approval of Compliance Schedule					0

A red arrow points to the 'IN PROGRESS' status of the 'Record Supervisor Approval of Suspension' row, with the text 'Double-click' written in red next to it.

Figure 14: Enforcement Processes Page, Record Supervisor Approval of Suspension In Progress

- Click the radio button next to **Compliance Schedule Not Satisfied–Suspension Approved–Await Judge’s Signature** (figure 15).

The screenshot displays the 'Update Activity View' in the NJKIDS system. At the top, there are buttons for 'New', 'Add', 'Update', 'Delete', and 'Clear'. A red arrow points to the 'Update' button with the text '2. Click the update button.' Below this, the 'Update Activity' section shows a list of radio button options. The first option, 'COMPLIANCE SCHEDULE NOT SATISFIED - SUSPENSION APPROVED - Await Judge's Signature', is selected, indicated by a red arrow and the text '1. For this demonstration, the option to approve has been chosen.' Below the activity options, there are sections for 'Time Frames' (Current and Next Activity) and 'Special Notes'.

Figure 15: Update Activity View for Record Supervisor Approval of Suspension

18. Click the **Update** button.
 - The CS132 (figure 16) and CS133 (figure 17) documents appear again. Changes can be made to the documents and saved.
 - Once the changes are saved, the activity chain advances to **Await Judge's Signature** (figure 18). Figures 19 and 20 show the pages that the judge will see at this step.
 - The judge or the judge's designee will receive a **Task** to electronically affix his or her signature. Once the judge approves the suspension, the forms will open with the judge's signature already affixed because he or she is the one approving the order. If a designee is approving the order for the judge and he or she is the designee for more than one judge, a drop-down menu will appear to the right of the page, and the designee will choose the appropriate judge.
 - Once the judge's signature is affixed, the documents are generated, and the activity chain will rest on **Monitor for Restoration**.

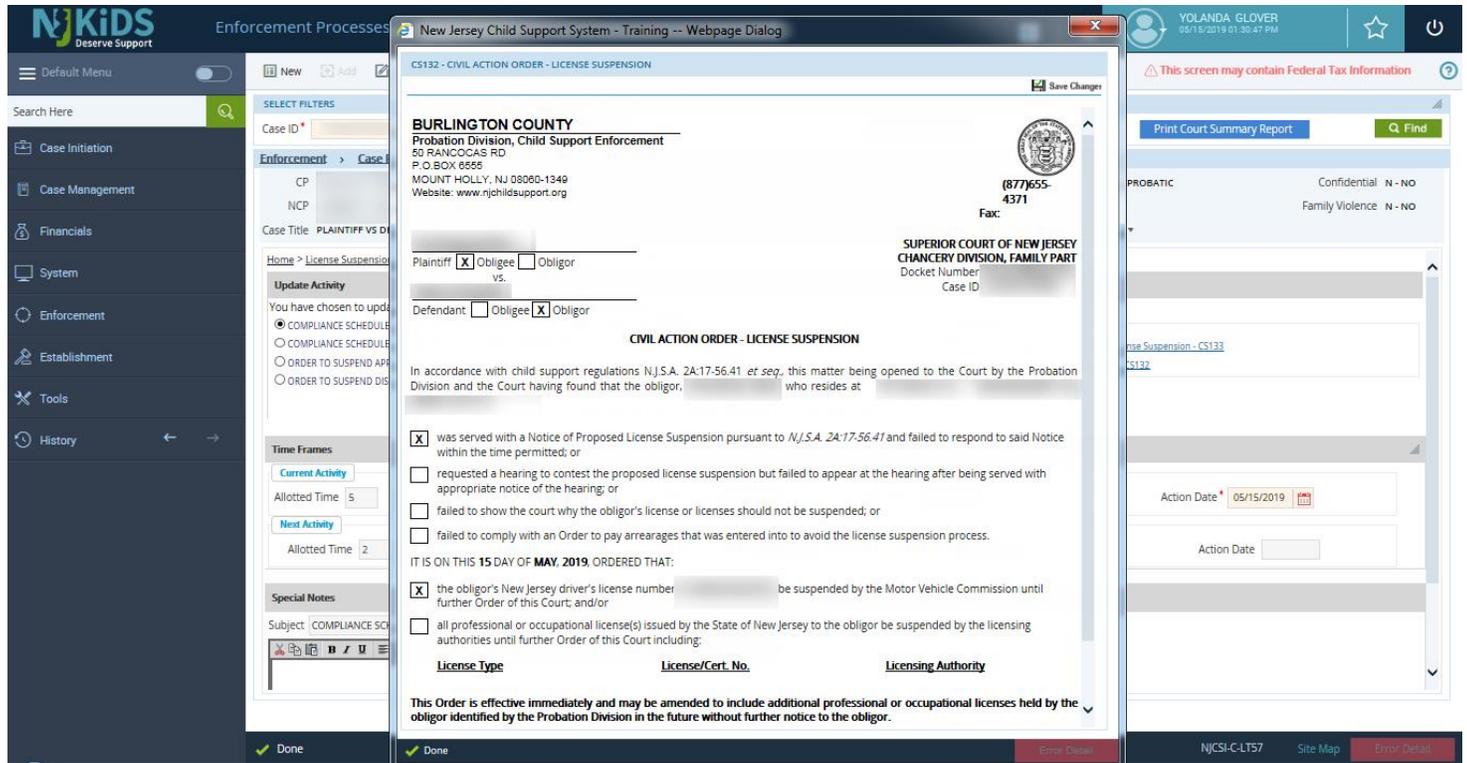


Figure 16: Civil Action Order–License Suspension

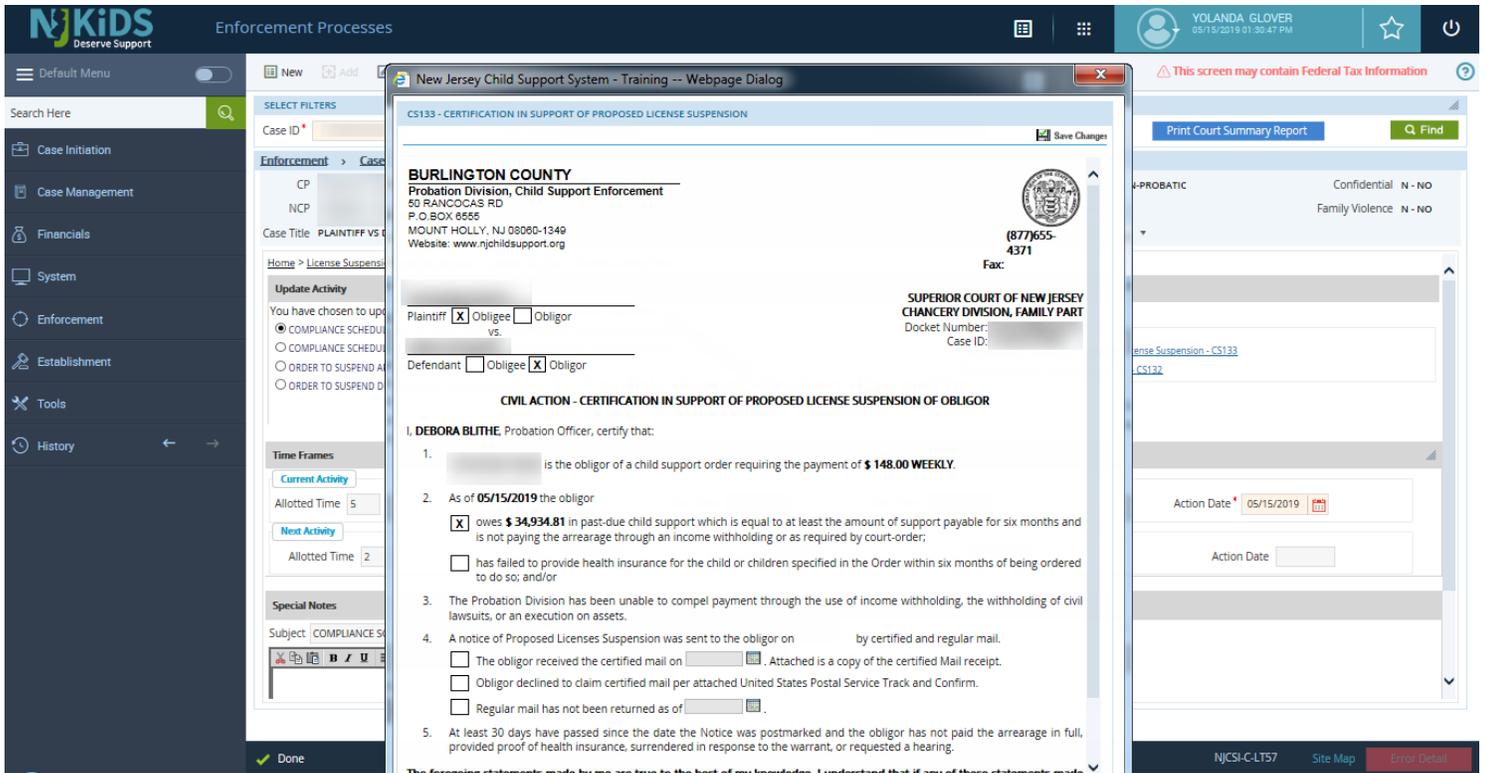


Figure 17: Civil Action–Certification in Support of Proposed License Suspension of Obligor

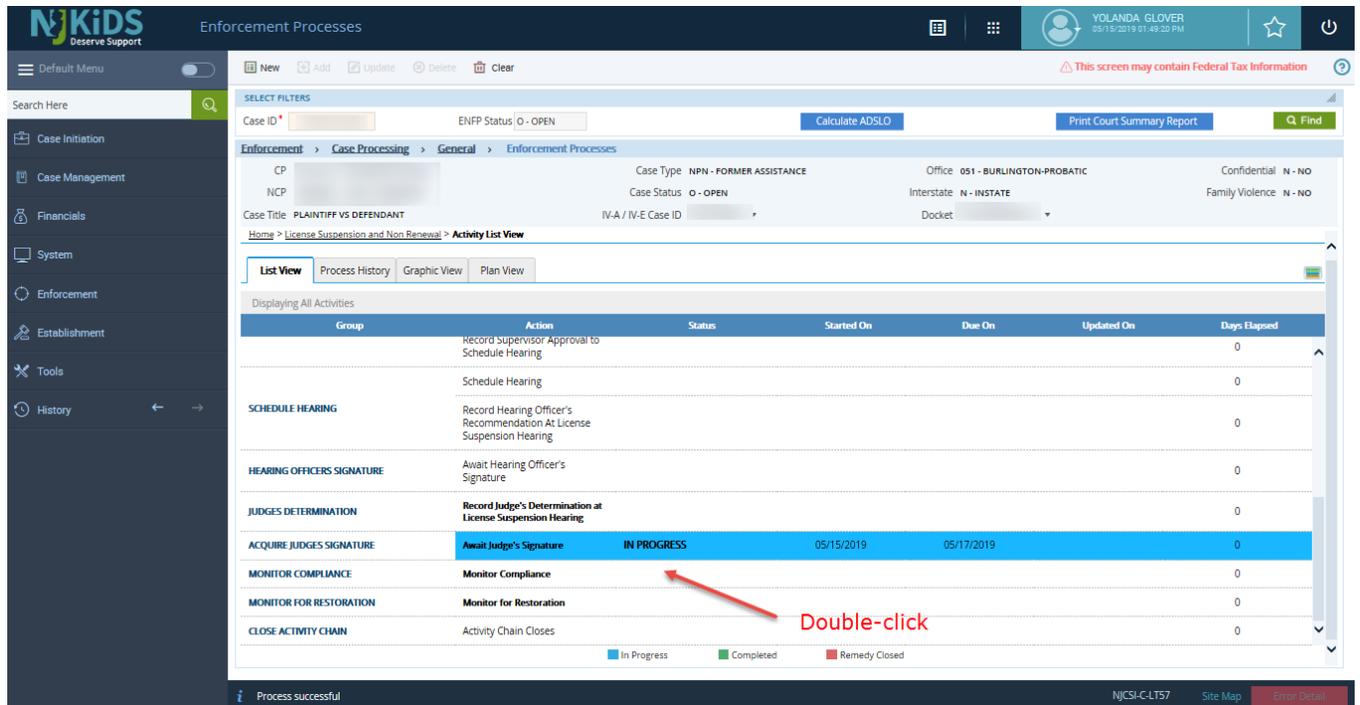


Figure 18: Enforcement Processes Page, Await Judge’s Signature in Progress

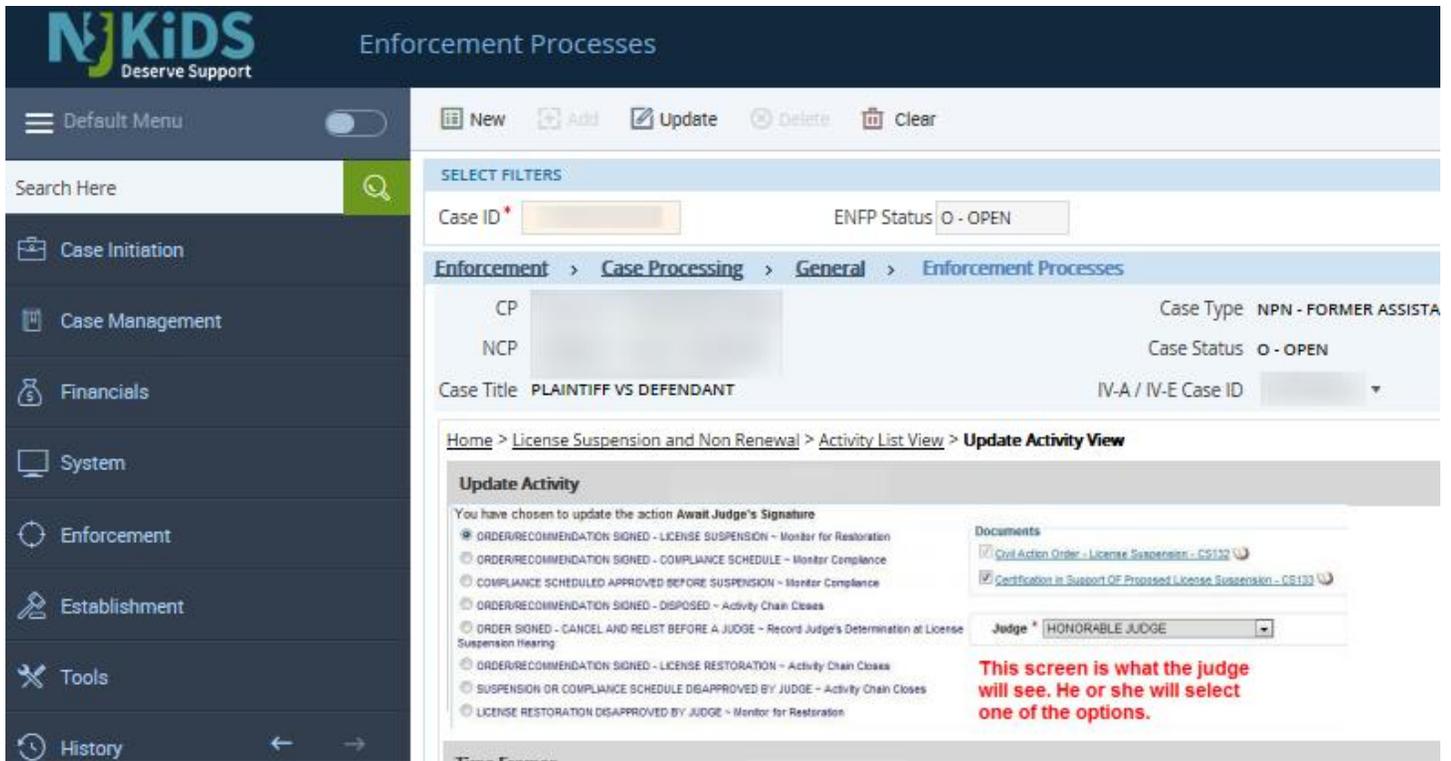


Figure 19: Enforcement Processes Page, Update Activity View for Await Judge’s Signature

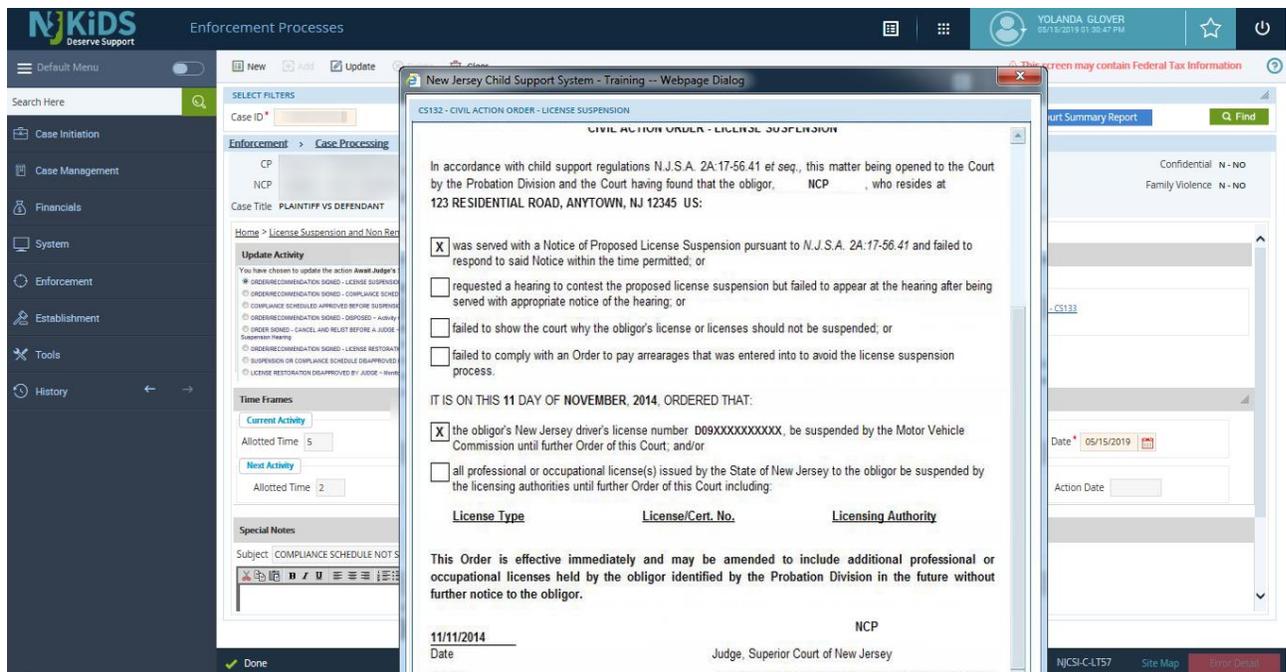


Figure 20: Civil Action Order–License Suspension

Restoration

1. Double-click on the blue **In Progress** line for **Monitor for Restoration**.
 - The available choices will be **Eligible for Restoration–Worker Review** or **Ineligible for Restoration**, which leaves the review chain at **Monitor for Restoration**.
2. Click on the radio button next to **Eligible for Restoration**.
3. Click the **Update** button.
4. Double-click on the blue **In Progress** line.
 - The activity chain will rest on the blue **In Progress** line for **Worker Review**.
5. Double-click on the blue **In Progress** line for **Worker Review**. Note: When this **In Progress** line is clicked, NJKiDS will show a list of choices. Some of the choices are not relevant to the *restoration* process; they will take you to *license suspension*, but the license has already been suspended. The last two choices listed—**Eligible for Restoration–Record Supervisor Approval of Restoration** and **Ineligible for Restoration–Monitor for Restoration**—relate to restoration.
6. Click on the radio button next to **Eligible for Restoration–Record Supervisor Approval of Restoration**.
7. Click the **Update** button.
 - The following documents will appear on page: Civil Action Order–License Restoration (CS134) and Civil Action–Certification in Support of License Restoration (CS135).
8. Make changes to the documents and click the **Save** button.
 - A task is sent to the supervisor to approve or disapprove the activity chain, and the chain will rest on the blue **In Progress** line for **Supervisor Approval–Record Supervisor Approval of Restoration**.
9. Double-click on the blue **In Progress** line for **Supervisor Approval–Record Supervisor Approval of Restoration**.

- The two choices available for selection are **License Restoration Approved–Await Judge’s Signature** and **License Suspension Disapproved–Monitor for Restoration**.
10. Click on the radio button next to **License Restoration Approved–Await Judge’s Signature**.
 11. Click the **Update** button.
 - The following documents will appear on page: Civil Action Order–License Restoration (CS134) and the Civil Action–Certification in Support of License Restoration (CS135). The supervisor can make and save changes to the documents.
 - The assigned staff member will receive a task when the supervisor approves or disapproves the restoration step of the remedy.
 12. Click the **Update** button.
 - The activity chain will rest on the blue **In Progress** line for **Acquire Judge’s Signature–Await Judge’s Signature**.
 - The judge or the judge’s designee will receive a task to electronically affix his or her signature. Once the judge approves the suspension, the forms will appear on page with the judge’s signature already affixed because he or she is approving the order. If the designee is approving the order for the judge and he or she is the designee for more than one judge, a drop-down menu will appear on page and the designee will choose the appropriate judge.
 - The activity chain will rest on **Close Activity Chain–Remedy closed**.