# Handout 9—Consent Conference

#### **UNION COUNTY**

CHANCERY DIVISION, FAMILY PART NEW ANNEX BLDG 2ND FLR FAMILY DIVISION ELIZABETH, NJ 07207

Website: www.njchildsupport.org



Fax:

Date:

Re:

Case ID:

vs

#### NOTICE OF CONSENT CONFERENCE APPOINTMENT

Dear ·

This agency is responsible for pursuing the entry or modification of an Order by the Court for paternity, child support and/ or medical support for the following child/or children:

Child(ren) Name(s)	Birth Date(s)

You have been scheduled for a pre-court consent conference at:

tocatio

Date:

Time:

You must bring with you to this appointment:

- Your 3 most recent pay stubs Proof of other income/benefits
- · Proof of Medical coverage
- Photo ID

If you do not appear at this consent conference, a court hearing will be scheduled. If you fail to appear at the scheduled court hearing, a default order may be entered by the court without further notice to you and/or a warrant may be issued for your arrest.

You may bring an attorney with you, although an attorney is not required.

If you have any questions or are unable to keep this appointment, please call Customer Service at (877)655-4371

# **Consent Conference**

According to NJAC 10:110-13.1, "A consent order will be attempted in accordance with individual county procedures prior to the scheduled court date." Therefore, when a client applies for IV-D services through one of the county welfare agencies, the agency must provide the opportunity for the parties to participate in a consent conference prior to a court hearing.

Refer to AT 13-07: CWA Consent Conference Case Processing

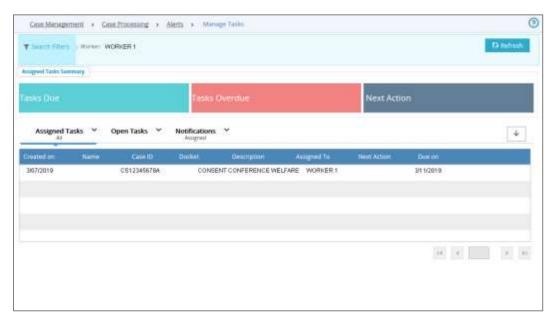
## Overview

- A consent conference is a meeting to address paternity and/or support issues.
- The purpose of a consent conference is to bring the parties together in an effort to reach an agreement and avoid a court appearance.
- At a consent conference, the putative father has the opportunity to voluntarily acknowledge paternity or agree to genetic testing.
- If all reliefs are addressed, and all parties agree, an order is signed and referred to a judge for approval and signature. Subsequent proceedings are not required.
- If consent for genetic testing is reached, the USSO must be sent to the judge for signature.

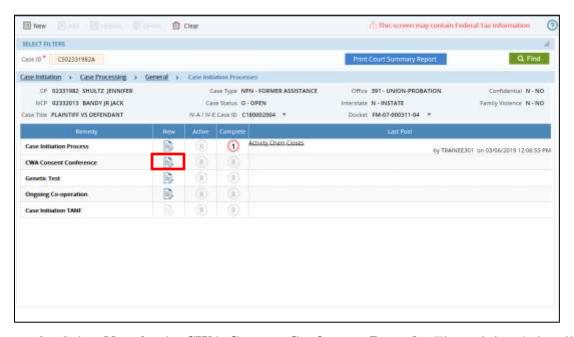
# **Scheduling a Consent Conference**

If the call center notifies the CWA that there is a request for a consent Conference, CWA will initiate the conference. The CWA will:

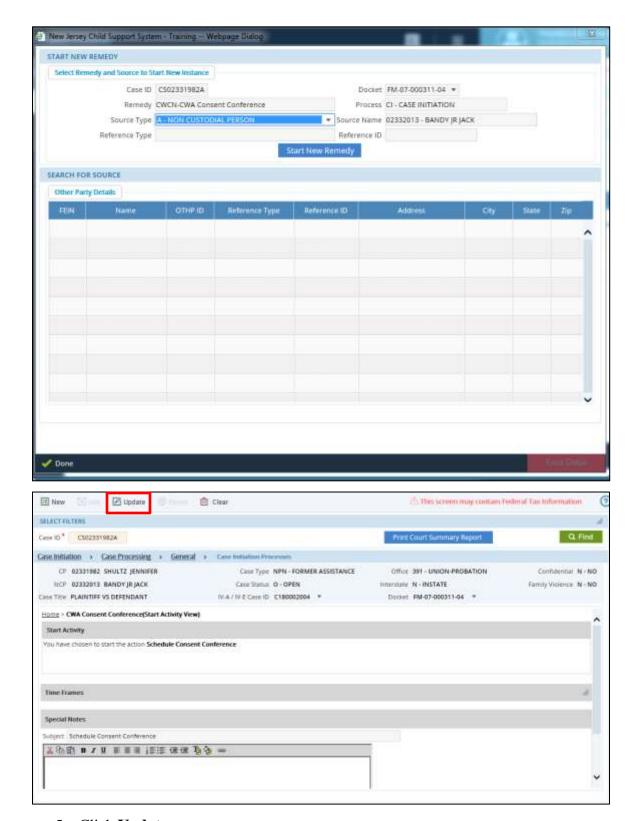
1. Receive a Customer Service referral from New Jersey Family Support Service Center (NJFSSC) advising that a consent conference is being requested.



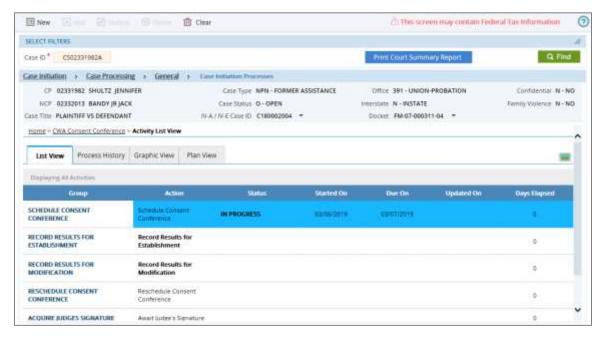
2. Navigate to the **Case Initiation Process** page.



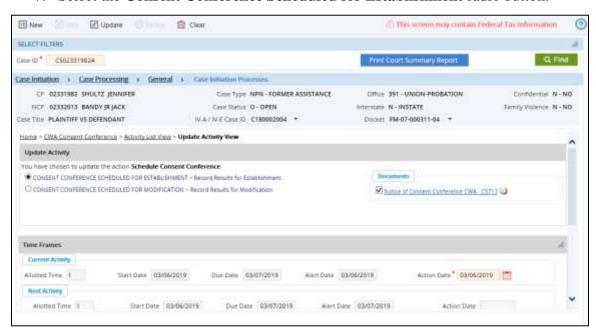
- 3. Select **New** for the **CWA Consent Conference Remedy**. The activity chain will open.
- 4. Click Start New Remedy.



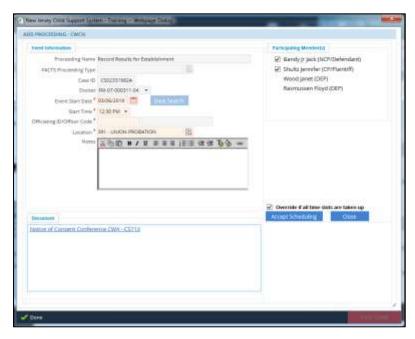
5. Click Update.



- 6. Click the blue **In Progress** line.
- 7. Select the **Consent Conference Scheduled for Establishment** radio button.



a. Schedule the conference through the scheduler pop-up.



- b. Complete the **Notice of Consent Conference Appointment–CS173**. The hearing date and time must manually be entered.
- 8. The **Notice of Consent Conference Appointment–CS173** will be sent to the CP and NCP.

# **Conducting a Consent Conference**

- 1. Review the complaint or petition before conducting the conference.
- 2. Check and update demographics.
- 3. Introduce and explain the purpose of the conference.
- 4. Check paternity status on all cases/children.
- 5. Assess medical coverage and net income.
- 6. Complete the guidelines computation.
- 7. Once a final determination is made, proceed to the hearing officer as scheduled, if either party does not agree.

# **Possible Outcomes**

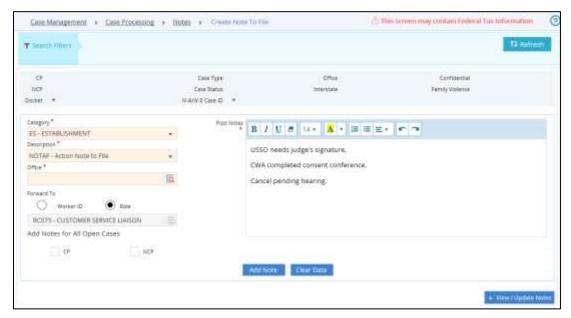
Listed below are the possible outcomes of a consent conference, and the steps that a CWA staff member should take in response to the outcome:

# **NCP Does Not Appear at the Consent Conference**

 Cancel the consent Conference in the CWA Consent Conference chain on CPRO by selecting Cancel Consent Conference – Hearing to be Scheduled.

## **NCP Appears and Consents to All Reliefs**

- Advance the CWA Consent Conference chain by selecting the appropriate result (NCP Consents to Paternity and Support or Paternity is Not an Issue – NCP Consents to Support).
- Complete the USSO.
- **Create Note to File** to alert Family that the USSO is ready to be signed by the Judge and ask them to cancel the scheduled hearing.



#### NCP Appears and Does Not Consent to Any Reliefs

- Cancel the consent conference in the CWA Consent Conference chain by selecting
  Cancel Consent Conference Hearing to be Scheduled.
- Reprint 2 copies of the original hearing summons from the Reprint Previously
  Generated Documents page (CS523 Civil Action Summons for Proceeding).
  - Have the NCP sign the bottom of one copy for your case record and fax a copy of signed summons to the Family division.
  - Provide the NCP with the other copy.
- Create a task to alert Family that the NCP was personally served.

## **NCP Appears and Requests a Genetic Test**

- Advance the CWA Consent Conference chain by selecting the appropriate result (NCP Denies Paternity and Requests a Genetic Test).
- Complete the USSO requesting a genetic test.
- Schedule the test in NJKiDS.
- Create a task to alert Family that the NCP has consented to genetic testing.
- Family will need to determine whether or not the original hearing date needs to be rescheduled. (The hearing date will need to be rescheduled if the test results are not received before the current hearing date.)

# NCP Appears and Consents to Paternity and Denies Support

- Advance the CWA Consent Conference chain by selecting the appropriate result (NCP Consents to Paternity and Denies Support).
- Complete the USSO for paternity.
- Create a task to alert Family that the NCP has consented to paternity only, and the USSO needs to be signed by the judge. The court date will remain scheduled to address support.