

Handout 9—Consent Conference

UNION COUNTY

CHANCERY DIVISION, FAMILY PART
NEW ANNEX BLDG 2ND FLR
FAMILY DIVISION
ELIZABETH, NJ 07207
Website: www.njchildsupport.org



(877)655-4371

Fax:

Date:

Re:

vs

Case ID:

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:

to

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.

The screenshot displays the 'Case Management' interface with a breadcrumb trail: Case Management > Case Processing > Alerts > Manage Tasks. A search filter is set to 'Worker: WORKER 1'. The 'Assigned Tasks Summary' section features three colored boxes: 'Tasks Due' (teal), 'Tasks Overdue' (red), and 'Next Action' (dark blue). Below these are tabs for 'Assigned Tasks', 'Open Tasks', and 'Notifications'. The 'Assigned Tasks' tab is active, showing a table with the following data:

Created on	Name	Case ID	Docket	Description	Assigned To	Next Action	Due on
3/6/2019		CS12345678A		CONSENT CONFERENCE WELFARE	WORKER 1		3/11/2019

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

The screenshot shows the 'Case Initiation Process' page. At the top, there are buttons for 'New', 'Add', 'Update', 'Delete', and 'Clear'. A red warning message states: 'This screen may contain Federal Tax Information'. The 'SELECT FILTERS' section shows 'Case ID * CS02351982A' and a 'Print Court Summary Report' button. The main content area displays case details: CP: 02351982, SHULTZ JENNIFER; Case Type: NPN - FORMER ASSISTANCE; Office: 391 - UNION-PROBATION; Confidential: N - NO; IUP: 02332013, BANDY JR JACK; Case Status: O - OPEN; Interstate: N - INSTATE; Family Violence: N - NO; Case Title: PLAINTIFF VS DEFENDANT; IV-A / IV-E Case ID: C180052064; Docket: FM-07-000311-04. Below this is a table with columns: Remedy, New, Action, Complete, and Last Post. The 'Case Initiation Process' row is highlighted, and the 'New' button is circled in red. The 'Complete' column for this row shows a red circle with the number 1. The 'Last Post' column for this row shows 'by TRAINEE301 on 03/06/2019 12:06:55 PM'.

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

[illegible]

[New](#)
[Update](#)
[Print](#)
[Clear](#)
This screen may contain Federal Tax Information

SELECT FILTERS

Case ID: CS02351982A Print Court Summary Report [Find](#)

[Case Initiation](#) > [Case Processing](#) > [General](#) > Case Initiation Processors

CP: 02331982 SHULTZ JENNIFER	Case Type: NPN - FORMER ASSISTANCE	Office: 391 - UNION-PROBATION	Confidential: N - NO
ICP: 02332013 BANDY JR JACK	Case Status: O - OPEN	Interstate: N - INSTATE	Family Violence: N - NO
Case Title: PLAINTIFF VS DEFENDANT	IV-A / IV-E Case ID: C180002004	Docket: FM-07-000311-04	

[Home](#) > [CWA Consent Conference\(Start Activity View\)](#)

Start Activity

You have chosen to start the action **Schedule Consent Conference**

Time Frames

Special Notes:

Subject: Schedule Consent Conference

5. Click **Update**.

Case ID: CS02331982A

Print Court Summary Report

Find

Case Initiation > Case Processing > General > Case Initiation Processes

CP: 02331982 SHULTZ JENNIFER Case Type: NPN - FORMER ASSISTANCE Office: 391 - UNION-PROBATION Confidential: N - NO
 HCP: 02332013 BANDY JR JACK Case Status: O - OPEN Interstate: N - INSTATE Family Violence: N - NO
 Case Title: PLAINTIFF VS DEFENDANT IV-A / IV-E Case ID: C180002004 Docket: FM-07-000311-04

Home > CWA Consent Conference > Activity List View

List View Process History Graphic View Plan View

Displaying 4/8 Activities

Group	Action	Status	Started On	Due On	Updated On	Days Elapsed
SCHEDULE CONSENT CONFERENCE	Schedule Consent Conference	IN PROGRESS	03/06/2019	03/07/2019		0
RECORD RESULTS FOR ESTABLISHMENT	Record Results for Establishment					0
RECORD RESULTS FOR MODIFICATION	Record Results for Modification					0
RESCHEDULE CONSENT CONFERENCE	Reschedule Consent Conference					0
ACQUIRE JUDGES SIGNATURE	Acquire Judge's Signature					0

6. Click the blue **In Progress** line.

7. Select the **Consent Conference Scheduled for Establishment** radio button.

Case ID: CS02331982A

Print Court Summary Report

Find

Case Initiation > Case Processing > General > Case Initiation Processes

CP: 02331982 SHULTZ JENNIFER Case Type: NPN - FORMER ASSISTANCE Office: 391 - UNION-PROBATION Confidential: N - NO
 HCP: 02332013 BANDY JR JACK Case Status: O - OPEN Interstate: N - INSTATE Family Violence: N - NO
 Case Title: PLAINTIFF VS DEFENDANT IV-A / IV-E Case ID: C180002004 Docket: FM-07-000311-04

Home > CWA Consent Conference > Activity List View > Update Activity View

Update Activity

You have chosen to update the action **Schedule Consent Conference**

☒ CONSENT CONFERENCE SCHEDULED FOR ESTABLISHMENT - Record Results for Establishment
☐ CONSENT CONFERENCE SCHEDULED FOR MODIFICATION - Record Results for Modification

Documents

☒ Notice of Consent Conference CWA - CS711

Time Frames

Current Activity

Allocated Time: 1 Start Date: 03/06/2019 Due Date: 03/07/2019 Alert Date: 03/06/2019 Action Date: 03/06/2019

Next Activity

Allocated Time: 1 Start Date: 03/06/2019 Due Date: 03/07/2019 Alert Date: 03/07/2019 Action Date:

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

The screenshot displays the 'AND PROCESSING - CMCN' window in the New Jersey Child Support System. The 'Event Information' section contains the following data: Proceeding Name (Record Results for Establishment), FACS Processing Type, Case ID (CS0231882A), Disposer (PO-OT-00011-04), Event Start Date (03/06/2019), Start Time (12:30 PM), Offending ID/Offense Code, and Location (JH - UNKNOWN PROBATION). A 'Notes' section is present but empty. On the right, the 'Participating Member(s)' list includes Sandy Jr Jack (NCP/Defendant), Shultz Jennifer (CP/Plaintiff), Wood Janet (DEP), and Baumann Floyd (DEP). At the bottom right, the 'Override if all time slots are taken up' checkbox is checked, with 'Accept Scheduling' and 'Close' buttons. A 'Done' button is located at the bottom left of the window.

- 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.

Case Management » Case Processing » Notes » Create Note to File

This screen may contain Federal Tax Information

Search Filters

CP
NCP
Docket

Case Type
Case Status
N/A/N/E Case ID

Office
Interstate

Confidential
Family Violence

Category
ES - ESTABLISHMENT

Description
NOTAF - Action Note to File

Office

Forward To
Worker ID
Role
BCDPS - CUSTOMER SERVICE LIAISON

Add Notes for All Open Cases
☒ CP ☒ NCP

Post Notes
USSO needs judge's signature.
CWA completed consent conference.
Cancel pending hearing.

Add Notes Clear Data

View / Update Notes

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.