

Domestic Relations and Paternity Manual Supplemental

OCR CARES Case Management System

Revised April 3, 2013

Domestic Relations and Paternity cases are handled differently than other case types when billing the OCR for your approved state paid work.

Please follow this procedure when you receive a new Domestic or Paternity appointment:

- When you receive an order of appointment, please review the order to determine whether or not the parties qualify for state pay.
 - **Pre-Decree:** If your case is pre-decree, OCR will only pay if both parties are found indigent. We will not pay 50% on pre-decree cases.
 - **Post-Decree:** If your case is post-decree, OCR will pay if one or both parties are found indigent. We can also pay other percentages such as 33% if the Judge so orders.
 - **APR:** If you are appointed regarding an allocation of parental rights, OCR will pay if one or both parties are indigent.
- Once you determine your case qualifies for state pay, enter the case into the CARES system. **You must enter the case into the system first, so that OCR can enter your payment allocation upon receipt of your order of appointment. If your case is not in CARES when we receive your order, it is your responsibility to enter the case and email melaniejannicelli@coloradochildrep.org once the case is in the system to receive an allocation. OCR is not responsible for continuing to check the system for your case if it is not already in the system when we receive your order. Do not enter private pay cases.**
 - Regardless of whether you are acting as a CFI or CLR, consider your appointment to the “child” and appoint yourself as such in the CARES system.
- Fax your order of appointment to Melanie at 303-860-1735. **Orders of appointment must include indigence findings and must be signed and dated by the Judge.**
 - Do not send incomplete or unsigned orders or orders where the indigence information has been left blank. OCR will not process your incomplete order. Minute orders including necessary information are also accepted.
- OCR will review these documents and change your billing maximum to the appropriate amount in the CARES system if the documents are complete. You will then be able to be paid on the case.
 - **OCR does not pay nunc pro tunc orders. If orders are received late and work has already been completed that is outside the normal 30 day billing cycle, the attorney will not be paid on these activities.**
 - **You will be able to enter time into the CARES system while your maximum is still zero. You will not get paid on any activity until we enter your allocation; you will not be paid on any activity entered into the system with dates of service before the date OCR receives the order of appointment and applicable indigence findings.**

In order to receive proper payment on your DR/Paternity cases, it is important to always enter all of your time into the CARES system, whether the case is 50% or 100% state paid. The CARES system will cut your payments automatically by the listed percentage. **Always enter all of your time into the system; if you cut your time manually, it will be cut again by the system. OCR will not reimburse you for the time lost.**

If you have any questions regarding Domestic and Paternity cases, please contact Melanie Jannicelli at melaniejannicelli@coloradochildrep.org.