˙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)

Custodial Parent/Caretaker				Absent Parent			
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