



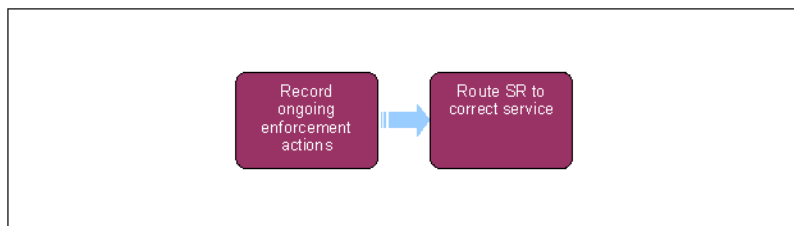
Enforcement Actions (CSA) - Input

When it has been identified that there are ongoing enforcement actions on the CSA for a case that is being transitioned, the details should be gathered CSA tallyman and the clerical case database (CCD) and entered onto the CMS system to allow the enforcement team to continue the appropriate action.

The purpose of this process is for CSA Rules Reassessment team caseworkers to record the enforcement actions on the system and refer the service request (SR) to the enforcement team.

The enforcement caseworker should review all action taken and decide on the next course of action.

For more information refer to the Policy, Law and Decision Making Guidance: 



Record ongoing enforcement actions

1. Where ongoing enforcement action is identified on a CSA case create a service request (SR) with the following values:

- **Process = Transition**
- **Area = Legacy Case Data**
- **Sub Area = Finalise Case**

2. Change the **Status** of the SR to **In Progress**.



Note that full details of any ongoing enforcement actions will have been recorded by CSA caseworkers on Tallyman Notes. For further details on accessing Tallyman select the following link: [Tallyman](#)

3. Enter the details (including dates) of the ongoing enforcement action on the **More Info** tab to include:

- Bailiff
- Register of Judgements Orders and Fines (RJOF)
- Reg liability order (LO) in county court
- Variation order
- Third party debt order (TPDO)
- Charging order
- Default
- Liability order (LO) magistrates court
- Freezing order
- Set aside disposition order
- Commitment (sanctions, order for sale)

- Removal of driving licence (RDOL)



The following enforcement actions are processed by specialised officers within the enforcement teams:

- Disclosure
- Lump sum deduction order (LSDO)
- Regular deduction order (RDO)

Actions specific to Scotland:

- Furthcoming
- Inhibition
- Charge for payment
- Arrestment
- Attachment
- Liability order (LO) sheriff court
- Exceptional attachment
- Order for interdicting
- Action for reduction

Actions specific to Northern Ireland:

- Enforcement of Judgements Office

Route to correct enforcement service

4. Launch the following SR to link the transition case with the relevant case group:

- **Process = Arrears**
- **Area = Arrears Management**
- **Sub Area = Arrears Review**



Caseworkers in the maintenance segment will then decide on the most appropriate action to take and refer to enforcement if necessary. For more information refer to [Arrears - Consider Action](#).



Where arrears are identified as being on the CSA, you will need to ask for the arrears to be fast tracked onto the 2012 system. For more information on fast track arrears refer to [Fast Track Legacy Arrears to 2012 system](#). Although this speeds up the receiving parent arrears decision process, any further deferral rules will still apply. Due to this there is no set time frame for arrears to be sent to the 2012 scheme and the time taken will depend on each individual case.

Action Of Furthcoming

Arrears - Consider Action

Arrestment

Attachment

Automated Financial Transition Arrears

Bailiff

Case Routing - Enforcement

Charge For Payment

Charging Order

Default (E, W and NI)

Default (Scotland)

Disclosure For Deduction Order Action

Enforcement Action - Consider (E and W)

Enforcement Of Judgements Office - Monitor

Enforcement Of Judgements Office - Register

Fast Track Legacy Arrears to CMS System

Freezing Order

Inhibition

Inhibition On Dependence

Liability Order - Magistrates Court

Liability Order - Register With The Register Of Judgement, Orders And Fines

LSDO - Authorise

LSDO Final - Set Up/Amend

LSDO Interim - Set Up/Amend

Order For Sale - England And Wales

RDO - Set Up, Vary, Lapse/Discharge RDO - Authorise

Sanctions (E, W and NI)

Set Aside Disposition Order

Terminology Changes

TPDO

Variation Order

How will cases be identified with ongoing enforcement actions on the 1993/2003 Scheme

2012 scheme caseworkers will investigate cases transitioning from the 1993/2003 scheme, and will check to see if there are any ongoing enforcement actions.

Will the 2012 system allow a caseworker to input dates against a LO debt prior to the transition closure date?

Yes, the 2012 system will allow LO dates to be entered when setting up a Legacy LO.