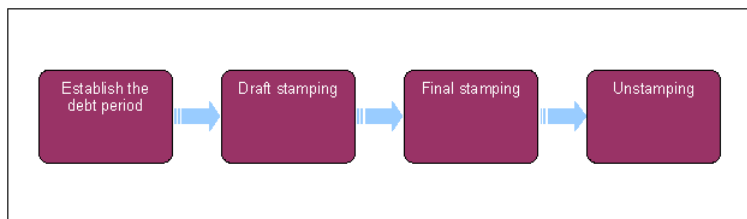


## LO/LSDO - stamping

When enforcement action is needed to recover child maintenance arrears the Child Maintenance Group will consider a range of actions including liability order (LO) and lump sum deduction order (LSDO).

The purpose of this process is for a case manager in enforcement to decide the debt period, and stamp it to the LO or LSDO.



 When speaking to clients always use the new terminology - for more information refer to [Terminology Changes](#).


 This procedure uses the terms receiving parent and paying parent.

The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.

### Establish the debt period

1. Complete steps 2-7 to decide the debt period of the liability order (LO) or lump sum deduction order (LSDO). Go to **step 8** if the debt period is already known.
2. From the paying parent's **Contact Summary** select the **Financial Accounts** view.
3. Select the account number.
4. Select the **Payment Schedule** view to see the **NRP Balance Details**, **Liability Schedule** and **Promise to Pay** applets.
5. Check the **Liability Schedule** applet to determine the earliest and most recent missed liabilities that have been posted to arrears. This applet includes but is not limited to:
  - **Payable To Account** – each receiving parent in the case group, where applicable
  - **Due Type** – **On Going Maintenance** (OGM) for non arrears, or **On Going Maintenance – Arrears** for liabilities posted to arrears
  - **Posted Date** – the posted date of the outstanding liability
  - **Amount Due** – the outstanding amount for that particular liability

 Only select liabilities marked as arrears e.g. **On Going Maintenance – Arrears**. CSA arrears are marked as **Residual Arrears** or **Res Arrears**. Any liabilities already part of LO/LSDO action are marked as – LO or – LSDO.


 Define the end date of the debt period to cover arrears only. Look at the **Schedule** tab and clarify when the last posting was made to arrears, and choose the date that the liability was actually posted (OGM, which is now arrears) rather than the date it was posted as arrears. A missed payment is only being considered as arrears at the end of the payment frequency e.g. where a paying parent's payment frequency is weekly, liability posted on 20/07/2017 is not arrears until the end of 27/07/2017.


6. Decide the **Start** date of the debt period as follows:
  - **Initial effective date** – when the paying parent has never paid since the start of the case
  - **Posted Date plus one day**, of most recent satisfied liability – when the paying parent stopped paying at some point after the initial effective date
  - **End of previous LO debt period plus one day** – for subsequent periods following previous LO action
7. Decide the **End** date of the debt period by using the posted date of the most recent unsatisfied liability with a due type **On Going Maintenance – Arrears**. Disregard OGM or liabilities included in a previous LO period by referring to the **Due Type**.

### Draft Stamping


8. Go to the **Enforce Forms** view. To access this view, select **Update Form/Document** above the activity plan. In this view the **LO Details** and **Liability Order Magistrates Court Details** applets are displayed.

 When **Enforce Forms** is first opened, the **Debt Period From/To** fields will default to two months prior to today, and today respectively. The LO reference number is generated. This is a unique 12 digit number beginning 82.

 Where suspended debt line items exist in the debt period e.g. due to sequestration/bankruptcy or collection charges, the debt cannot be stamped. To stamp the debt, as a workaround, the suspended debt should be reversed to allow the debt to be stamped before then suspending the debt again.

 If Enforcement Case Managers are unable to draft stamp the full amount of arrears due, as a result of suspended collection charges over £65 as a consequence of write-off action being taken, disregard the advice relating un-suspending the suspended line items above and raise an incident with AAC. Design will review the incident and work with affected areas to decide the best way to proceed with case.

- Set the relevant debt period using **Liability Schedule** view next to **Enforce Forms**. Change **From** date and **To** date to reflect the dates you decided earlier by overtyping the system populated dates.

 When you change the dates in the **Liability Schedule** view the dates in **Enforce Forms** change to match (and vice versa). Only use the view to set the debt period.


- Select **Query Liability Schedule** to pull the missed payments from BaNCS, for the debt period chosen. This can be repeated to change the debt period.


 The system automatically sets the **Status** to **Draft**, this shows in the **Liability Schedule** view.

- Select **Send Order** to stamp the LO with the debt period chosen. The system records the LO debt period in BaNCS, with the LO reference number against each missed liability. Reselect **Query Liability Schedule** to refresh this information on the system.

- The system updates the **Original LO Debt Amount** in the **Enforce Forms** view.

- Update **Amt Applied on LO** to match the arrears balance in **Original LO Debt Amount**.

 While checking the LO debt period while in draft status, view the the **From/ To** dates against the payment details pulled from BaNCS in the **Liability Schedule** view.

 To change the debt period at any time while the **Status** is **Draft**, **Close** and **Cancel** the current **LO SR** before raising a new **LO SR** to restart the process.

## Final Stamping

- After being informed that the LO has been granted by the court preparation team update the **Status** to **Final** in the **Liability Schedule** view. The dates in the debt period will become read only.

## Unstamping An LO/LSDO

- If you need to change the debt period after the **Status** is set to **Final** refer to **Case Routing - Enforcement**. Proceed to **Step 17** to un-stamp a draft debt period.
- Go the original **LO - Magistrates Court** or **LSDO - Set Up** SR.
- Select the **Update Form** tab, followed by **Liability Schedule** applet.
- The current **Status** will be showing as **Draft**. Update this to **Cancel** from the drop down options, followed by **Send Order**.
- Select the **Query Liability Schedule** tab. This will update the **Liability Schedule** view. All lines within the **Liability Schedule** view that had been draft stamped should now be marked as **Cancelled**.

[Case Routing - Enforcement](#)

[Enforcement Action - Consider \(E and W\)](#)

[Enforcement Action - Consider \(NI\)](#)

[Enforcement Action - Consider \(Scotland\)](#)

[Liability Order - Magistrates Court](#)

[Liability Order - Sheriffs Court](#)

[LSDO Final - Set Up/Amend](#)

[LSDO Interim - Set Up/Amend](#)

[Terminology Changes](#)