



Employees' Manual

Title 10, Chapter A Appendix

Revised January 22, 2021

Administrative Paternity Establishment Appendix

	<u>Page</u>
252F Administrative Paternity (and Support) Order, Form 470-3294	1
252F Approval Order, Form 470-3320	3
252F Judgment and Order Establishing Paternity (and Support), Form 470-3335	4
252F Judicial Support Order, Form 470-3641	6
Administrative Order for Genetic Testing for Alleged Father/Mother/Child(ren), Form 470-3317	8
Administrative Order for Rescheduled Genetic Testing, Form 470-3322	10
Child Support Guidelines Worksheet, Form 470-2640.....	11
Child Support Guidelines Worksheet Cover Letter, Form 470-2950.....	12
Cover Letter for Orders, Form 470-3910	13
Directions for Service and Return of Service, Form 470-3181.....	14
Dismissal of Administrative Paternity Action Without Prejudice (252F), Form 470-3318	16
Financial Statement, Form 470-0204	18
Important Information About Accepting Service of Process, Form 470-3655	20
Information Pursuant to §598.22B & 602.6111(4), Form 470-3804	21
Mother’s Written Statement Alleging Paternity, Form 470-3293.....	22
Notice of Genetic Testing Results, Form 470-3315	23
Notice of Intent to Establish Paternity (and Support), Form 470-3309	25
Notice to Mother of Intent to Establish Paternity (and Support), Form 470-3310	27
Out-of-State Directions for Service and Return of Service, Form 470-3325....	28
Paternity Negotiation Conference Report, Form 470-3313	30

	<u>Page</u>
Paternity Negotiation Conference Scheduled/Denied, Form 470-3312	31
Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court, Form 470-3806	32
Request for Chapter 252F Hearing, Form 470-3319.....	33
Request for Financial Statement, Form 470-2639.....	35
Request for Mother’s Statement Alleging Paternity, Form 470-3306.....	36
Request for Mother’s Statement Alleging Paternity – Noncaretaker, Form 470-3307	37
Respondent’s Rights and Responsibilities in Administrative Paternity Establishment, Form 470-3328.....	38
Second Notice of Intent to Establish Paternity, Form 470-3314.....	39
What You Should Know About Immediate Income Withholding, Form 470/2819.....	41
Waiver of Personal Service and Consent to Jurisdiction, Form 470-2982	42
Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity (and Support), Form 470-3311.....	43

Revised January 22, 2021

252F Administrative Paternity (and Support) Order, Form 470-3294

Purpose	Use form 470-3294, <i>252F Administrative Paternity (and Support) Order</i> , when approved by a judge, to establish the alleged father as the children's legal father and to set support obligations.
Source	Enter an "A" in the GENERATE ORDER (A/J/R) field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires that you make the appropriate entry in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all appropriate timeframes have passed to establish paternity only or paternity and support. If the order is used to establish paternity only, complete form 470-3641, <i>252F Judicial Support Order</i>, to set the support obligations after a hearing has been held.</p> <p>When the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Present this form to the CSRU administrator's designee for review and signature. After the designee signs the form, present it with the additional court documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs form 470-3320, <i>252F Approval Order</i>, and all documents are filed with the clerk of court, mail copies of this form and the <i>252F Approval Order</i> to the parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Court order number◆ ICAR case number◆ Payor's name◆ Caretaker's name◆ Initials and birth year of each child◆ Payor's attorney's name and address (if applicable)◆ Payee's attorney's name and address (if applicable)

Revised January 22, 2021

The worker enters the following information:

- ◆ Mother's name
- ◆ Mother is a respondent (if applicable)
- ◆ Respondent consents to order (if applicable)
- ◆ Caretaker's relationship to child(ren)
- ◆ Payor's response to the action
- ◆ Payee's response to the action (if applicable)
- ◆ Respondent(s) military status
- ◆ Worker's name and title
- ◆ Jurisdiction
- ◆ Separate pending action (if applicable)
- ◆ Existing child support order (if applicable)
- ◆ Assessment of additional costs of action
- ◆ Reserved support and reasons (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation (if applicable)
- ◆ Accrued support amount, frequency, and due date
- ◆ Deviations (if applicable)
- ◆ Medical support
- ◆ Parenting class requirement (if applicable)
- ◆ Child's place of birth (Iowa or out-of-state)

252F Approval Order, Form 470-3320

Purpose	Form 470-3320, <i>252F Approval Order</i> , serves as the document on which the judge indicates (by signature) approval of the administrative order. Use this form with form 470-3294, <i>252F Administrative Paternity (and Support) Order</i> .
Source	Enter an "A" in the GENERATE ORDER (A/J/R) field on the ADPAT2 screen to generate the administrative order and this form for the first time or an "R" to regenerate them.
Completion	<p>Complete this form each time you generate the administrative paternity (and support) order.</p> <p>If the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Present this form with the administrative paternity (and support) order, and other accompanying documents to the CSRU administrator's designee for review and approval.</p> <p>After the designee signs the administrative paternity (and support) order, present the order and this form with the additional court documents to the CSRU attorney for presentation to the court.</p> <p>Once the judge signs this form and all documents are filed with the clerk of court, mail copies of the administrative paternity (and support) order to the parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of the county where the document is signed◆ Petitioner and Respondent information◆ Court order number◆ Alleged father's name◆ Caretaker's name◆ Alleged father's attorney's name and address (if applicable)◆ Caretaker's attorney's name and address (if applicable)◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Date the order is approved◆ Judicial district where the order is signed◆ Form electronically filed (if applicable)

Revised January 22, 2021

**252F Judgment and Order Establishing Paternity (and Support), Form
470-3335**

Purpose	Use form 470-3335, <i>252F Judgment and Order Establishing Paternity (and Support)</i> , to establish the alleged father as the children's legal father and to set support obligations.
Source	Enter a "J" in the GENERATE ORDER (A/J/R) field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires that you make the appropriate entry in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all appropriate timeframes have passed and a hearing on the issues of paternity and support has been requested or held.</p> <p>When the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>If the form is generated as a blank order before the hearing, give it to the CSRU attorney to take to the hearing. If it is generated after the hearing, give this form to the CSRU attorney for presentation to the judge for approval.</p> <p>Once the judge approves the order and all documents have been filed with the clerk of court, mail copies of this form to all parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of the county where the document is filed◆ Petitioner and Respondent information◆ Court order number◆ ICAR case number◆ Date of hearing◆ Payor's name◆ Payee's name◆ Initials and birth year of each child◆ CSRU attorney's name◆ Payor's attorney's name and address◆ Payee's attorney's name and address

Revised January 22, 2021

The worker enters the following information:

- ◆ Judicial district
- ◆ Mother's name
- ◆ Payee's relationship to the children
- ◆ Name of the person requesting the hearing
- ◆ Jurisdiction
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Deviations (if applicable)
- ◆ Reserved support and reasons (if applicable)
- ◆ Childcare expense variance (if applicable)
- ◆ Separate action pending (if applicable)
- ◆ Existing child support orders (if applicable)
- ◆ Assessment of additional costs of action
- ◆ Child's place of birth (Iowa or out-of-state)
- ◆ Parenting class requirement (if applicable)
- ◆ Forms electronically filed (if applicable)

252F Judicial Support Order, Form 470-3641

Purpose	Use form 470-3641, <i>252F Judicial Support Order</i> , to set the support obligations.
Source	Enter a "J" in the GENERATE ORDER (A/J/R) field on the ADPAT2 screen to generate this form for the first time, or an "R" to regenerate it. ICAR also requires that you make the appropriate entry in the TYPE field.
Completion	<p>Complete this form for the judge's approval after all appropriate timeframes have passed, a paternity only order has been previously entered, and a hearing on the issue of support has been requested or held.</p> <p>When the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>If the form is generated as a blank order before the hearing, give it to the CSRU attorney to take to the hearing. If it is generated after the hearing, give this form to the CSRU attorney for presentation to the judge for approval.</p> <p>Once the judge approves the order and all documents are filed with the clerk of court, mail copies of this form to all parties involved in the action.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of the county where the document is filed◆ Petitioner and Respondent information◆ Date of the hearing◆ CSRU attorney's name◆ Payor's name◆ Payee's name◆ Initials and birth year of each child◆ ICAR number◆ Payor's attorney's name and address◆ Payee's attorney's name and address

The worker enters the following information:

- ◆ Court order number
- ◆ Name of the person requesting the hearing (if applicable)
- ◆ Mother's name
- ◆ Payee's relationship to child(ren)
- ◆ Reserved support and reasons (if applicable)
- ◆ Current support amount, frequency, and due date
- ◆ Current support amount after emancipation
- ◆ Accrued support amount, frequency, and due date
- ◆ Medical support
- ◆ Deviations (if applicable)
- ◆ Childcare expense variance (if applicable)
- ◆ Assessment of additional costs of action
- ◆ Parenting class requirement (if applicable)
- ◆ Judicial district
- ◆ Form electronically filed (if applicable)
- ◆ Jurisdiction
- ◆ Separate action pending (if applicable)
- ◆ Additional child support orders (if applicable)

Revised January 22, 2021

**Administrative Order for Genetic Testing for Alleged
Father/Mother/Child(ren), Form 470-3317**

Purpose	<p>Use form 470-3317, <i>Administrative Order for Genetic Testing for Alleged Father/Mother/Children</i>, to:</p> <ul style="list-style-type: none">◆ Notify the alleged father, the mother, and the caretaker that they are required to submit to genetic testing and to◆ Provide each party with the date, time and location of the party's appointment.
Source	<p>Enter a "Y" in the GEN ADMIN ORDER GENETIC TEST (Y/R) field on the ADPAT3 screen to generate this form for the first time, or an "R" to regenerate it.</p>
Completion	<p>Complete this form only when a party or CSRU requests genetic testing.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the imaging system, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	<p>Send one copy to the alleged father, the mother, and the caretaker (if not the mother) by first-class mail.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of the county where the document is filed◆ Court order number◆ ICAR case number◆ Alleged father's name and address◆ Mother's name and address◆ Caretaker's name and address (if applicable)◆ Initiating state's IV-D address (if applicable)◆ Initials and birth year of each child

- ◆ Date and time of genetic testing for all parties
- ◆ CSRU address and telephone number
- ◆ Alleged father's attorney's address (if applicable)
- ◆ Mother's attorney's address (if applicable)
- ◆ Caretaker's attorney's address (if applicable)

The worker enters the following information:

- ◆ Current date
- ◆ Person receiving the order (the mother, the father, or the child)
- ◆ Caretaker (if applicable)
- ◆ Use of mother's and child's prior genetic testing samples (if applicable)
- ◆ Party contesting paternity
- ◆ Name and address of facility where genetic sample will be taken
- ◆ Type of identification needed for the child (if applicable)
- ◆ Name of the facility where the genetic samples will be analyzed
- ◆ Type and date of delivery of order

Revised January 22, 2021

Administrative Order for Rescheduled Genetic Testing, Form 470-3322

Purpose	Use form 470-3322, <i>Administrative Order for Rescheduled Genetic Testing</i> , to notify the requesting party of the date, time and location of the rescheduled genetic testing appointment.
Source	Enter an "R" in the TST COMPL (Y/N/R) field on the ADPAT3 screen to generate this form.
Completion	Complete this form when a party contacts CSRU to reschedule a genetic testing appointment. If you generate the form from the ADPAT3 screen, ICAR enters some of the data. You must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Send one copy of this form by first-class mail to each party (i.e. alleged father, the mother, or the caretaker) who requested that genetic testing be rescheduled.
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of the county where the document is filed◆ ICAR case number◆ Court order number◆ Alleged father's name and address◆ Mother's name and address◆ Caretaker's name and address (if applicable)◆ Initiating state's IV-D address (if applicable)◆ Initials and birth year of each child◆ Date and time of genetic tests for all parties◆ CSRU address and telephone number◆ Alleged father's attorney's name and address (if applicable)◆ Mother's attorney's name and address (if applicable)◆ Caretaker's attorney's name and address (if applicable) <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Person receiving the order◆ Alleged father requested genetic testing (if applicable)◆ Name and address of the testing facility◆ Name of the facility where the test samples will be analyzed◆ Date and type of delivery of order◆ Caretaker (if applicable)◆ Type of identification needed for the child (if applicable)

Child Support Guidelines Worksheet, Form 470-2640

Purpose	Use form 470-2640, <i>Child Support Guidelines Worksheet</i> , with form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to inform the alleged father and mother about the child support obligation.
Source	Generate this form from the guidelines application.
Completion	<p>Complete this form after you receive financial information from the parents and after you calculate the child support obligation.</p> <p>Enter all necessary financial information into the guidelines application, which performs the necessary calculations. For more information, see 10-H, Determining Child Support Obligations.</p> <p>To print this form from the guidelines application select "Print Preview" from the guidelines menu.</p>
Distribution	Send one copy each to the alleged father and the caretaker (or the mother if not the caretaker) by first-class mail with the cover letter.
Data	<p>The form contains the following information:</p> <ul style="list-style-type: none">◆ Case number◆ Docket number(s)◆ Dependents included in support order◆ Names of alleged father and mother◆ Method used to determine income◆ Income information and deductions◆ Calculation used to determine guideline amount of child support◆ Extraordinary visitation◆ Deviation reason and amounts, if appropriate◆ Recommended amount of current, medical and accrued support◆ Changes in support obligation as children emancipate◆ Qualified additional dependents (QADD)◆ Comments

Revised January 22, 2021

Child Support Guidelines Worksheet Cover Letter, Form 470-2950

Purpose	Use form 470-2950, <i>Child Support Guidelines Worksheet Cover Letter</i> , to notify the alleged father and the caretaker (or the mother, if not the caretaker) that CSRU will consider any new or different financial information they submit within ten days of the date on the cover letter.
Source	Enter a "Y" in the GENERATE GUIDELINES CV LTR (Y/R) field on the ADPAT2 screen to generate the form for the first time, or an "R" to regenerate it.
Completion	Complete this form after you receive the parent's financial information and after you calculate the child support obligation. If the form is generated from the ADPAT2 screen, ICAR automatically enters all of the data. If the form is manually generated from the FORMVIEW screen, you must enter all of the data.
Distribution	Send one copy each to the alleged father and the caretaker (or to the mother if not the caretaker) by first-class mail with form 470-2640, <i>Child Support Guidelines Worksheet</i> .
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Addressee's name and address◆ Initiating state's IV-D address (if applicable)◆ Children's names◆ Worker name, worker ID, address and telephone number

Cover Letter for Orders, Form 470-3910

Purpose	Use form 470-3910, <i>Cover Letter for Orders</i> , to inform the parties that an order for paternity (and support) was approved and filed with the clerk of court.
Source	Enter a date in the CC ORDER TO INTERESTED PARTIES field on the ADPAT2 screen to generate this form.
Completion	<p>Complete this form when you send a copy of the filed order to the parties.</p> <p>If you generate this form from the ADPAT2 screen, ICAR enters some of the data into the form, and you must enter the rest. . If you manually generate this form from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Send one copy of this form to the payor and the caretaker (or to the mother if not the caretaker), or to their attorneys (if applicable) by first-class mail with a copy of the filed order for paternity and support.
Data	<p>ICAR enters the following information on this form:</p> <ul style="list-style-type: none">◆ Addressee's name and address Initiating state's IV-D address (if applicable)◆ CSRU worker's name, title, and address◆ ICAR case number◆ Name of the other party involved in the action◆ Type of order enclosed <p>You must enter this information for manually generated forms:</p> <ul style="list-style-type: none">◆ Current date CSRU information needed or not needed◆ CSRU telephone number

Revised January 22, 2021

[Directions for Service and Return of Service, Form 470-3181](#)

Purpose	Use form 470-3181, <i>Directions for Service and Return of Service</i> , to provide location information and a return form on which the in-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a "Y" in the GEN SERVICE REQ (Y/R/W/G) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it. You must also enter an "I" in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and when you need to serve it upon the alleged father or the mother in the state of Iowa through sheriff or private process server.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p> <p>The sheriff or process server completes the <i>Return of Service</i> page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	Send this form along with a notice packet to the in-state sheriff or process server by first-class mail or through other appropriate office procedures. If the person you are trying to serve resides in a shelter, include forms 470-3665, <i>Information Sheet for Sheriffs and Private Process Servers</i> , and 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i> . See 9-A, General Program Information .
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ ICAR case number◆ Court order number◆ Current date◆ Item to be served◆ Name, social security number, and address of person to be served◆ Employer's name and address

Revised January 22, 2021

- ◆ Date of birth and physical description of person to be served
- ◆ CSRU worker's name, ID number, address and telephone number

The worker enters the following information:

- ◆ Expiration date
- ◆ County where service is requested
- ◆ Sheriff's office or process server's name and address
- ◆ Service requirements (personal service vs. service on any adult member of the household)
- ◆ Other information relating to service
- ◆ Billing information
- ◆ Office (e.g. Sioux City)

Revised January 22, 2021

Dismissal of Administrative Paternity Action Without Prejudice (252F), Form 470-3318

Purpose	Use form 470-3318, <i>Dismissal of Administrative Paternity Action Without Prejudice (252F)</i> , as CSRU's formal withdrawal from the administrative paternity establishment action.
Source	Enter the applicable code in the ACTION DISMISSED/PROCESS ENDED field on the ADPAT2 screen. Valid entries that produce this form are: CPNC = Custodial parent non-cooperation PNI = Paternity not an issue NLAF = Non-location on alleged father AFEX = Alleged father excluded by genetic testing OTH = Other
Completion	Complete this form when the administrative paternity process is no longer appropriate and the appropriate parties have already been served with form 470-3309, <i>Notice of Intent to Establish Paternity (and Support)</i> . If the form is generated from the ADPAT2 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data. Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the imaging system, but to keep the address confidential, do not file copies in the district court file.
Distribution	File the original of each form sent to each party with the clerk of court (not the cover letter) and send the appropriate copy to the alleged father, the mother and the caretaker (if not the mother).

Revised January 22, 2021

Data

ICAR enters the following information on the form:

- ◆ Name of the county where the document is filed
- ◆ Alleged father's name
- ◆ Mother's name
- ◆ Caretaker's name (if applicable)
- ◆ Name and address of the person receiving the *Dismissal*
- ◆ ICAR case number
- ◆ Court order number
- ◆ Children's names and dates of birth
- ◆ CSRU worker's name, title, and address
- ◆ Initiating state's IV-D address (if applicable)

The worker enters the following information:

- ◆ Current date
- ◆ Date and type of delivery
- ◆ Date the worker signed the document

Financial Statement, Form 470-0204

Purpose	Use form 470-0204, <i>Financial Statement</i> , to request the parents' financial information.
Source	Enter a "Y" in the GENERATE NOTICES (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Generate this form when you need to compute the child support obligation.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of this form. If you generate it manually from the FORMVIEW screen, you must enter all of the data in the heading of this form. The mother and the alleged father complete the remainder of the form.</p> <p>Generation of this form also generates form 470-2639, <i>Request for Financial Statement</i>.</p>
Distribution	<p>Personally serve one copy of this form with form 470-3309, <i>Notice of Intent to Establish Paternity (and Support)</i>, and accompanying documents upon the alleged father and the mother (if appropriate to serve the mother).</p> <p>When the mother is not a respondent in the ADPAT action, mail a copy of this form with form 470-3310, <i>Notice to Mother of Intent to Establish Paternity (and Support)</i>, and other accompanying documents to the mother (not the caretaker if the mother is not the caretaker) by first-class mail.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Addressee name and address◆ Children's initials◆ Current date◆ ICAR case number◆ Court order number◆ CSRU worker ID◆ County name where document is filed◆ CSRU telephone number and address

The worker enters the following information:

- ◆ Print financial statement only (if applicable)
- ◆ Print additional financial information only (if applicable)
- ◆ Print financial statement and additional financial information (if applicable)

Revised January 22, 2021

Important Information About Accepting Service of Process, Form 470-3655

Purpose	Use form 470-3655, <i>Important Information About Accepting the Service of Process</i> , as a cover letter for any persons receiving forms 470-3311, <i>Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity (and Support)</i> , or 470-2982, <i>Waiver of Personal Service and Consent to Jurisdiction</i> . The form advises the person of their right to accept delivery of the notice packet and of their responsibilities.
Source	Enter a "W" in the GEN SERVICE REQT (Y/R/W/G) AF OR MOTHER field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when generating service to an alleged father, or to a mother who wants to waive personal service of the notice.</p> <p>If you generate the form from the ADPAT screen, ICAR automatically enters some of the data into this form, and you must enter the rest. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Mail or present a copy to the appropriate party with the appropriate waiver and form 470-3309, <i>Notice of Intent to Establish Paternity (and Support)</i> .
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Name and address of person to be served◆ CSRU worker name, address and telephone number◆ Children's names◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Docket number (if one exists)◆ County name (if one exists)

Revised January 22, 2021

Information Pursuant to §598.22B & 602.6111(4), Form 470-3804

Purpose	Use form 470-3804, <i>Information Pursuant to §598.22B & 602.111(4)</i> , to facilitate the exchange of information between ICAR and the Iowa Court Information System (ICIS). The form gives the clerk of court the information needed for the State Case Registry (SCR) and Federal Case Registry (FCR) and the State Disbursement Unit (SDU).
Source	Generate this form from the FORMOSEL or FORMVIEW screen.
Completion	Complete this form in all cases when filing the administrative paternity order with the clerk of court. ICAR automatically enters all of the data into this form when you generate it from the FORMOSEL screen. If you generate the form manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Provide this form to the clerk of court when filing an administrative order and accompanying documents.
Data	ICAR enters the following information when generated from FORMOSEL: <ul style="list-style-type: none">◆ Name of county where order is filed◆ Docket number◆ Petitioner’s information, including date of birth and social security number◆ Respondent’s information, including date of birth and social security number◆ Children’s information, including date of birth and social security number◆ Date the document is generated◆ CSRU office◆ ICAR case number

Revised January 22, 2021

Mother's Written Statement Alleging Paternity, Form 470-3293

Purpose	Use form 470-3293, <i>Mother's Written Statement Alleging Paternity</i> , to document the mother's paternity allegation and as the basis for initiating the administrative paternity establishment process.
Source	Enter a "Y" in the GEN MOTHER STMT (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>This form must be completed before serving the alleged father in an administrative paternity action on non-interstate cases.</p> <p>If Iowa is the responding state in an interstate paternity establishment action, the form received in the UIFSA packet may satisfy this requirement. See 10-A, Administrative Paternity Establishment, for more information.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p> <p>ICAR also issues this form through the "Direct Case to the Next Activity" program if case conditions are met. See 9-E, Case Set-Up, for more information.</p>
Distribution	Send one copy of this form with form 470-3306, <i>Request for Mother's Statement Alleging Paternity</i> , or form 470-3307, <i>Request for Mother's Statement Alleging Paternity - Noncaretaker</i> , to the mother by first-class mail.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ ICAR case number◆ Mother's name◆ Children's names◆ CSRU address◆ Worker ID

Notice of Genetic Testing Results, Form 470-3315

Purpose	Use form 470-3315, <i>Notice of Genetic Testing Results</i> , to inform the parties of the genetic testing results and of their options should they wish to contest the genetic testing results.
Source	Enter a "Y" in the GEN FIRST RESULTS NOTICE (Y/R) field on the ADPAT3 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when tests have been completed for the parties and the genetic testing vendor has issued the results.</p> <p>When you enter a "Y" or an "R" in the GEN FIRST RESULTS NOTICE (Y/R) field, ICAR displays the GENTEST screen for you to enter the genetic testing results. When you enter the appropriate information on the GENTEST screen and press F2 or F3, ICAR displays this form. For more information, see 10-A, Administrative Paternity Establishment.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the imaging system, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	Send one copy of this form to the alleged father, the mother and the children's caretaker (if not the mother) by first-class mail.
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of the county where the document is filed◆ Alleged father's name◆ Mother's name◆ Name and address of the person receiving the Notice◆ Caretaker's name and address (if applicable)◆ Initiating state's IV-D address (if applicable)◆ Children's initials◆ ICAR case number◆ Court order number

- ◆ Level of genetic test (first or second)
- ◆ Initials of children excluded from paternity (if applicable)
- ◆ Initials of children included from paternity (if applicable)
- ◆ Paternity percentages
- ◆ CSRU worker's name, address, and telephone number
- ◆ Alleged father's attorney's name and address (if applicable)
- ◆ Mother's attorney's name and address (if applicable)
- ◆ Caretaker's attorney's name and address (if applicable)

The worker enters the following information:

- ◆ Current date
- ◆ Mother is not the caretaker (if applicable)
- ◆ Date and type of delivery of notice
- ◆ Alleged father has been excluded on at least one child (if applicable)
- ◆ Paternity percentage is greater than 95% (if applicable)
- ◆ Paternity percentage is less than 95% (if applicable)

Revised January 22, 2021

Notice of Intent to Establish Paternity (and Support), Form 470-3309

Purpose	Use form 470-3309, <i>Notice of Intent to Establish Paternity (and Support)</i> , to notify the alleged father of the mother's allegation, to notify the necessary parties of CSRU's intention to establish paternity (and support obligations) and the options for responding.
Source	Enter a "Y" in the GENERATE NOTICES (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you initiate the administrative paternity process, but only after you receive a completed form 470-3293, <i>Mother's Written Statement Alleging Paternity</i>, from the children's mother.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Personally serve a copy upon the alleged father and the mother (if appropriate to serve the mother) . Personal service is obtained using a waiver, restricted certified mail or through a sheriff or process server. Serve one copy of each of the following documents with this form:</p> <ul style="list-style-type: none">◆ Form 470/2819, <i>What You Should Know About Income Withholding</i>◆ Form 470-2639, <i>Request for Financial Statement</i>◆ Form 470-0204, <i>Financial Statement</i>◆ Form 470-3328, <i>Respondent's Rights and Responsibilities in Administrative Paternity Establishment</i>

Revised January 22, 2021

Data

ICAR enters the following information on the form:

- ◆ Court order number
- ◆ ICAR case number
- ◆ Mother's name
- ◆ Payee's name
- ◆ Alleged father's name
- ◆ Initials and birth year of each child
- ◆ CSRU worker's name, address, and telephone number
- ◆ Alleged father's attorney's name and address (if applicable)
- ◆ Payee's attorney's name and address (if applicable)
- ◆ County name where the document is filed

The worker enters the following information:

- ◆ Current date
- ◆ Mother is a respondent (if applicable)
- ◆ Amended notice (if applicable)
- ◆ Types of support
- ◆ Jurisdiction
- ◆ Separate pending action (if applicable)
- ◆ Parenting class requirement (if applicable)
- ◆ CSRU worker's fax number

Revised January 22, 2021

Notice to Mother of Intent to Establish Paternity (and Support), Form 470-3310

Purpose	Use form 470-3310, <i>Notice to Mother of Intent to Establish Paternity (and Support)</i> , to notify the mother of CSRU's intention to pursue paternity establishment and of her right to contest the action.
Source	Enter a "Y" in the GENERATE NOTICES (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form when you initiate the administrative paternity action and the mother is not a respondent in the action due to inability to obtain service, or in a caretaker case. Only complete this form after you receive a completed form 470-3293, <i>Mother's Written Statement Alleging Paternity</i>, from the children's mother.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data into it, and you must enter the rest of the data. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Send one copy to the mother by first-class mail with one copy of each of the following documents:</p> <ul style="list-style-type: none">◆ Form 470-2639, Request for Financial Statement◆ Form 470-0204, <i>Financial Statement</i>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Court order number◆ ICAR case number◆ Mother's name◆ Payee's name◆ Alleged father's name◆ Initials and birth year of each child◆ CSRU worker name, address, and telephone number◆ Payee's attorney's name and address (if applicable)◆ County name where document is filed <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ Types of support◆ Jurisdiction◆ Separate pending action (if applicable)

Revised January 22, 2021

Out-of-State Directions for Service and Return of Service, Form 470-3325

Purpose	Use form 470-3325, <i>Out of State Directions for Service and Return of Service</i> , to provide location information and a return form on which the out-of-state process server or sheriff can report the success or failure of the service attempt.
Source	Enter a "Y" in the GEN SERVICE REQ (Y/R/W/G) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it. You must also enter an "O" in the I/O field.
Completion	<p>Complete this form when you generate the notice packet and you need to serve it upon the alleged father or the mother outside the state of Iowa.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p> <p>The sheriff or process server completes the <i>Return of Service</i> page after the successful or unsuccessful service attempts and returns it to CSRU.</p>
Distribution	<p>Send this form along with a notice packet to the out-of-state sheriff or private process server by first-class mail or through other appropriate office procedures.</p> <p>If the person you are trying to serve resides in a shelter, include form 470-3656, <i>Section 915.20A Affidavit Regarding Return of Service</i>. See 9-A, General Program Information.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ ICAR case number◆ Court order number◆ Current date◆ Item to be served◆ Name, address, and social security number of the person to be served◆ Employer's name and address

Revised January 22, 2021

- ◆ Date of birth and physical description of the person to be served
- ◆ CSRU worker's name, ID number, address and telephone number

The worker enters the following information:

- ◆ Expiration date
- ◆ County and state where service is requested
- ◆ Sheriff's or process server's name and address
- ◆ Service requirements (personal service vs. service on any member of the household)
- ◆ Other information relating to service
- ◆ Office (e.g. Sioux City)

Revised January 22, 2021

Paternity Negotiation Conference Report, Form 470-3313

Purpose	Use form 470-3313, <i>Paternity Negotiation Conference Report</i> , to summarize what occurred during the conference and to record any new information the appropriate party provided during the conference.
Source	Enter an "S" in the CSRU RESP (S/D) field for the appropriate party on the ADPAT3 screen to generate this form. Keep the report form until the date of the negotiation conference.
Completion	Complete this form during the negotiation conference requested by the appropriate party. This form is not required in all cases. If the form is generated from the ADPAT3 screen, ICAR automatically enters all of the data. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Keep the original form in the imaged case file and send one copy of the form to the appropriate party by first-class mail. Do not file this form with the clerk of court, because it contains confidential information.
Data	ICAR enters all of the information on the form: <ul style="list-style-type: none">◆ Requestor's name and address◆ Children's names◆ Caretaker's name◆ Alleged father's name

Revised January 22, 2021

Paternity Negotiation Conference Scheduled/Denied, Form 470-3312

Purpose	Use form 470-3312, <i>Paternity Negotiation Conference Scheduled/ Denied</i> , either to deny the conference request and provide the reasons for denial, or to provide the date, place and time of the conference, if it is not denied.
Source	Enter an "S" or "D" in the CSRU RESP (S/D) field for the appropriate party on the ADPAT3 screen to generate this form. This entry also generates form 470-3313, <i>Paternity Negotiation Conference Report</i> , for you to use to prepare for the conference and to complete during the conference.
Completion	<p>Complete this form only if the alleged father or the mother requests a negotiation conference. It is not required in all cases.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data into this form, and you must enter the rest of the data. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Send one copy of this form to the requesting party by first-class mail.
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Requestor's name and address◆ CSRU worker's name, address, and telephone number◆ Date and time of conference if scheduled <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Conference scheduled, denied or rescheduled◆ Support at issue (if applicable)◆ Conference location◆ Denial reason (if applicable)

[Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court, Form 470-3806](#)

Purpose	Use form 470-3806, <i>Petition Cover Sheet for Civil Law, Domestic Relations, and Other Equity Cases Filed in Iowa District Court</i> , to provide information to the clerk of court for processing.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when filing an administrative paternity order and accompanying documents. You must enter all of the data into this form.
Distribution	Provide this form to the clerk of court when filing an administrative paternity order and accompanying documents.
Data	The worker enters the following information on this form: <ul style="list-style-type: none">◆ Petitioner and Respondent information◆ CSRU attorney's name, address, telephone number, and personal identification number

Request for Chapter 252F Hearing, Form 470-3319

Purpose	Use form 470-3319, <i>Request for Chapter 252F Hearing</i> to certify to the court that the record of the administrative proceeding is true and accurate and to request that the court set a time for hearing.
Source	Enter a date in the CERTIFIED TO COURT field on the ADPAT3 screen to generate this form.
Completion	Complete this form when a party or CSRU requests a court hearing. If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.
Distribution	Give this form (with copies of all the documents related to the administrative paternity establishment action) to the CSRU attorney for filing with the clerk of court.
Data	ICAR enters the following information on the form: <ul style="list-style-type: none">◆ Name of county where document is filed◆ Petitioner and Respondent information◆ Court order number◆ CSRU attorney name, title, pin number, address, and telephone number CSRU worker name◆ Alleged father's name◆ Alleged father's attorney's name and address (if applicable)◆ Caretaker's name◆ Caretaker's attorney's name and address (if applicable)

The worker enters the following information:

- ◆ ICAR case number
- ◆ County name of CSRU worker
- ◆ Party requesting hearing
- ◆ The reason the alleged father requested the hearing (if applicable)
- ◆ Current support (if applicable)
- ◆ CSRU attorney's fax number and email address

[Request for Financial Statement, Form 470-2639](#)

Purpose	<p>Use form 470-2639, <i>Request for Financial Statement</i>, to:</p> <ul style="list-style-type: none">◆ Ask each parent to complete and return form 470-0204, <i>Financial Statement</i>, within ten days.◆ Explain the use of the child support guidelines in determining child support obligations.◆ Inform the parent of the consequences of not returning the financial statement in ten days.
Source	<p>Enter a "Y" in the GENERATE NOTICES (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p>
Completion	<p>Complete this form when you are sending the financial statement to the alleged father and mother to enable you to compute the child support obligation.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of the form. If you generate it manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Personally serve a copy of this form with form 470-3309, <i>Notice of Intent to Establish Paternity (and Support), Financial Statement</i> and accompanying documents upon the alleged father and the mother (if appropriate to serve the mother).</p> <p>When the mother is not a respondent in the ADPAT action, mail a copy of this form with form 470-3310, <i>Notice to Mother of Intent to Establish Paternity (and Support), Financial Statement</i> and accompanying documents to the mother (not the caretaker, if the mother is not the caretaker) by first-class mail.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ Current date◆ ICAR case number◆ Addressee's name and address◆ Initiating state's IV-D address (if applicable)◆ CSRU worker's name, address and telephone number◆ Children's names

Revised January 22, 2021

Request for Mother's Statement Alleging Paternity, Form 470-3306

Purpose	Use form 470-3306, <i>Request for Mother's Statement Alleging Paternity</i> , to ask the mother to complete form 470-3293, <i>Mother's Written Statement Alleging Paternity</i> , and to notify her of the consequences for failing to do so.
Source	<p>Enter a "Y" in the GEN MOTHER STMT (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p> <p>ICAR displays this form if there is an "N" in the CT CASE (Y/N) field. ICAR displays form 470-3307, <i>Request for Mother's Written Statement Alleging Paternity – Noncaretaker</i>, if there is a "Y" in the CT CASE (Y/N) field.</p>
Completion	<p>Complete this form each time you generate the mother's statement when the mother is the caretaker of the children.</p> <p>If the form is generated from the ADPAT screen, ICAR enters some of the data, except for the option regarding receipt of public assistance, which you must enter. If the form is manually generated from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Send one copy of this form with the <i>Mother's Written Statement Alleging Paternity</i> to the mother by first-class mail.
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Payee's name and address◆ Initiating state's IV-D address (if applicable)◆ Current date◆ ICAR case number◆ Children's names◆ CSRU worker ID, name, address, and telephone number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Public assistance case (if applicable)

Revised January 22, 2021

**Request for Mother's Statement Alleging Paternity – Noncaretaker,
Form 470-3307**

Purpose	Use form 470-3307, <i>Request for Mother's Statement Alleging Paternity – Noncaretaker</i> , to ask the mother to complete form 470-3293, <i>Mother's Written Statement Alleging Paternity</i> , and to inform her of the statement's importance.
Source	<p>Enter a "Y" in the GEN MOTHER STMT (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p> <p>ICAR displays this form if there is a "Y" in the CT CASE (Y/N) field. ICAR displays form 470-3306, <i>Request for Mother's Written Statement Alleging Paternity</i>, if there is an "N" in the CT CASE field.</p>
Completion	<p>Complete this form each time you generate the mother's statement when the mother is not the caretaker of the children.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data into this form. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	Send one copy of this form with the <i>Mother's Written Statement Alleging Paternity</i> to the noncaretaker mother by first-class mail.
Data	<p>ICAR enters all of the information on the form:</p> <ul style="list-style-type: none">◆ Mother's name and address◆ Current date◆ ICAR case number◆ Children's names◆ CSRU worker ID, name, address, and telephone number

Respondent's Rights and Responsibilities in Administrative Paternity Establishment, Form 470-3328

Purpose	Use form 470-3328, <i>Respondent's Rights and Responsibilities in Administrative Paternity Establishment</i> , when initiating the administrative paternity establishment action to explain the respondent(s)' rights in the action.
Source	Enter a "Y" in the GENERATE NOTICES (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	Complete this form when you initiate the administrative paternity process.
Distribution	Personally serve a copy of this form (with the <i>Notice of Intent to Establish Paternity and Support</i>) and its other accompanying documents upon the alleged father and the mother (if appropriate to serve the mother)..
Data	You must enter the information for this form: <ul style="list-style-type: none">◆ Alleged father's name

Revised January 22, 2021

Second Notice of Intent to Establish Paternity, Form 470-3314

Purpose	Use form 470-3314, <i>Second Notice of Intent to Establish Paternity</i> , to inform the parties of the action to be taken as a result of the conference.
Source	Enter a "Y" in the CONF HELD (Y/N/R) field for the appropriate party on the ADPAT3 screen to generate this form for the first time, or an "R" to regenerate it.
Completion	<p>Complete this form after you hold a negotiation conference with either the alleged father or the mother.</p> <p>If the form is generated from the ADPAT3 screen, ICAR enters some of the data, and you must enter the rest. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p> <p>Each time this form is produced, ICAR generates a cover letter that contains the address for the party to whom you are sending information. Keep copies of the cover letters in the imaging system, but to keep the address confidential, do not file copies in the district court file.</p>
Distribution	Give one copy of this form to the party immediately after the conference while still in the office, or mail one copy to the party by first-class mail. Give a copy of this form (not the cover letter) to the CSRU attorney for filing with the clerk of court when the administrative paternity order is filed.
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Court order number◆ ICAR case number◆ Requestor's name and address◆ Alleged father's name◆ Mother's name◆ Payee's or caretaker's name◆ Initiating state's IV-D address (if applicable)◆ Initials and birth year of each child for whom paternity will be established◆ CSRU worker's name, address, and telephone number

Revised January 22, 2021

- ◆ Alleged father's attorney's name and address (if applicable)
- ◆ Payee's attorney's name and address (if applicable)
- ◆ County where document is being filed

The worker enters the following information:

- ◆ Current date
- ◆ Support at issue (if applicable)
- ◆ Date of conference
- ◆ Hearing scheduled (if applicable)
- ◆ Action withdrawn (if applicable)
- ◆ Order filed (if applicable)
- ◆ 2nd conference information (if applicable)Types of support
- ◆ Reason support reserved (if applicable)
- ◆ Date and type of notice delivery
- ◆ Mother is not the caretaker (if applicable)

Revised January 22, 2021

What You Should Know About Immediate Income Withholding, Form 470/2819

Purpose	Use form 470/2819, <i>What you Should Know About Immediate Income Withholding</i> , to explain how immediate income withholding works and the possible exemptions from immediate income withholding.
Source	Enter a "Y" in the GENERATE NOTICES (Y/R) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.
Completion	Complete this form when you initiate the administrative paternity process. If the form is generated from the ADPAT screen, ICAR automatically enters all of the data in the heading of the form. If the form is manually generated from the FORMVIEW screen, you must enter all of the data.
Distribution	Personally serve a copy of this form (with the <i>Notice of Intent to Establish Paternity and Support</i>) and its other accompanying documents upon the alleged father and the mother (if appropriate to serve the mother). When the mother is the payee, but not a respondent in the ADPAT action, mail a copy of this form to the mother with form 470-3310, <i>Notice to Mother of Intent to Establish Paternity and Support</i> , and accompanying documents. When the mother is not the caretaker, mail this form to the caretaker payee along with a courtesy copy of form 470-3309, <i>Notice of Intent to Establish Paternity and Support</i> . NOTE: Do not send form 470/2819, <i>What You Should Know About Immediate Income Withholding</i> , to the parties when you are seeking an order for paternity and/or health insurance only obligation. An immediate income withholding order is not issued on these cases.
Data	ICAR enters the following information: <ul style="list-style-type: none">◆ Current date◆ Addressee name and address◆ ICAR case number◆ Worker ID, name, address and telephone number

Revised January 22, 2021

Waiver of Personal Service and Consent to Jurisdiction, Form 470-2982

Purpose	<p>Use form 470-2982, <i>Waiver of Personal Service and Consent to Jurisdiction</i>, for the mother to waive personal service of form 470-3309, <i>Notice of Intent to Establish Paternity and Support</i>, and to acknowledge receipt of a copy of the notice.</p> <p>Enter a "W" in the GEN SERVICE REQT (Y/R/W/G) MOTHER field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p>
Completion	<p>Complete this form when generating service to the mother who wants to waive personal service of the notice.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters some of the data in the form and you must enter the rest. If you generate it manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Mail or present a copy to the mother with the <i>Notice of Intent to Establish Paternity and Support</i>. Present the form to the mother when the mother wants to accept service of the <i>Notice of Intent to Establish Paternity and Support</i>.</p>
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ County where action is being filed◆ Petitioner and respondent information◆ Court order number◆ Person accepting service◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Type of notice being served◆ Judicial Paternity action (if applicable)

Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity (and Support), Form 470-3311

Purpose	<p>Use form 470-3311, <i>Waiver of Personal Service and Acceptance of Notice of Intent to Establish Paternity (and Support)</i>, for the alleged father to:</p> <ul style="list-style-type: none">◆ Waive personal service of form 470-3309, <i>Notice of Intent to Establish Paternity (and Support)</i>, and◆ Acknowledge that he received a copy of the notice.
Source	<p>Enter a "W" in the GEN SERVICE REQT (Y/R/W/G) field on the ADPAT screen to generate this form for the first time, or an "R" to regenerate it.</p>
Completion	<p>Complete this form only if the alleged father wants to waive personal service of the notice.</p> <p>If the form is generated from the ADPAT screen, ICAR automatically enters all of the data except for the option regarding support, which you must enter. If the form is generated manually from the FORMVIEW screen, you must enter all of the data.</p>
Distribution	<p>Mail or present the form to the alleged father with <i>Notice of Intent to Establish Paternity (and Support)</i> when he wants to accept service of the notice.</p>
Data	<p>ICAR enters the following information on the form:</p> <ul style="list-style-type: none">◆ Name of county where document is filed◆ Petitioner information◆ Respondent(s) information◆ Court order number◆ Alleged father's name◆ ICAR case number <p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ Support set (if applicable)