

EXPLANATION OF COURT JURISDICTION, ICPC & ICWA CONTACTS

Locating individuals based on the codes for the various courts and contacts are as follows:

For MT District Courts: D99887

where D = District Court Designation
and 99 = Judicial District Number
and 88 = CAPS County Number
and 7 = Judge Identification Number

For Tribal Courts: SXXYY9

where S = Tribal Court Designation
and XX = State Code Abbreviation
and YY = Tribe Abbreviation
and 9 = Judge Identification Number

For Tribal Contacts: TXX999

where T = Tribal Contact Designation
and XX = State Code Abbreviation
and 999 = Tribe Identification Number

For ICWA Contacts: IXXYY

where I = ICWA Contact Designation
and XX = State Code Abbreviation
and YY = Tribe Abbreviation

For BIA Area Offices: BIA999

where BIA = BIA Contact Designation
and 999 = Area Number (001 through 012)

For ICPC Contacts: CXXYY(Y)

where C = ICPC Contact Designation
and XX = State Code Abbreviation
and YY(Y) = CAPS Montana/California County Number
(No code needed for other states)

For ICJ Contacts: JXXYY(Y)

where J = ICJ Contact Designation
and XX = State Code Abbreviation
and YY(Y) = CAPS Montana/California County Number
(No code needed for other states)

Tips & Tricks for Entering Court Details

Permanency Hearing Effective Dates

When a permanency hearing is held, the effective **FROM** date should *always* be the first day of the month the hearing is held. The effective **TO** date should *always* be the last day of the month (plus one year) the hearing is held. (For example, if a permanency hearing is held on 5/15/06, the effective FROM date would be 5/1/06 and the effective TO date would be 5/31/07.)

“Until Further Order” Orders

If you have a court order that says, for example, “six months or until further order of the court”, do not calculate six months into the future and put that as the effective TO date on CRTD. Leave the TO date as 99s and enter the six month date in the NEXT HEARING DATE field. The assigned worker will receive an alert 30 days prior to the next hearing date and, at that time, can identify if a new order has been received or if the current order will remain open.

Scanning Court Documentation for Attaching in DocGen

All court documentation scanned and attached through DocGen should match orders that are entered on CRTD. The IV-E Unit requires the following information be attached to each child:

Initial order = Affidavit, Petition and EPS (Emergency Protective Services) order. (If there is a parental agreement, this should also be attached.)

Every subsequent order must then be attached, along with all permanency hearing documentation.