

# **NEW CASE CREATION REPORT**

Case Reference: Michael T. Reynolds vs. Danielle K. Reynolds

Temp Case Reference #: PT-2025-1782

## **STEP 1: PRE-CASE VALIDATION AND SETUP**

Duplicate Case Check

Search by NCP SSN: No duplicates found

Search by CP SSN: No duplicates found

Search by Child SSN: No duplicates found

Participant Verification

Verify NCP employment: Verified - Cascade Logistics since January 2023

Confirm addresses through USPS validation: Both addresses validated

System Requirements Check

Verify user permissions for IV-D case creation: Permissions Confirmed.

Confirm connection to WA State Disbursement Unit: Connection Active.

## **STEP 2: CASE INITIATION**

Input Requirements:

Case Type: IV-D (State-Assisted)

CP Information:

Name: Danielle K. Reynolds

SSN: \*\*\*\*8912

DOB: 08/03/1992

Address: 4512 15th Ave NE, Seattle, WA 98105

NCP Information:

Name: Michael T. Reynolds

SSN: \*\*\*\*4567

DOB: 02/14/1990

Address: 3325 Rainier Ave S #4B Seattle WA 98144

Child Information:

Name: Emma J. Reynolds

DOB: 08/22/2021

SSN: \*\*\*\*3344

Relationship to CP: Biological child

Current Address: With CP

ACES System Responses:

Case Number Generated: CS-2025-1782

Participant IDS Assigned: CP-2025-7761, NCP-2025-7762, CH-2025-7763

Initial Case Status: Pending Paternity

### **STEP 3: PATERNITY REGISTRATION**

Establishment Method Selection:

Method: Genetic Testing

Probability: 99.99%

Test Date: April 15, 2025

Lab: GeneSure Diagnostics

Lab Report #: GSD-2025-4421

Court Documentation:

Court: King County Superior Court

Case Number: PT-2025-1782

Filing Date: May 1, 2025

Judge: Honorable Sarah K. Williams

Legal Effect Date:

Paternity Effective: May 1, 2025

Support Obligation Begin: June 1, 2025

### **STEP 4: SUPPORT ORDER ENTRY**

Order Information:

Court: King County Superior Court

Case Number: DV-2025-1782

Order Date: May 15, 2025

Effective Date: June 1, 2025

Judge: Honorable Sarah K. Williams

Support Amounts:

Basic Support: \$950/month

Medical Support: \$125/month

Total Monthly: \$1,075

Frequency: Monthly

Due Date: 1st of each month

Income Information:

NCP Gross Income: \$65,000/year

CP Gross Income: \$42,000/year

Combined Income: \$107,000/year

Support Percentage: 10.7% (per WA guidelines)

## **STEP 5: INCOME WITHHOLDING SETUP**

Employer Details:

Name: Cascade Logistics

FEIN: 91-1234567

Address: 1250 Industrial Blvd, Tukwila, WA 98188

Phone: (206) 555-0200

HR Contact: Jennifer Martinez

Email: Hr@cascadelogistics.com

Employee Information:

Name: Michael T. Reynolds

Employee ID: CL-2023-0156

Department: Warehouse Operations

Position: Warehouse Manager

Pay Frequency: Bi-weekly

Last Known Salary: \$65,000/year

Income Withholding Order Parameters:

Withholding Amount: \$1,075/month

Pay Period Calculation: \$495.38

Maximum Withholding: 50% of disposable income

First Withholding Date: June 15, 2025

Remittance Address: WA State Disbursement Unit

## **STEP 6: MEDICAL SUPPORT ENFORCEMENT**

Insurance Information:

Available: Yes

Carrier: Regents Blue Shield

Group Number: Pending (NCP has 20 days to provide)

Policy Type: Employer-sponsored

Premium Responsibility: NCP

Cash Medical Backup:

Amount: \$125/month

Effective if: Group number not provided within 20 days

Collection method: Income withholding

Special Note:

The child is currently on CP's insurance which expires 07/31/2025

NCP Cooperative during the process: Yes

The employer has a good compliance history with wage withholding

## **STEP 7: CASE FINALIZATION AND QUALITY ASSURANCE**

Data Integrity Checks:

All required fields populated: Yes

Dates are chronologically consistent: Yes

Amounts match court order exactly: Yes

SSNs validated and accurate: Yes

System Integration Verification:

Income Withholding Order transmitted to SDU: Completed

NMSN sent to employer: Sent May 16, 2025

Case linked to paternity record: Yes

Participant notifications generated: Yes

Compliance Validation:

RCW 26.09 Requirements Met: All statutory requirements satisfied

Federal Regulations Satisfied: 45 CFR 303 Compliance Verified

Court Order Fully Captured: All provisions entered correctly

Audit Trail Complete: All actions logged with timestamps

Final Case Status:

ACES Status: Active - Ready for Enforcement

Effective Date: June 1, 2025