

APR CERTIFICATION TO DR COURT CHECKLIST

- Prepare a Case Information Sheet for the District Court in which you plan to certify the order with corresponding court information (address et al). The parties listed on the caption should be the parties in the DR case moving forward, not the parties to the D&N
- File the Case Information Sheet and APR order in CCE
 - In CCE, go to drop down menu for "Filing"
 - Select "Filing New Case"
 - Select "Domestic Family"
 - Select Court location
 - Select Case type "Child Custody Alloc Parent RSP"
 - Enter Party Information – be sure to add as new caption would be filed
 - Whomever has custody of the child(ren) would be Petitioners, anyone else remaining as a respondent is the Respondent.
 - Upload the Caption and APR Order and Case Information Sheet
 - Be sure to review the uploaded documents before submitting for filing
 - An email receipt should be received for the admittance and the acceptance of the filing
 - This email will have the new District Court number assigned to the case
- Prepare Notice of Deposit to be filed in the D&N case indicating the new District Court case number, and file via CCE.
- Upon receipt of the Notice of Deposit the Juvenile Court will terminate jurisdiction and enter the JTER code in the register of actions.