

Purging Final Worksheet

In recent weeks, we have received several inquiries of what to do when the court is attempting to search **via a county only** for a Worksheet submitted on the judges' flow. Instead you received an error message that "your search result exceeds the 100 record limits. Please enter additional search criteria to limit the number of matching results found."

In most instances, this is the result of too many submitted Worksheets still residing in the judges' flow. Every Worksheet submitted before and after January 1, 2007, may still be residing there. There is a simple fix to prevent this from happening.

In training, you have been instructed not to go past the "Review" page until you take the case to the final order. However, when a bit of time has passed, let's say thirty days, the Order has been signed and the hard copy is in the case file, at that point, we ask that you bring up that case and "Submit" the Worksheet.

There will be those cases that the court believes are still active, such as a temporary order of child support, and the court may want to retrieve or gain access to that particular Worksheet. In that case, the court does not need to purge the Worksheet and it can remain in the active list.

Once the order is final, you must proceed beyond the "Review" page in order to remove completed Worksheets from the county search list. Taking this step removes the Worksheet off the active list, which means that it can no longer be retrieved.

Note: Do not take this step if you intend to "Release" the Worksheet back to the parties.


Follow these steps:

1. Open the Worksheet and from the left menu bar select "Review". The "Review" page will display. You will see the "Submit" button at the bottom of the Review page.

See illustration of Review Page—

Review

[Change Password](#)
[Calculator Services](#)
[Background Information](#)
[Children](#)
[Worksheet](#)
[Schedule A](#)
[Schedule B](#)
[Schedule D](#)
[Schedule E](#)
Review
[Sign Out](#)

 Calculator worksheet saved with confirmation number MT324B29BC. Please record your calculator confirmation number for retrieving your saved calculator worksheet. If you misplace your saved calculator confirmation number, you must start a new child support calculation.

A review of your calculation reflects that you have entered all the required information to complete this Worksheet. Click the "VIEW PRINTER FRIENDLY" button to see the information you have entered and to print a copy of the Worksheet and Schedule forms for your records.


****IMPORTANT: PLEASE BE ADVISED, ONCE YOU CLICK "SUBMIT" FROM THIS PAGE NO FURTHER CHANGES TO THIS WORKSHEET WILL BE PERMITTED NOR WILL YOU BE ABLE TO ACCESS THIS WORKSHEET OR PRINT A COPY FOR YOUR RECORDS. USE THE LEFT MENU BAR TO RETURN TO THE WORKSHEET DURING THIS WORK SESSION IF YOU WISH TO CONTINUE WITH YOUR CALCULATIONS. DO NOT CLICK "SUBMIT" AS LONG AS THIS ACTION IS PENDING IN COURT.****

Upon clicking "SUBMIT" the "Complete" page will appear and this Worksheet will purge from your list, confirming that the final Child Support calculation has been generated and the action before the court has been completed.

2. Click the "Submit" button and the "Complete" page will display.
Warning: Do not take this step if you will need to refer to this Worksheet again.


3. Display of the "Complete" page confirms that the Worksheet has been removed from the active list and literally purged. This action clears the space for newer submitted Worksheets. If you do not take this action, the end result is that submitted Worksheets will remain in the judges' flow.

See illustration of "Complete Page"—



 Office of
CHILD SUPPORT SERVICES
 GEORGIA DEPARTMENT OF HUMAN RESOURCES 


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Constituent Services Portal
 Secure Site

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Complete

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Complete
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 The Final Child Support Worksheet for Civil Action Case # Test123 has been generated

Following the above instructions will clear space for more Worksheets to be submitted and for the court to obtain easy access to them.

If you have any further questions, please do not hesitate to contact me at 404-463-1849 or radwinj@gaaoc.us.

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