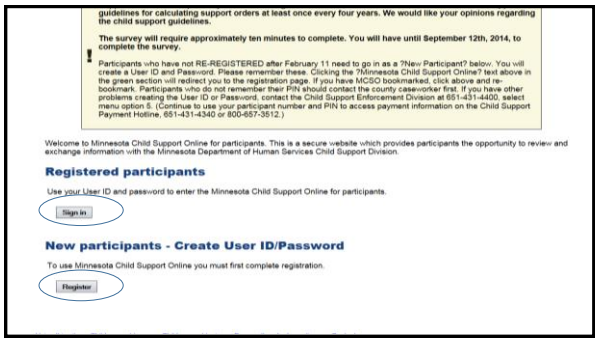
Getting to Know EZ Docs

Rosie Hernandez
Performance and Reports



Child Support Services | DHS Public Site | Guidelines Calculator | Get Email Updates | CSezDocs

Minnesota Child Support Online Sign out

Financial information | Case information | My information | Online payments

CSezDocs | Account summary | Payments to you | Payments from you | Case payments | Account balance | Tax intercepts

Account summary

Minnesota Child Support Online provides payment information as a service to our participants. The payment information may not be complete and is not an official statement of your child support account. The amounts listed show the money received from the obligor, which may differ from the money paid to the obligee. All amounts are shown in U.S. dollars.

The current account balance:

Case	With	Total Owed by Obligor
		0.00

Financial information | Case information | My information | Online payments | CSezDocs

Child Support CSezDocs

CSezDocs is used by Minnesota child support participants who want to request a modification of their child support order. At this time, you must have an open child support case in a Minnesota county. Since CSezDocs interfaces with the Minnesota child support case information system, some information from your child support case may display. You will be able to overwrite any displayed information.

A document can be saved for 14 days. If a document has not been submitted within 14 days it will be deleted. Once a document is submitted, it will not be accessible from this site.

What do I need to complete my forms?

Before you start these forms, you should have easy access to:

- your most recent child support orders
- your income information - payroll stubs, tax returns, etc.
- the child(ren)'s health and/or dental insurance premium costs and who it covers
- work or education related child/day care costs
- your household expense information
- a working printer.

Select a Case, then click on 'Continue'.

Select	Case Number	County Name	Participants	
◉		DODGE		

Continue

Financial information | Case information | My information | Online payments | CSezDocs

Child Support CSezDocs

Select an Action for appropriate document.

Document Description	Action
Financial Statement - Requesting or Responding • Use the Financial Statement online form to request or respond to a review of your child support order. • You may complete more than one Financial Statement. • If you exit the online form before saving it, your information will not be saved. So, if you begin another form, you will need to reenter your information. • If you want a copy of your completed form, BE SURE TO PRINT it before submitting. • If the system is unavailable, you may print and complete the Financial Statement DHS-6523-ENG (PDF)	Create Update
Pro Se - Filing a Motion on Your Own • Complete the forms for filing a motion on your own to ask for a change to your child support order. • Complete the forms for responding to the other parent's motion to change your child support order.	Create Update

Financial Statement

Main Menu

Please click on a section name to begin working on that section of your Financial Statement. At any time during the Financial Statement creation process you can click the 'Continue' button to return to this page.

This document process connects with the Minnesota Child Support case information system and some of your case information may display. The court may require documentation for the information you provide.

Section	Visited
Personal Information	☐
Employment and Income Information	☐
Children	☐
Child Care Expenses	☐
Medical and Dental Insurance Information	☐
Additional Information	☐
Complete Your Financial Statement	☐

Financial Statement

* required field

Personal Information

Note: In certain situations, you may be REQUIRED to provide proof of information contained in this financial statement. This may include copies of paystubs for the past three months, medical and/or dental payments, verification of child care expenses, and a recent unemployment benefit statement (if applicable). If you are self-employed, you **MUST** provide your tax returns and schedules for the past three years. Tax returns and schedules must be mailed or taken to your Child Support Agency. If you have any questions, please contact your child support officer.

Name: * First | Middle | * Last

Mailing address

Mailing Address Line 1: 14 MAIN STREET

Mailing Address Line 2: PO BOX 12345

Mailing Address City/State/ZIP: City: ST PAUL State: MN ZIP: 55109

My mailing address if different from where I live: ○ Yes ◉ No

Contact information

Home phone number (only numbers allowed):

Cell phone number (only numbers allowed):

Other phone number (only numbers allowed):

Mailing Address Line 1: 14 MAIN STREET

Mailing Address Line 2: PO BOX 12345

Mailing Address City/State/ZIP: City: ST PAUL State: MN ZIP: 55109

My mailing address if different from where I live: ○ Yes ◉ No

Contact information

Home phone number (only numbers allowed):

Cell phone number (only numbers allowed):

Other phone number (only numbers allowed):

There is no way to call me: ☐

Home email address:

Work email address:

Note: You **MUST** report all changes to your Child Support Officer.

Other information

I am going to school: ○ Yes ◉ No

Number of adults living in my household:

Number of children living in my household:

Average monthly household expenses:

Main Menu | Save | Continue

Financial information | Case information | My information | Online payments | CSezDocs

Financial Statement

Main Menu

Please click on a section name to begin working on that section of your Financial Statement. At any time during the Financial Statement creation process you can click the 'Continue' button to return to this page.

This document process connects with the Minnesota Child Support case information system and some of your case information may display. The court may require documentation for the information you provide.

Section	Visited
Personal Information	✓
Employment and Income Information	☐
Children	☐
Child Care Expenses	☐
Medical and Dental Insurance Information	☐
Additional Information	☐
Complete Your Financial Statement	☐

Financial Statement

Case:

Main Menu

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Section	Visited
Personal Information	✓
Employment and Income Information	✓
Children	✓
Child Care Expenses	✓
Medical and Dental Insurance Information	✓
Additional Information	✓
Complete Your Financial Statement	☐

Financial information | Case information | My information | Online payments

CSezDocs

Financial Statement

Complete your financial statement.

Step 1: Click the Preview button below to display and print your information.

If you want a copy of this document, you must print **BEFORE** submitting. Once a document is submitted, it will not be accessible from this site.

To print a copy of your financial statement, click on the Preview button. The preview window opens. Click on the "**Print**" link in the upper right corner of the page.

Preview

Step 2: Submit your Financial Statement by clicking on the "Submit" button below.
By Submitting: I swear the statements made in this document are true and correct to the best of my knowledge.
By Submitting: I understand the information I have provided may be filed with the court and shared with others including the other parent.

Submit

To update or complete required fields in your Financial Statement click on "Main Menu" button and return to section to review and complete.

Main Menu

Financial Statement

Close Window Print

Submission Date: 09/21/2015

I. Personal Information

Note: In certain situations, you may be REQUIRED to provide proof of information contained in this financial statement. This may include copies of paystubs for the past three months, medical and/or dental payments, verification of child care expenses, and a recent unemployment benefit statement (if applicable). If you are self-employed, you **MUST** provide your tax returns and schedules for the past three years. Tax returns and schedules must be mailed or taken to your Child Support Agency. If you have any questions, please contact your child support officer.

1. My name is:
2. My Mailing address is: 14 MAIN STREET
   PO BOX 12345
   ST PAUL MN, 55109
3. My mailing address is different from where I live: No
4. My home address is:
5. My contact phone numbers are:
   Home Phone:
   Cell Phone:
   Other Phone:

There is no way to call me: True

Note: You **MUST** report all changes to your Child support Officer

6. My email address are:

Financial information | Case information | My information | Online payments

CSezDocs

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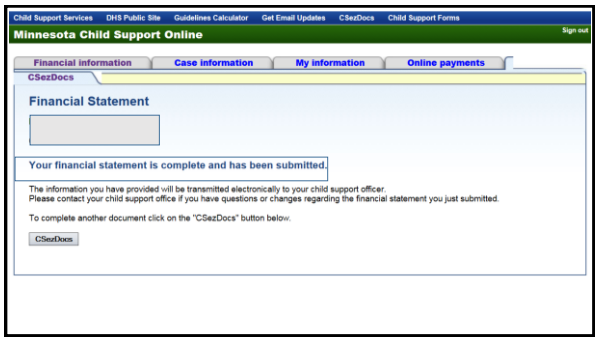
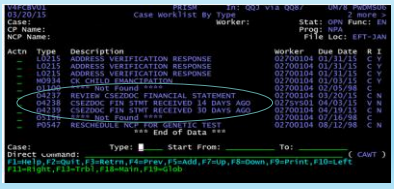
Main Menu



EZ DOCS IN PRISM

CAWD/CAWT displays worklist created by submission of Financial statement

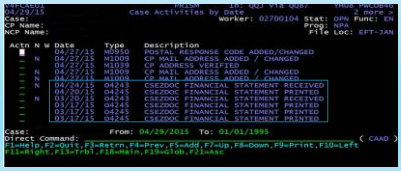
Select any of the related worklist to be directed to the new EZDL screen.



CAAD

Submission of an EZ document creates automated case activities.

Selecting any of the CAAD notes will navigate to the EZDL screen.



CAAD 04243

DISPLAYS THE PARTICIPANTS SELECTION FROM EZ DOCS

```
VUFCAF01                    PRISM        In: QQJ via QQ87      YH08 PWCOB46
04/29/15                Case Activity Detail                        1 more >
*Action (A,C,D,M):
Case:                 Activity Date: 04/24/2015 Code: 04243
Case:                                  Worker: 02700104 Stat: OPN Func: EN
CP Name:                                                Prog: NPA
NCP Name:                                             File Loc: EFT-JAN

Code Description: CSEZDOC FINANCIAL STATEMENT RECEIVED
                        MCI:

DORD Rqst Id:                   CORD Rqst Id: 02700104 0000000032
Legal Tracking Process Type: ___ Begin Date: _________ Seq Nbr: __

1_ of 2                         Narrative
  I am responding to a request from the child support agency to review my____
  child support order.____________________________________________________
  ________________________________________________________________________
  ________________________________________________________________________

Direct Command:                                                    ( CAAD )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F6=Info,F7=Up,F8=Down,F10=Left,F11=Right
F13=Trbl,F18=Main,F19=Scrl,F20=audit
 Case Activity 001163086902 04243  displayed successfully
```

GETTING TO KNOW EZDL

Financial statements are visible on EZDL or DOGM.

Only documents that share the same county FIPS as the CSO logged into PRISM are visible.

Selecting EZDL leads to CORD

- CORD documents are not able to be modified

EZDL groups documents by worker ID

STATUS

- WPD - Web Pending
  - View status only F21
- WPR - Web Print – displays after WPD status
  - Printable only in this status
  - Re-print limited to 7 days after the initial print

NEW PRISM SCREEN: EZDL

Entering EZDL on the direct command line displays any pending Financial Statements

Selecting documents with status type 'WPD' will direct to the CORD screen.

```
YHPHHU01                    PRISM        In: QQJ via QQ87      US42 PWCOB46
03/17/15                 EZ Document List                        12:55 PM

 Act Stat     Document ID          Case ID       Form        Description
  _  WPD  02700104 0000000025                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000001                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000002                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000003                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000004                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000005                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000006                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000007                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000008                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000009                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000010                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000011                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000012                   F0046  Modification Financial Sta
  _  WPR  02700104 0000000013                   F0046  Modification Financial Sta

 Cnty: 027  Status: WPD   Form: F0046   Case ID: ___________
 Direct Command:                                                    ( EZDL )
 F1=Help,F2=Quit,F3=Retrn,F4=Prev,F7=up,F8=Down,F9=Print,F13=Trbl,F18=Main
 F19=Scrl
```

EXISTING CORD SCREEN

```
V14MM601                    P415M     In: QDJ via QQ87     0K57 PWC0846
04/20/15                  CODD Request Detail                   4 more >
*Action (A,B,C,D,M,N,P):
Case:                 Doc Id: 02700104 0000000027
Case:                                     Worker:        Stat: OPN Func: EN
CP Name:                                                Prog: NPA
NCP Name:                                             File Loc: EFT-JAN
Form: F0046 0001 - Modification Financial Statement     Web Status: WPD
1_ of 45  Amended Ind: _  Populate Order: _  Remove Opt Ind: _  Party: ___
Opt  Seq Label Type Description                                  Stip: _
 S    10   Y    Z   EZ F6 CASE INFORMATION
 S    20        Z   EZ F5 PERSONAL INFORMATION
 S    30   Y    Z   EZ F5 PERSONAL INFORMATION_1
 S    40   Y    Z   EZ F5 PERSONAL INFORMATION_2
 S    50   Y    Z   EZ F5 PERSONAL INFORMATION_3
 S    60   Y    Z   EZ F5 PERSONAL INFORMATION_4
 S    70   Y    Z   EZ F5 PERSONAL INFORMATION_5
 S    80   Y    Z   EZ F5 PERSONAL INFORMATION_6
 S    90   Y    Z   EZ F5 PERSONAL INFORMATION_7
 S   100   Y    Z   EZ F5 PERSONAL INFORMATION_8
Direct Command:                                                  ( CORD )
F1=Help,F2=Quit,F3=Retrn,F4=Prev,F6=SActv,F7=Up,F8=Dn,F9=Prnt,F10=Lt,F11=Rt
F13=Trbl,F14=Label,F18=Main,F19=Glob,F20=Audit,F21=View
 Doc ID 0011630869-02-02700104000000027 displayed successfully
```

F21 TO VIEW

```
V14MM401                    P415M     In: QDJ via QQ87     0K57 PWC0846
04/20/15                 CODD Online View                       3:01 PM
Case:                 Doc ID: 02700104 0000000027          Form: F0046000001
*****************************************************************************

                    MODIFICATION FINANCIAL STATEMENT

                              Case Information:
        Case Number:                 Submission Date: 03/20/2015

 I. Personal Information:

 1.  My name is

 2.  My mailing address is:

     _________
     City:        State:    ZIP:

 3.  This mailing address is different from where I live:
Direct Command                                                   ( CORD )
```

QUESTIONS?

Thank you for your teamwork