

Office of Child Support
POLICY SHEET

SUBJECT

Authorization for Signing Petitions

PS# 01-16

POLICY

Employees must have passed the case presenter’s exam, and have approval of the Regional Manager, before being authorized to sign petitions or motions to court. The same standard applies to signing initiating UIFSA actions.

All court and UIFSA filings/motions will be reviewed and approved by either the CSS Supervisor, Regional Manager, or Paralegal Supervisor until the employee has passed the case presenter’s exam. Once this milestone is reached, the supervisor has the discretion to continue to review all filings/motions to ensure accuracy.

RATIONALE

The Vermont Rules for Family Proceedings (V.R.F.P.) 10 do not explicitly state that anyone signing court paperwork must have first passed the presenter’s exam. However, OCS must stand behind any documents we sign as they have a legal implication. After passing the exam, the determination of whether an employee is ready to sign pleadings or present cases before case managers and magistrates remains with the Regional Manager.

Date	Action	Description
12/31/2001	Created	
07/10/2023	Revised	Clarifying standards for UIFSA filings; applied standard formatting