# GovLink Referrals vs. Filing Assignments

#### What is a Referral?

Referrals are the new way to send a <u>CSE-102</u> to your DA or BGC Attorneys. They are found on step 3 of the filing stepper in GovLink. [See Example A]

#### What is a Filing Assignment?

Filing assignments are used when you need to send information to someone within your office for review. Filings Assignments are found on step 6 of the filing stepper [See Example B]

#### When do I need to send a Referral?

Referrals should be used any time a <u>CSE-102</u> is needed on a case.

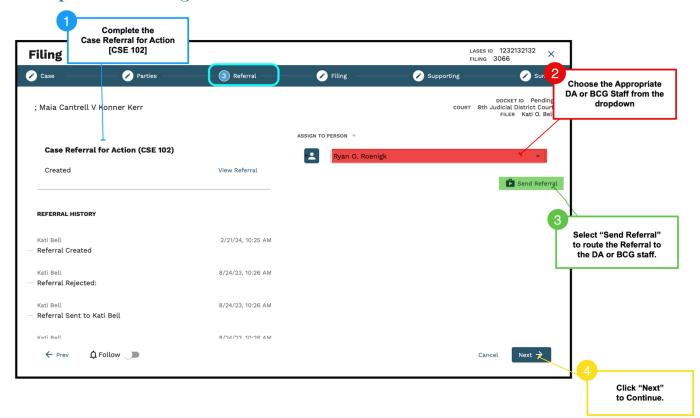
#### Who do I send Referrals to?

- Referrals should <u>only</u> be sent to the DA or BGC Staff.
- Referrals are sent by assigning a user on step 3 of the stepper and clicking "Send Referral" [See Example A]
- When a Referral is sent on step 3, the DA or BGC Staff will automatically be assigned on step 6 as well.

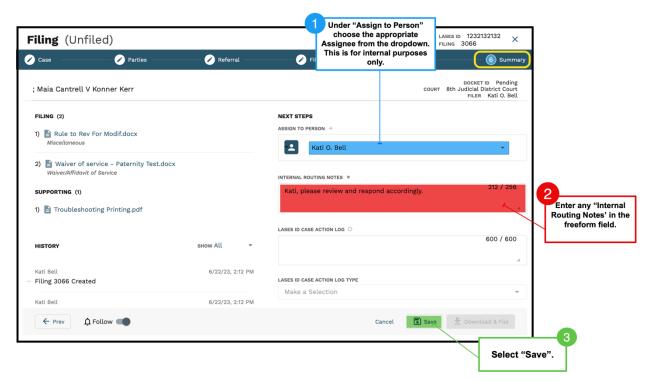
### What if my supervisor needs to review my Referral before sending?

- 1. Save your referral as a draft on step 3 of the filing stepper.
- 2. Go to your summary page (step 6) of the filing stepper and assign the entire filing to your supervisor. Once reviewed either the Supervisor or Case Worker will need to assign the referral to the desired DA or BGC staff on step 3 and Click "Send Referral." [See Example C]

### Example A: Sending a Referral



## Example B: Filing Assignment



### Example C - Sending a Referral for Supervisor Review

