

GovLink Referrals vs. Filing Assignments

What is a Referral?

Referrals are the new way to send a **CSE-102** 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 **CSE-102** is needed on a case.

Who do I send Referrals to?

- Referrals should **only** 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

1 Complete the Case Referral for Action [CSE 102]

2 Choose the Appropriate DA or BCG Staff from the dropdown

3 Select "Send Referral" to route the Referral to the DA or BCG staff.

4 Click "Next" to Continue.

The screenshot shows the 'Filing' interface for a case titled 'Maia Cantrell V Konner Kerr'. The 'Referral' tab is active. The 'Case Referral for Action (CSE 102)' section shows a dropdown menu with 'Ryan O. Roenigk' selected. A 'Send Referral' button is visible. The 'REFERRAL HISTORY' section lists previous actions: 'Referral Created', 'Referral Rejected', and 'Referral Sent to Kati Bell'. A 'Next' button is at the bottom right.

Example B: Filing Assignment

1 Under "Assign to Person" choose the appropriate Assignee from the dropdown. This is for internal purposes only.

2 Enter any "Internal Routing Notes" in the freeform field.

3 Select "Save".

The screenshot shows the 'Filing (Unfiled)' interface for the same case. The 'Summary' tab is active. The 'NEXT STEPS' section shows 'ASSIGN TO PERSON' with 'Kati O. Bell' selected. The 'INTERNAL ROUTING NOTES' section has a red box containing the text 'Kati, please review and respond accordingly.'. The 'LASES ID CASE ACTION LOG' and 'LASES ID CASE ACTION LOG TYPE' sections are also visible. A 'Save' button is at the bottom right.

Example C - Sending a Referral for Supervisor Review

1 Save your Referral as a Draft on Step 3 of the filing stepper.

2 Go to Step 6 of the filing stepper

3 Assign the entire filing to your supervisor.

4 Enter any "Internal Routing Notes" in the provided field.

5 Select Save.

Do not click "Send Referral".

Case Referral for Action (CSE 102)
Created [button: View Referral]

REFERRAL HISTORY
Kati Bell 2/21/24, 10:25 AM

Filing (Unfiled)
LASES ID 1232132132 FILING 3066

FILING (2)
1) Rule to Rev For Modif.docx Miscellaneous
2) Waiver of service - Paternity Test.docx Waiver/Affidavit of Service

SUPPORTING (1)
1) Troubleshooting Printing.pdf

HISTORY SHOW ALL
Kati Bell 6/22/23, 2:12 PM - Filing 3066 Created
Kati Bell 6/22/23, 2:12 PM

NEXT STEPS
ASSIGN TO PERSON → Kati O. Bell

INTERNAL ROUTING NOTES 224 / 256
Kati, please review and approve.

LASES ID CASE ACTION LOG 600 / 600

LASES ID CASE ACTION LOG TYPE Make a Selection

Buttons: Prev, Follow, Cancel, Save, Download & File