

**252H.9 Filing and docketing of administrative adjustment or modification order order effective as district court order.**

1. If timely request for a court hearing is not made pursuant to section 252H.8, the unit shall prepare and present an administrative order for adjustment or modification, as applicable, for review and approval, ex parte, to the district court where the order to be adjusted or modified is filed.
2. For orders to which subchapter II or III is applicable, the unit shall determine the appropriate amount of the child support obligation using the current child support guidelines established pursuant to section 598.21, subsection 4, and the criteria established pursuant to section 252B.7A and shall determine the provisions for medical support pursuant to chapter 252E.
3. The administrative order prepared by the unit shall specify all of the following:
  - a. The amount of support to be paid and the manner of payment.
  - b. The name of the custodian of any child for whom support is to be paid.
  - c. The name of the parent ordered to pay support.
  - d. The name and birth date of any child for whom support is to be paid.
  - e. That the property of the responsible person is subject to collection action, including but not limited to wage withholding, garnishment, attachment of a lien, and other methods of execution.
  - f. Provisions for medical support.
  - g. If applicable, the order determined to be the controlling order.
  - h. If applicable, the amount of delinquent support due based upon the receipt of social security disability payments as provided in sections 598.22 and 598.22C.
4. Supporting documents as described in section 252H.8, subsection 4, may be presented to the court with the administrative order, as applicable.
5. Unless defects appear on the face of the order or on the attachments, the district court shall approve the order. Upon filing, the approved order shall have the same force, effect, and attributes of an order of the district court.
6. Upon filing, the clerk of the district court shall enter the order in the judgment docket and judgment lien index.
7. A copy of the order shall be sent by regular mail within fourteen days after filing to each parent's last known address, or if applicable, to the last known address of the parent's attorney.
8. The order is final, and action by the unit to enforce and collect upon the order, including arrearages and medical support, or both, may be taken from the date of the entry of the order by the district court.