

## 12 Court Orders

Upon receipt of a notice from the relevant issuing authority the Payroll Team will enter the appropriate details on CHRIS.

**Navigate:**                    **Organisation Structure >People (find employee) >Payroll > Court Orders >‘New – Court Orders‘**



**Court orders: New**

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**Details**

Court order type

Issuing authority

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**Amounts**

Amount due per period

Value of order

Protected earnings

Admin fee

Amount outstanding

Destination account

Reference

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**Dates**

Issued date

Received on

End date

1. Court order type – select from the drop down list (see table below)
2. Issuing Authority – select from the drop down list
3. Complete all the mandatory fields and the admin fee box in the ‘Amounts’ area. The mandatory fields will change dependent upon which type of court order has been selected.
4. Enter the issue date, received date (if available) and the End Date (if available)
5. Save

Court Order Type		Mandatory fields
AEO- Priority AEO- non priority Fines AEO	Attachment of Earnings Order (e.g. loan and store card recovery)	<ul style="list-style-type: none"> <li>• Amount per period</li> <li>• Value of order</li> <li>• Protected earnings</li> </ul>
CTAEO	Council Tax Attachment of Earnings Order	Value of order
CCAEO	Community Charge Attachment of Earnings Order	
CMA	Current Maintenance Arrestment (Scottish)	
EA	Earnings Arrestment (Scottish)	
DEO	Deductions of Earnings Order (e.g. child support and maintenance payments)	<ul style="list-style-type: none"> <li>• Amount per period</li> <li>• Protected earnings (where supplied)</li> </ul>

Note, that some Court Orders will take priority e.g. maintenance and hence will build up notes of arrears due if an individual is unable to make a payment one month (e.g. because it is below their protected earnings) and thus the individual will may have to pay more in subsequent months.

Before any court order details can be attributed to an individual you need to ensure that details of the relevant ‘Issuing Authority’ have been set up in the main UK legislation folder. New issuing authorities can be set up by Payroll super users.