



# Tribal Employer Job Aid

## Court Ordered Indicator

### Adding and Removing a Court Ordered Indicator

Tribal Benefit Officers can place a Court Ordered Indicator on any enrollment for which the Tribal Employer has been instructed to ensure continuous coverage of a dependent through a valid court order. This new indicator will be a safeguard to prevent a Tribal Employer from changing an enrollment from family coverage to self-only coverage before the court order has been lifted. The chart below outlines the step-by-step process for adding and removing a Court Ordered indicator.

Step	Action
1	<p><b>Login to the TIPS web portal with username and password</b></p> 
2	<p><b>Select the Manage Court Orders option on the Inquiry Tab</b></p> 
3	<p><b>Input enrollee's information in all listed fields and click search</b></p> 
4	<p><b>Click Add Court Order button</b></p> 

Step	Action
5	<p>Receive confirmation that the Court Order was successfully added to the enrollee</p>  <p>The screenshot shows the 'Manage Court Orders' page in the TIPS system. A red-bordered box highlights a message at the top: 'The Court Order was successfully added to the Enrollee.' Below this, there are search filters for Last Name (Trainer), First Name (Robert), Social Security Number (123456789), and Tribal Organization (Training Tribe). A table lists the added court order with columns for Last Name, First Name, Social Security Number, Tribal Organization, and POB. The 'Add Court Order' button is visible at the bottom right.</p>
6	<p>If the Court Order needs to be removed, search for the enrollee</p>  <p>The screenshot shows the search filters section of the 'Manage Court Orders' page. A red-bordered box highlights the search input fields: Last Name (Trainer), First Name (Robert), Social Security Number (123456789), and Tribal Organization (Training Tribe). The 'Search' button is located below the filters.</p>
7	<p>Select the Remove Court Order button</p>  <p>The screenshot shows the search results table. A red-bordered box highlights the 'Remove Court Order' button in the rightmost column of the table row for the enrollee Robert Trainer.</p>
8	<p>Confirm the Court Order was removed successfully from the enrollee</p>  <p>The screenshot shows the 'Manage Court Orders' page after the removal. A red-bordered box highlights a message at the top: 'The Court Order was successfully removed from the Enrollee.' The search filters and table are also visible, but the 'Remove Court Order' button is no longer present.</p>