


ADJUDICATION MEMORANDUM #45

TO: Adjudication Staff

FROM: Don Shaff, Adjudication Bureau Chief 

SUBJECT: Corrections to Partial Decrees

REVISED: August 31, 2009

This memorandum describes the procedure for correcting errors in partial decrees.

Corrections to Name and Address Only

If the right holder identifies a clerical error in a name or address in the partial decree, two paths can be taken:

- The department will update its data entry via an address change form received from the right holder. In this case, the court's records will not be modified with the correct information.
- If it is important to the right holder the change be reflected in the partial decree, it is their responsibility to contact the court directly.

Corrections to Other Elements

Requests for changes to elements other than name and address should be referred to the court. If the right holder identifies the error to the department, the claimant should be advised to contact the court. If the department identifies the error, department staff should prepare a letter to the court and provide copies to the right holder and claim file. In some cases where the right holder identifies the error and the department sees just cause, the department will initiate contact with the court.