



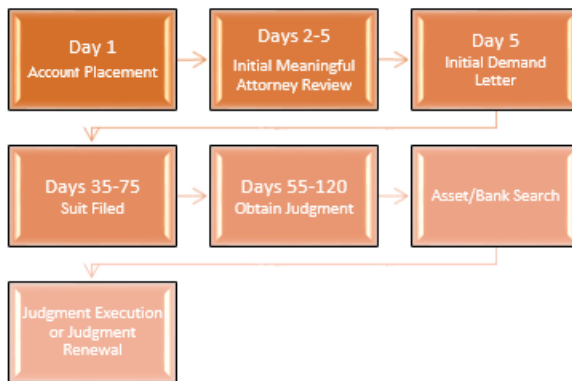
## **WORK STANDARDS**

### **REPORTING STATUS INFORMATION**

UHG's minimum requirements for DebtNext Activity Codes are outlined below to capture different stages of activity within its lifecycle while placed with a Law Firm.

### **CRITICAL WORKFLOW ACTIVITY CODES**

In accordance with the UHG Legal Manual, the below workflow is required to be met on each account placed with a legal servicer.



Below are the Critical Activity Codes that are required through Activity Reporting and associated with the legal workflow:

- **Day 1 Account Placement –Activity Code 100000 Account Acknowledged**
- **Day 2-5 MAR –Activity Code 401005 Meaningful Attorney Review**
- **Day 5 IDL – Activity Code 401000 -Legal Placement - Initial Demand Letter Sent**
- **Day 35-75 Suit Filed – Activity Code 401015 – Suit Filed**
- **Day 55-120 Obtain Judgment – Activity Code 401170 – Judgment Awarded**



## PLACEMENT/DEMAND

DN Activity Code	Inventory Placement Status Change	Description	DN Template	Required Fields
100000	101-000	Account Acknowledged	Activity Update	data_id activitytype_id activity_date (activity_date references the date the activity occurred)
100002		SCRA Scrub Performed		
100061		Bankruptcy Scrub Performed		
100062		Deceased Scrub Performed		
401065	114-600	Legal - Media Request		
401005		Meaningful Attorney Review		
401000	111-010	Initial Demand Letter Sent (activity_date: date letter sent)		
301021		Law Firm - Voluntary Payment Plan (activity_date: date of last payment) (activity_amount: payment amount)		data_id activitytype_id activity_date activity_amount

## Suit

DN Activity Code	Inventory Placement Status Change	Description	DN Template	Required Fields
100002		SCRA Scrub Performed	Activity Update	data_id activitytype_id activity_date (activity_date references the date the activity occurred)
100061		Bankruptcy Scrub Performed		
100062		Deceased Scrub Performed		
401005		Meaningful Attorney Review		
401001		Law Firm Affidavit Client Execution		
401002		Law Firm Affidavit Creation		
401010	114-000	Prep for Suit		
401015	114-010	Suit Filed (activity date: date suit filed)		
DN Activity Code	Inventory Placement Status Change	Description	DN Template	Required Fields
401021	114-030	Summons Served (activity_date: date summons served)	Activity Update	data_id activitytype_id activity_date
401025	114-005	Stipulation (activity_date: date of stipulation)		



401026		Stipulation Default Letter (activity_date: date of default letter)		
401030	114-040	Answer Filed (activity_date: date answer filed)		
301021		Law Firm - Voluntary Payment Plan (activity_date: date of last payment) (activity_amount: payment amount)		
401130	114-801	Suit Dismissed WITH Prejudice (activity_date: date of dismissal)		
401135	114-800	Suit Dismissed WITHOUT Prejudice (activity_date: date of dismissal)		
401155		Counterclaim Filed (activity_date: date counterclaim filed)		
				data_id activitytype_id activity_date activity_amount
				data_id activitytype_id activity_date

### Judgment

DN Activity Code	Inventory Placement Status Change	Description	DN Template	Required Fields
			Activity Update	data_id activitytype_id activity_date
100002		SCRA Scrub Performed		data_id activitytype_id activity_date (activity_date references the date the activity occurred)
100061		Bankruptcy Scrub Performed		
100062		Deceased Scrub Performed		
401002		Law Firm Affidavit Creation		
401005		Meaningful Attorney Review		
401125		MAR - Attorney Approved for Judgment		
401145		MAR - Attorney Approved Dismissal		
DN Activity Code	Inventory Placement Status Change	Description	DN Template	Required Fields
401160		Judgment Entered (activity_date: date judgment requested)	Activity Update	data_id activitytype_id
401170	115-000	Judgment Awarded		

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		(activity_date: date judgment awarded)		activity_date
401205		MAR - Attorney Approved Satisfaction of Judgment		
401200		Satisfaction of Judgment (activity_date: satisfaction of judgment date)		
401120		Judgment Vacated (activity_date: date judgment vacated)		
401185		Revival of Judgment		
401180	115-060	Dormant Judgment		
301004		Garnishment Payment (activity_date: date of last payment) (activity_amount: payment amount)		data_id activitytype_id activity_date activity_amount
301020		Judgment Payment Plan (activity_date: date of last payment) (activity_amount: payment amount)		

#### Post-Judgment

DN Activity Code	Inventory Placement Status Change	Description	DN Template	Required Fields
300014		PJ Asset and Bank Investigation	Activity Update	data_id activitytype_id activity_date
300019		PJ Discovery Court Date		
301000		PJ Garnishment Filed at Court		
302000		PJ Tax Garnishment		
303000	115-040	PJ Lien Real Property Identified		
303001	115-040	PJ Lien Letter Sent		
303002	115-040	PJ Lien Filing Sent to Court		
303004	115-040	PJ Lien		
303010		PJ Lien Release		
304000	115-030	PJ Bank Levy Bank Account Identified		

#### Judgment Update Template Required Fields

DN Required Fields	Field Description	Format	Field Values
data_id	DebtNext Account Number	Text	
judgment_date	Judgment Awarded Date	Date	
judgment_case	Judgment Case Identifier	Text	
judgment_court	Judgment Court Description	Text	
judgment_county	Judgment County	Text	

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judgment_firm	UHG Firm Name	Text	
judgment_state	Judgment State	Text	
judgment_status	Judgment Status	Text	Active
judgment_suit_amount	Identifies the amount of suit filed	Decimal	
judgment_intrate	Post-Judgment Interest Rate	Decimal	
judgment_amount	Judgment Amount Awarded	Decimal	
judgment_amount_principal	Judgment Principal Amount Awarded	Decimal	
judgment_amount_interest	Judgment Interest Amount Awarded	Decimal	
judgment_amount_court	Judgment Court Amount Awarded	Decimal	
judgment_amount_attorney	Judgment Attorney Amount Awarded	Decimal	
judgment_amount_other	Judgment Other Amount Awarded	Decimal	
judgment_active	Judgment Active Status		1 = indicates Judgment is in Active, Motion to Vacate, Dormant or Satisfied Status; 0 = Judgment not in Active Status
plaintiff_name	Legal Name of Plaintiff		

#### Placement Screen – Interface Layouts:

A complete list of DebtNext Activity codes can be located on the DN Portal, under the activitytype\_id field, in the interface file format section.

- **Interface Field Layout: (90) UHG Custom Legal** – Click on 90 to see all related incoming and outgoing interface file format templates; Select Number to the right of the name of the template 'Fields'. Status Code and Activity Type codes can be exported from the layout description of the fields



Interface Format Summary

Background

Direction:

Incoming

File Transfer Name:

Activity Append

Interface Format

Name:

Activity Append

File Format

ID:

87

Name:

Activity Append

Application Fields:

16

File Format Selection Application Field Listing

Field Name	Application Field	Format	Width	Updates Permitted	Heading Required
1   DEFAULT					
data_id	<b>data_id_transfer</b> Unique application inventory account identifier. A unique identifier that is defined for each Inventory Account that is available in inventory. Used as the primary identification when interacting with the Inventory Account in the Platform.	text	30	No	Yes
pri_acctno	<b>pri_acctno_transfer</b> Identifies the primary account number for the Inventory Account. Typically identifies the original account number for the Inventory Account that was identified at time of origination.	text	30	No	Yes
activitytype_id	<b>activitytype_id</b> Activity Append Type identifier. The value must be a six digit numeric value from 100000 - 999999.	integer	11	Yes	Yes
<a href="#">Click here</a> for a listing of available field values.					

## Judgment Reporting

- Judgment Update Submitted to report Awarded Judgment
- 2000 Transaction Update to report any interest accrued to date. **Interest accruals are required to be reported every remit period in order to keep balances in sync**
- Activity Update is required to be submitted with current Judgment Award Activity Codes
- Status Updates can only be completed once Judgment is in an Active state (review file layouts above as some Activity Codes will update the Status Inventory Placement Code)
- Firms are required to upload physical judgment copies as a document type 'Judgment Copy'
  - Awarded Judgments can be uploaded at the account level under Documents or by Batch

## Stale Lawsuits

Lawsuits that were filed at least 180 days ago and have no suit outcome or stipulation date. Servicers are required to review stale suits and any concerns will be addressed by UHG.

## Trial, Hearing Information and Witness Request

Upon notification from the courts please inform us of trial and hearing information via email.

- Send email notification to [legalrequest@uhgllc.com](mailto:legalrequest@uhgllc.com)
- Within the body of the email outline the following:
  - *if you have filed a motion to appear telephonically and if not why*
  - *if you have filed a motion for judgment and if not, why.*



- *if you have attempted to negotiate, including the most recent negotiation offer, if applicable.*
  - *A meeting invite, to review the case at least 48 hours before and a meeting invite for the date/time of the case*
- Notification of trial without a month advance notice makes it difficult for UHG to respond and deploy resources appropriately. Please strive to provide as much advanced notice as possible.
- Two weeks prior to the trial date, send an email to [legalrequest@uhgllc.com](mailto:legalrequest@uhgllc.com) including an update on the settlement negotiation as well as confirm the trial date. UHG will respond with additional comments or questions and will confirm the trial date.