



CSSD Policy			
Subject:	<b>Procedure for Responding to Respondents' Pleadings</b>	Number:	<b>2009-25</b>
Approval Date:	<b>September 15, 2009</b>	Pages:	
Approved by:	<b>Benidia A. Rice, Director</b>	Revision	<b>REVISED SEPT. 2009</b>

- I. **PURPOSE:** To ensure timely receipt and response to respondents' pleading(s).
  
- II. **REFERENCES:** 45 C.F.R. § 303.8, Review and adjustment of child support orders; D.C. Official Code §46-204, Amendment of order establishing alimony, child support, or maintenance; awarded as money judgment; D.C. Official Code § 46-306.05, Duties and powers of responding tribunal; D.C. Official Code § 46-306.01-.14, Registration, Modification and Enforcement; SCR Dom. Rel. Rule 6, Time; SCR Dom. Rel. Rule 7, Pleadings; Motions; Stipulations; SCR Dom. Rel. Rule 8, General Rules of Pleading
  
- III. **POLICY STATEMENT:** Respondents are able to serve the Child Support Services Division ("CSSD") with their pleadings by personal service (i.e., hand delivery) at 441 4<sup>th</sup> Street, NW, Suite 550N, Washington, DC 20001 or by first-class mail. Pleadings that are hand-delivered will be received by the Enforcement Unit or the Customer Service Support Specialist, who will provide the pleadings to the assigned Support Staff in the Legal Services Section. Pleadings that are sent by first-class mail to CSSD will be reviewed by the Legal Services Section's Section Chief or Assistant Section Chief and then assigned to a Paralegal Specialist or Assistant Attorney General. The Paralegal Specialist or Assistant Attorney General will review the pleadings and draft a response within the statutory timeframes.