



CSSD Policy			
Subject:	Field Investigator Locate Policy	Number:	2015-04
Approval Date:		Pages:	
Approved by:	Benidia A. Rice, Director	Revision	#2

- I. **PURPOSE:** To establish standard procedures for the investigators and support staff in the Locate Unit to use when performing Service of Process functions including: (1) researching NOHODA's; (2) serving summons; updating DCCSES; (4) handling government vehicles; and/or (5) scanning completed NOHODAs

- II. **AGENCY IMPACT:** This policy impacts the Locate Unit, Records Management Unit and the Litigation Services Section.

- III. **REFERENCES:** 42 U.S.C. § 666, Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement; 15 U.S.C. § 1681, Congressional findings and statement of purpose; 42 U.S.C. § 652, Duties of Secretary; 42 U.S.C. § 653, Federal Parent Locator Service; 42 U.S.C. § 654, State plan for child and spousal support; 42 U.S.C. 663, Use of Federal Parent Locator Service in connection with enforcement or determination of child custody in cases of parental kidnapping of child; 45 C.F.R. § 303.3, Location of noncustodial parents; 45 C.F.R. § 303.7, Provision of services in interstate IV-D cases; D.C. Official Code § 13-337, Personal service outside District in lieu of publication; D.C. Official Code § 13-336, Service by publication on nonresidents, absent defendants, and unknown heirs or devisees; D.C. Official Code § 13-423, Personal jurisdiction based upon conduct; D.C. Official Code § 13-424, Service outside the District of Columbia; D.C. Official Code § 13-431, Manner and proof of service; D.C. Official Code § 13-432, Individuals eligible to make service; D.C. Official Code § 13-433, Individuals to be served; special cases.

- IV. **DEFINITIONS:**
 - 1) **Custodial Parent (CP):** Person with whom the child resides.
 - 2) **Enforcement:** Obtaining payment of a child support or medical support obligation.
 - 3) **Non-custodial Parent (NCP):** Parent who does not have physical custody of a child but who has a responsibility for financial support.
 - 4) **Notice of Hearing and Order Directing Appearance (NOHODA):** the legal document that provides the NCP notice of the court date

- 5) **Obligation**: Amount of money to be paid as support by the responsible (non-custodial) parent and the manner in which it is to be paid.
- 6) **Order**: Directive of a magistrate, judge, or property empowered administrative officer.
- 7) **Unsuccessful Service of Process** – a NOHODA that has not been effectuated before 5 days before the Court date.

I. **INQUIRIES**: Direct all inquiries to Policy, Outreach & Training Section, (202) 724-2131; Locate Unit, (202) 724-6196.

II. **POLICY**:

- A. To establish the paternity of a child, obtain a support order, or enforce support, requires the NCPs to receive notice of the legal action and to have the opportunity to respond. Upon CSSD's receipt of a NOHODA, it is the responsibility of the CSSD Locate staff to ensure that the locate procedures are timely executed.
- B. The responsibilities of the Field Investigator include:
 - Finding the NCP's current address
 - Serving NOHODAs in a timely manner
 - Completing paperwork necessary to prove service in court; and
 - Handling the government vehicle in accordance with all policies and procedures.
- C. Support Staff
 - Reassign/update Case with received date on NOHODA
 - Update DCCSES with the kind of Services attempted/effectuated
 - Prepare transmittals
 - Ensure that a copy of the NOHODA returns to court on a timely manner