



CSSD Policy			
Subject:	Temporary Reissues and Reinstatements Policy	Number:	2011-09
Approval Date:		Pages:	
Approved By:	Benidia A. Rice, Director	Revision	

- I. **PURPOSE:** To make effective use of requests to reissue a Notice of Hearing and Order Directing Appearance (NOHODA) and motions to reinstate, ensuring that stalled cases are placed on the court’s calendar efficiently. To explain that for the time being the court is not accepting reinstatement requests and therefore CSSD staff must submit new petitions instead.
  
- II. **AGENCY IMPACT:** This policy impacts the various units of CSSD, in particular the Legal Services Section, the Intake Units 1 and 2.
  
- III. **REFERENCES:** The Rules Governing Domestic Relations Proceedings require that a NOHODA be issued for cases that are initiated by petition. Super. Ct. Dom. Rel. R. 4(a)(2). The D.C. Code also requires that a 45-day NOHODA be issued for any case seeking to establish support. D.C. Official Code § 46-206 (a) (2005 Supp.) The NOHODA is the notice that must be served upon the respondent. D.C. Official Code § 46-206. The D.C. Code outlines the requirements for retroactive child support. D.C. Official Code § 16-916.01(v).
  
- IV. **DEFINITIONS:** A “Notice of Hearing and Order Directing Appearance” (NOHODA) is a court form issued by the Clerk of the Family Court which commands the NCP to appear in court and gives the NCP notice of the hearing date, time and location, as well as the subject of the hearing, information that the NCP should bring, and consequences for failing to appear. A “Reissue” is the issue of a new NOHODA to the NCP. A reissue is appropriate in certain cases when a petition was previously filed but service could not be effectuated, requiring the case to be placed in relocate status. A “Reinstatement” is a request to the court by motion to reinstate a case that was previously dismissed without prejudice.
  
- V. **INQUIRIES:** Direct all inquiries to the Legal Services Section, (202) 724-6529; Intake Units 1 and 2, (202) 724-5192; or the Policy, Outreach, and Training Section, (202) 724-2131.
  
- VI. **POLICY:**
  
- A. **REISSUES AND REINSTATEMENTS**

Reissues and reinstatements are very similar to Petitions for Paternity/Support in that they are requests to initiate paternity/support proceedings between the parties. The only difference between reissues/reinstatements and petitions is that the former are used to

restart existing cases that have stalled or been dismissed without prejudice, and the latter are used to initiate brand new cases between parties who have never filed against each other before. Reissues can also be used to request a new court date for any pending motion (e.g., contempts, modifications).

The particular mechanism (e.g., a reissue or a reinstatement) that CSSD will use depends primarily on how the court previously disposed of the case. Reissues and reinstatements may only be used in certain cases that meet specific criteria.

Cases should be evaluated whenever:

1. The CP requests the case to be reinstated or reissued.
2. The case is in relocate status and a new address has been provided on the location of the NCP.
3. Other cases deemed appropriate for evaluation.