



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

November 20, 2023

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: Legislative Update of Rule 4/Acceptance of Service

REQUIRED ACTION: <input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Action Needed
<input type="checkbox"/> Time Sensitive Action Needed	<input type="checkbox"/> Immediate Action Needed

Effective December 1, 2023, Rule 4(j5) of the North Carolina Rules of Civil Procedure has been amended to permit a party to accept service of process by signing a notation of acceptance of service on an original or copy of the summons accompanying a complaint. This manner of service has the same effect as if the process was served by personal delivery of the summons and complaint and applies to all actions commenced on or after December 1, 2023.

The Administrative Office of Courts has updated this form of service on all summons they provide on the AOC website. Summons documents provided in ACTS will not be ready for the December 1st effective date; however, continue to use the existing form in ACTS until the document changes are completed. In addition, a fillable pdf version of our commonly used summons document will be uploaded into SharePoint by the effective date if it is needed.

If you have any questions, please contact the Policy and Training Unit at csetraining@dhhs.nc.gov or contact your Continuous Quality Improvement Specialist.

Sincerely,

Verna Donnelly
North Carolina Child Support Deputy Director
CC: Regional CQI Specialist
CSS_23_58

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

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