



North Carolina Department of Health and Human Services  
Division of Social Services  
Child Support Enforcement

Post Office Box 20800, Raleigh, NC 27619-0800 Courier # 55-41-12  
Telephone (919) 255-3800

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director

September 17, 2010

Dear County Director of Social Services and CSS Program Managers,

When child support enforcement services are terminated and a valid support order remains in effect, the case should be redirected to the Administrative Office of the Court (AOC). Prior to redirection and case closure, a motion in the cause must be filed if the order was established by Child Support Enforcement. The motion should specifically request that the Child Support Enforcement agency be removed as a part in the case and that the client be added as a party in the case. The responsible caseworker should solicit cooperation from the client prior to filing the motion.

For more information, see Chapter K, Topic 6, Section F of the online CSE manual.

If you need additional information, contact the Policy and Training Unit at (919) 255-3800.

Sincerely,

A handwritten signature in cursive script that reads "Judy McArn".

Judy McArn  
Assistant Chief of Program Operations

CSE-11-2010

**Mission Statement**

*To consistently collect as much child support money as possible for the benefit of North Carolina's children.*