



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

July 22, 2020

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: Update to Civil Summons and Alias and Pluries Summon

REQUIRED ACTION: Information Only Time Sensitive Immediate

The Administrative Office of the Courts has revised the Civil Summons/Alias and Pluries Summons (DSS-4669). Effective August 3, 2020, the Automated Collection and Tracking system (ACTS) has been updated to reflect these revisions. The revisions include:

- Minor wording and format changes
- Notice to the Defendant that reads: "IMPORTANT! You have been sued! These papers are legal documents, DO NOT throw these papers out! You have to respond within 30 days. You may want to talk with a lawyer about your case as soon as possible, and, if needed, speak with someone who reads English and can translate these papers!" (Message in English and Spanish translation)

If you have any questions, please contact the Policy and Training Unit at csetraining@dhhs.nc.gov or your Regional Program Representative.

Sincerely,

A handwritten signature in blue ink that reads "Carla L. West".

Carla L. West,
Senior Director for Economic Security
North Carolina Child Support Director

cc: Regional Program Representatives

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

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