

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	09 –Child Support Enforcement (CSE)
	Part No./Name	Y-Forms and Forms Instructions
	Section No./Name	Y-1660 SES Legal Forms and Forms Instructions – Forms 660-669
	Document No./Name	CSE 667 Ins Motion and Order Removing DSS as Payee for Child Support Payments in Civil Cases (CSE 667)
	Effective Date	April 1, 2017

CURRENT VERSION OF FORM: * 04/17 REPLACING: 02/09 Issue Obsolete **

GENERATED: Manual. Available on the On-Line Policy Management System.

STOCKED: Copy as needed.

UNIT OF ISSUE: N/A (8 ½" X 14", front only).

➤ PURPOSE

Use to obtain an order removing DSS as payee prior to closing a case when the department has amended a civil order for enforcement. Payments are to be reverted to the obligee.

➤ PREPARATION

Prepare an original and copies as required.

➤ DISPOSITION

Submit an original and one copy to the court for filing. File a copy in the case record.

➤ RECORDS RETENTION

The * **CSE** ** 667 is considered a *Legal Document* for the purpose of Records Retention. The retention period is Active plus 4 calendar years (Act + 4CY).

➤ IMAGING

*** * Document Type Group: Legal, Document Type: Legal Document, Routing Number: 1504 **

➤ TRIGGERS

None