 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	G-Intake
	Section No./Name	G-300 Types of Orders - Intake
	Document No./Name	G-310 Civil Orders
	Effective Date	December 1, 2010

The District Attorney or *** CSE **** may take direct civil action in any appropriate court of competent jurisdiction to establish paternity and to obtain an order for child support in any case in which the department is providing services, pursuant to [LA R.S. 46:236.1.1 through LA R.S. 46:236.1.10](#) et seq.

*** CSE **** has the authority to enforce civil court orders after amending the order to make *** DCFS **** the payee. When an applicant has a civil order, the civil order including all arrearage must be amended and enforced. Refer to [F-510](#) for the policy pertaining to transfer of intake cases with civil orders.

NOTE: *** CSE **** does not calculate interest on child support debts. However, if the CP provides a judgment for interest that has accrued under a valid order, the judgment will be enforced.

G-311 AMENDED CIVIL ORDERS


An amended civil order is one in which the order has been established in a civil district court in Louisiana and has been amended to be made payable to *** DCFS ****. If an amended civil order is being enforced by the District Attorney, it may be enforced in juvenile court. If an amended civil order is being enforced by the Staff Attorney, it may be enforced in either civil district court or in juvenile court, *** except in East Baton Rouge, **** pursuant to [Children's Code Article 311\(B\)\(1\)\(b\)](#).

In addition, the Juvenile Court for the parish of Jefferson shall have concurrent jurisdiction with the Twenty-Fourth Judicial District Court to establish paternity, establish and modify custody and visitation, and establish and modify alimony and child support in criminal neglect and paternity cases. However, pursuant to [R.S.13:1599\(B\)](#), the court which renders the initial order for custody, visitation, or support shall have exclusive continuing jurisdiction to modify such order.

In accordance to [R.S. 46:236.2\(A\)\(2\)](#), in spite of the provisions of [R.S. 13:1599\(B\)](#) ******* in cases receiving *** child **** support enforcement services from the department, upon the district attorney's or the department's motion to transfer, a support order payable to the department shall be transferred for subsequent enforcement and modification to the appropriate juvenile court within the parish wherein the support order was rendered or last registered, *** except **** in East Baton Rouge Parish. *******

Civil Orders can be amended through the ex-parte process pursuant to [LA R.S. 46:236.2](#), only to change the payee to *** DCFS ****. No other issue may be addressed through the ex-parte process.

State law requires the department to certify to the court that child support services are being provided to the individual applicant, the caretaker of an individual receiving support benefits or to the payor of support benefits for such individual. Attach form [SES 627](#), Certification of Receipt of *** Child **** Support Enforcement Services, to the referral being forwarded to the staff attorney or contract District Attorney.

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As soon as the court order is amended to make *** DCFS **** the payee, the NCP must be notified to redirect payments. The debt must be recorded in LASES at this time in order to distribute any payments received. When the debt is entered, LASES generates form [SES 109, Notice of Debt](#), to the NCP.

G-312 CONTRADICTIONARY HEARINGS ON AMENDED CIVIL ORDERS

Use this process for the following actions:

- To obtain an immediate income assignment order;
- To set arrears;
- To obtain an order that the NCP pay by money order or cashier's check;
- To assess fees; and
- To obtain an order for medical support.

Petition the court, give the NCP advance notice, and then have a hearing, unless the NCP agrees in writing to this process and waives the right to a hearing.