

	<b>INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 3: Case Initiation</b>	<b>Effective Date: 05/20/2020</b>
	<b>Section 6: Non-IV-D (NIVD) Cases</b>	<b>Version: 1.2 Revision Date: 05/12/2020</b>

**BACKGROUND**

A non-IV-D (NIVD) case is any case concerning paternity, child support, or medical support that is not open for establishment or enforcement through the Title IV-D program. A NIVD case is typically a paternity or divorce case in which the parties have retained private attorneys. These cases are maintained by the Clerk of Courts.

**POLICY**

A case may be a NIVD case when any of the following apply:

1. Neither party has enrolled in Title IV-D services for assistance in establishing paternity, establishing a child support or medical support order, or enforcing a child support or medical support order;
2. An agency, such as the Division of Family Resources, has not referred the case for Title IV-D services; or
3. The case was previously a Title IV-D case.

The Title IV-D Prosecutor’s Office does not have a role in NIVD cases.

When a new or modified child support order is issued, the Clerk of Courts is responsible for entering the order information in the statewide child support system.<sup>1</sup> The Clerk of Courts is also responsible for updating the participant records.<sup>2</sup>

**REFERENCES**

- [IC 31-16-6-9](#): Duty to furnish information; exception
- [IC 31-16-6-10](#): Notice of change of address, federal assistance, and other conditions affecting support order; exception
- [IC 33-32-3-1](#): Duties

**PROCEDURE**

When the Clerk of Courts receives a court order for a parent to pay child support, the Clerk of Courts shall verify whether a case currently exists in the statewide child support system.

<sup>1</sup> IC 33-32-3-1(d)

<sup>2</sup> IC 31-16-6-9(a); IC 31-16-6-10(a)

If the case does not already exist in the statewide child support system, the Clerk of Courts shall create the case.<sup>3</sup> Each case is assigned a unique case number by the statewide child support system.

If the case does already exist in the statewide child support system, and the Clerk of Courts receives a court order modifying a support order or adjudicating an arrears balance, the Clerk of Courts shall update the case record.<sup>4</sup>

When the Clerk of Courts receives updated information about a participant in a case, the Clerk of Courts shall update the participant record.<sup>5</sup>

**FORMS AND TOOLS**

N/A

**FREQUENTLY ASKED QUESTIONS**

N/A

**RELATED INFORMATION**

N/A

**REVISION HISTORY**

Version	Date	Description of Revision
Version 1	05/26/2015	Final approved version
Version 1.2	05/20/2020	Updated Policy to make more concise

<sup>3</sup> IC 33-32-3-1(d)

<sup>4</sup> IC 33-32-3-1(d)

<sup>5</sup> IC 31-16-6-9(a); IC 31-16-6-10(a)