

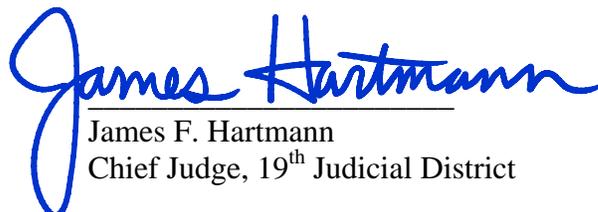
District Court, Weld County, State of Colorado Court Address: 901 9 <sup>th</sup> Avenue, Greeley, CO 80631 Mailing Address: P.O. Box 2038, Greeley, CO 80632-2038	
<b>ADMINISTRATIVE ORDER NO. 2017-01</b>	<b>▲ COURT USE ONLY ▲</b>
	Case Number: <b>2017 CV 01</b> Division 1
<b>ORDER REGARDING VACATING CHILD SUPPORT HEARINGS UPON NOTICE FROM THE CHILD SUPPORT ENFORCEMENT UNIT OF THE LACK OF SERVICE UPON THE OBLIGOR AND ADMINISTRATIVELY CLOSING CASE</b>	

This Administrative Order establishes procedures for the Department of Human Services Child Support Enforcement Unit (CSE) to notify the court when it has been unable to serve the obligor in a Title IV-D child support action that has already been scheduled for a hearing, and for the court to vacate the hearing and administratively close the case. The IV-D cases are presently heard in Division 2. The procedures set forth in this order shall apply only to actions assigned to that division.

The court and CSE utilize a shared electronic calendar system for IV-D cases. This allows either entity to schedule hearings on the court's docket. On occasion, CSE is unable to serve the obligor prior to the hearing date and the hearing must be vacated. Rather than filing a motion to vacate the hearing with the court when service has not occurred, CSE will notify the court electronically through the shared calendar that it has been unable to serve the obligor by placing "NON-EST" and "VACT" in the calendar next to the case number. When the court receives such information from CSE, the court will vacate the hearing and administratively close the case in court data management system. The case may subsequently be reopened by CSE through the filing of a motion for issuance of an alias summons or alias contempt citation, or a motion to reopen the case.

Date: January 31, 2017

BY THE COURT:

  
 James F. Hartmann  
 Chief Judge, 19<sup>th</sup> Judicial District