	INDIANA DEPARTMENT OF CHILD SERVICES **TITLE IV-D POLICY MANUAL**	
	Chapter 17: Case Closure	**Effective Date: 12/08/2021**
	Section 28: Other Reason to Close Non-IV-D Case (COTH)	**Version: 1** **Revision Date: 12/08/2021**

BACKGROUND

Closing a non-Title IV-D (NIVD) case using "other" is a manual closure process only for the Clerk of Courts, which means the statewide child support system does not automatically recognize the case closure criteria, but the Clerk of Courts knows certain facts that make the case eligible for case closure.

The manual case closure reasons do not require an intent to close notice be sent to the custodial party (CP) or other tribunal. When the Clerk of Courts enters the case closure reason in the statewide child support system, the case is immediately closed.

Closing the case to Title IV-D services does not affect the validity or status of a court order.

POLICY

The Clerk of Courts may close an NIVD case in the statewide child support system using "other" as a case closure reason. The Title IV-D Prosecutor's Office may not close NIVD cases or use "other" as a case closure reason in a Title IV-D case.

REFERENCES

- **45 C.F.R. § 303.2(c)**: Establishment of cases and maintenance of case records

PROCEDURE

When using "other" as a case closure reason, the Clerk of Courts shall make detailed notes in the statewide child support system as to why the case is being closed.[1]

FORMS AND TOOLS

1. Case Closure Checklist Why Didn't My Case Close
2. Case Closure Complete Guide
3. Case Closure Desktop Guide
4. Case Closure Matrix How It Works
5. Clerk's Office Guide to Closing Non-IV-D Cases

FREQUENTLY ASKED QUESTIONS

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[1] 45 C.F.R. § 303.2(c)

N/A

RELATED INFORMATION

The ISETS case closure code is COTH.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final Approved Version
	03/11/2020	Changed Section number from 27 to 28.
	12/08/2021	Reviewed content and cites for accuracy.