



F.Y.I.

from the Policy Unit

FYI-355

Date: Thursday, October 21, 2021

SUBJECT: Change of Case Status Notice Update

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS_POLICYQUESTIONS@azdes.gov

The Policy Unit is pleased to announce that the notice, **Notification of Change of Case Status (FCSE0001F0409/F0410)**, that is sent to the Clerk of Courts office when there is a change in case status from IV-D to Non IV-D, has been updated. The “Fax Number” field has been changed to “Email Address” to reflect the process change introduced in [Policy FYI-350](#).

When creating either version of this notice in Eloquence, the “Email Address” field is still a user filled field and must be filled to generate the document. Please refer to the Clerk Email Addresses list found in Policy FYI-350 and also referenced in [The PORT>APPENDICES>Clerk of Court Email List](#) for the correct email address for the Clerks’ office you are contacting.

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.

**Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*