

**INSTRUCTIONS FOR COMPLETING CREDIT AFFIDAVIT**

Please follow these instructions carefully:

- BOTH forms from the respondent (person making payment) and the petitioner (person receiving payment) **MUST** have a matching **dollar amount and date.**
- Signatures must be notarized
- Respondent **must** file a motion and proposed order. Example forms will be sent to the respondent from the Family Law coordinator's officer AFTER both credit affidavits are received by this office.
- **Credit will not be issued until the motion is filed, and the Depository receives and order signed by the judge.**
- Fees – **These fees are paid by the respondent:**

\$ \_\_\_\_\_ If a **Notice of Delinquency** has been issued on your case, a delinquency fee of \$ \_\_\_\_\_ must be paid when returning the attached **Notice** to the Depository.

\$ \_\_\_\_\_ If a **Judgment/Certificate of Delinquency** has been issued on your case, a document fee of \$5 must be paid to the Depository.

\$ \_\_\_\_\_ CFD fee (if applicable)

\$ \_\_\_\_\_ Clerk's fee (if applicable)

\$ \_\_\_\_\_ **Total fee(s) due.** Make check or money order payable to the Central Governmental Depository, and include the case number.

- If applicable, complete and return the attached questionnaire.
- Should this matter not be resolved before \_\_\_\_\_, 20 \_\_\_\_\_ a **Notice of Delinquency** and/or a **Judgment/Certificate of Delinquency** will be issued.

Return the credit affidavit forms to:

Central Governmental Depository  
P.O. Box 698  
Green Cove Springs, FL 32043-0698

Contact this office at (904) 269/284-6302, ext. 6454 or 6557 if you have any questions. Thank you.

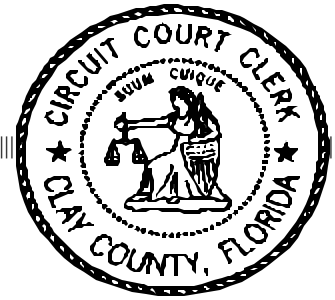
cc: Respondent/Petitioner

**FOR USE BY CLERK'S OFFICE ONLY:**

Date **Credit Affidavit** form mailed/given to respondent \_\_\_\_\_, 20 \_\_\_\_\_

Date **Credit Affidavit** form mailed/given to petitioner \_\_\_\_\_, 20 \_\_\_\_\_

Case No. \_\_\_\_\_ Deputy Clerk Initials \_\_\_\_\_



**Return this form to:**           **Central Governmental Depository**  
  **P.O. Box 698**  
  **Green Cove Springs, FL 32043-0698**

**RESPONDENT (PERSON MAKING PAYMENTS) CREDIT AFFIDAVIT TO CONTINUE DIRECT PAYMENTS**  
**AND CLOSE DEPOSITORY CASE**

This is to advise that payments for child support or alimony for Case No. \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ as of \_\_\_\_\_, 20\_\_\_\_\_, have been made by me directly to the respondent/petitioner, \_\_\_\_\_, rather than through the Central Governmental Depository. We request that I be allowed to continue making direct payments in the future, plus any arrearages, to the respondent/petitioner rather than pay through the Central Governmental Depository.

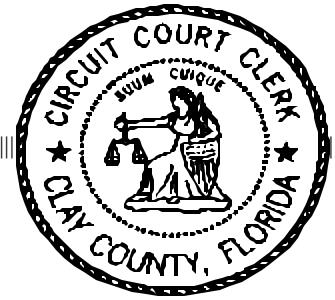
\_\_\_\_\_  
Signature of Respondent (person making payments)  
Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

\_\_\_\_\_ appeared before me and acknowledged that he/she signed the foregoing this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Florida  
Seal

**v**      Check one only:  
\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
 Type of identification produced \_\_\_\_\_

**JAMES B. JETT**  
CLERK OF THE CIRCUIT COURT  
[JETTJ@clerk.co.clay.fl.us](mailto:JETTJ@clerk.co.clay.fl.us)



**Return this form to:**           **Central Governmental Depository**  
  **P.O. Box 698**  
  **Green Cove Springs, FL 32043-0698**

**PETITIONER (PERSON RECEIVING PAYMENTS) CREDIT AFFIDAVIT TO CONTINUE DIRECT PAYMENTS**  
**AND CLOSE DEPOSITORY CASE**

I acknowledge that I have received \$ \_\_\_\_\_ for Case No. \_\_\_\_\_ as of \_\_\_\_\_, 20\_\_\_\_  
from the respondent/petitioner, \_\_\_\_\_, and I request that in the future  
he/she be allowed to continue making direct payments, plus any arrearages, to me rather than pay through the Central Governmental  
Depository.

\_\_\_\_\_  
Signature of Petitioner (person receiving payments)  
Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

\_\_\_\_\_ appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
and acknowledged that he/she signed the foregoing

\_\_\_\_\_  
Notary Public, State of Florida  
Seal

v     Check one only:  
\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
 Type of identification produced \_\_\_\_\_