

FAMILY COURT SERVICES
825 North Orange Avenue, Room 103
Green Cove Springs, Florida 32043

CHECKLIST FOR:
MOTION FOR CIVIL CONTEMPT/ENFORCEMENT

Use this form to ask the court to enforce a prior court order for the other party who is failing to comply with the court order in your case.

You may obtain the following form at:

www.flcourts.org - **(select)** - Self Help, Family Law Forms

- Form 12.960
 - Motion for Civil Contempt/Enforcement
- Proof of Service to Other Party
 - Certificate of Service (either in the Motion or Form 12.914); OR
 - Certified Mail, Return Receipt Requested
- Proof of Service to Child Support Enforcement, if involved
 - Certified Mail, Return Receipt Requested
- Six (6) stamped (68¢) standard no.10 envelopes

INSTRUCTIONS:

1. Get a printout of your account balance from the Domestic Relations Depository (DRD).
2. Fully complete the provided form.
3. Make sure your form is notarized.
4. Make three (3) copies of each form.
5. File your original documents, completed and notarized in Room 1049 – Civil Clerk.
6. Send a copy of your Motion to the Other Party and Child Support Enforcement, if involved.

HOW TO SERVE THE PARTIES (INCLUDING DOR/CSE, IF INVOLVED) BY MAIL...

1. Take a copy (1) of your Motion and an envelope to your local U.S. Postal Service office. If DOR/CSE is involved, you will need two (2) copies and two (2) envelopes. You will need one (1) copy and one (1) envelope for **each** party.
2. At the post office, locate one (1) “White Receipt” for certified mail and one (1) “green card” for Return Receipt Requested – **for each Party**. If DOR/CSE is involved, you will need two (2) of each of these. If you need assistance, please contact a postal service worker.
3. Send a copy (1) of your Motion by certified mail, return receipt to the Other Party. Repeat for any additional Parties to your case.
4. If you need to serve DOR/CSE, send the copy of your Motion by certified mail, return receipt requested to:

Department of Revenue
Child Support Enforcement
1845 Town Center Blvd.
Ste. 215
Fleming Island, FL 32003

5. After the Motion(s) has been delivered, the Postal Service will mail the signed “green card” back to you. Once you have received it, you must file it with the Clerk of the Court in Room 1049.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
IN AND FOR CLAY COUNTY FLORIDA

CASE NO.: 10-_____-DR-_____-AXXX-XX
DIVISION: _____

_____,
Petitioner,

and

_____,
Respondent.

NOTICE OF SERVICE TO
DEPARTMENT OF REVENUE, CHILD SUPPORT ENFORCEMENT (DOR/CSE)
BY CERTIFIED MAIL RETURN RECEIPT REQUESTED

I HERE BY CERTIFY that the Dept. of Revenue/Child Support Enforcement Unit was served with a copy of Motion for Civil Contempt/Enforcement by Certified Mail, Return Receipt Requested, Receipt No. _____, at Department of Revenue, Child Support Enforcement, 1845 Town Center Blvd., Ste. 215, Fleming Island, Florida 32003, on (*month and day*) _____, 20____, as shown by the signed certified mail card (attached to this notice).

Signature

Address: _____

Telephone: _____

ATTACH CERTIFIED MAIL CARD HERE