

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

CASE NO:  
DIVISION:

\_\_\_\_\_/

**NOTICE OF HEARING BEFORE GENERAL MAGISTRATE / SUPPORT  
ENFORCEMENT HEARING OFFICER**

PLEASE TAKE NOTICE that a hearing is hereby set before Magistrate/Hearing Officer  
\_\_\_\_\_, at the following time on the following matters:

MOTION:

DATE:

TIME:

LOCATION:

**If the matter before the General Magistrate/Support Enforcement Hearing Officer is a Motion for Civil Contempt/Enforcement, FAILURE TO APPEAR AT THE HEARING MAY RESULT IN THE COURT ISSUING A WRIT OF BODILY ATTACHMENT FOR YOUR ARREST. IF YOU ARE ARRESTED, YOU MAY BE HELD IN JAIL UP TO 48 HOURS BEFORE A HEARING IS HELD.**

If you are represented by an attorney or plan to retain an attorney for this matter you should notify the attorney of this hearing.

If this matter is resolved prior to the hearing, the moving party shall contact the General Magistrate/Hearing Officer's office to cancel this hearing.

**REVIEW OF MAGISTRATE'S REPORT AND RECOMMENDATION**

Following the hearing before the Magistrate, the Magistrate shall file a report that includes findings of fact and conclusions of law, together with recommendations for the Circuit Judge, and shall serve copies on all parties.

**SHOULD YOU WISH TO SEEK REVIEW OF THE REPORT AND RECOMMENDATION MADE BY THE GENERAL MAGISTRATE, YOU MUST FILE EXCEPTIONS IN ACCORDANCE WITH RULE 12.490(f), FLA. FAM. L. R. P. YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO SUPPORT YOUR EXCEPTIONS OR YOUR EXCEPTIONS WILL BE DENIED. A RECORD NORMALLY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED IF NECESSARY FOR THE COURT'S REVIEW.**

**RELIEF FROM ORDERS ENTERED FOLLOWING HEARING BEFORE SUPPORT HEARING OFFICER**

Following the hearing before the Support Enforcement Hearing Officer, the Order shall be submitted to the Circuit Judge for entry. Any party affected by the Order may move to vacate the Order by filing a motion to vacate within 10 days from the date of entry of the Order. A motion to vacate must be filed in accordance with Rule 12.491(f), Fla. Fam. L. R. P.

**RECORDING OF HEARING**

Electronic recording of the hearing is provided by the Court. Any party may also provide a court reporter at that party's expense.

**CERTIFICATE OF SERVICE**

**If you are a person with a disability who needs any accommodation in order to participate in these proceedings, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at [crtintrap@coj.net](mailto:crtintrap@coj.net) or (904)255-1695 at least seven (7) days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven (7) days; if you are hearing or voice impaired, call 711.**