

FAMILY LAW SELF HELP
INSTRUCTION FOR REQUEST TO COMPEL

If the other party in your case has failed to file the required documents or perform other requirements within the time allowed so that you can get a final hearing, you may file a *Request to Compel*. This request asks the Court to order the other party to do those things so that you can get a hearing date. Your *Request to Compel* may be used only if you have complied with the requirements yourself (including having filed your Certificate of Compliance with Mandatory Disclosure) but the other party has not.

1. Fill out the top portion of the *Request/Order to Compel* making sure you **check all** the appropriate boxes. This request may be neatly handwritten. **Provide a copy** of the request to the other party. Make sure you certify as to how you provided the document to the other party.

2. **Return the following** to the Clerk of Court, Family Law Division, 6865 Caroline Street, Milton, FL 32570:

The original *Request/Order to Compel*.

4. You should receive the signed order in the mail within 2-4 weeks. **After the time allowed by the Court stated in the *Order to Compel* has expired**, you may file a **Request for Hearing** to be reviewed by the Pro Se Coordinator. If all requirements are met, you will receive a hearing date in the mail. If there are additional requirements, you will receive a case status report in the mail.