COURT ADMINISTRATION FIRST JUDICIAL CIRCUIT PRO SE INSTRUCTIONS FOR ENFORCEMENT OF COURT ORDERS

*****PLEASE READ CAREFULLY BEFORE REQUESTING A HEARING*****

Important: If you have a case with the Department of Revenue, Child Support Enforcement Office, you will need to contact them on enforcement of child support.

There will be costs involved with a Motion for Enforcement such as filing fees, copy fees and fees for service by the Sheriff's Office

<u>Please read the General Information for Self-Represented Litigants and the Important Information and Instructions for Pro Se Litigants at the front of your packet before proceeding.</u>

Definitions:

Petitioner: Individual making a written request (you are the petitioner)
Respondent: Individual receiving or answering written request (the person

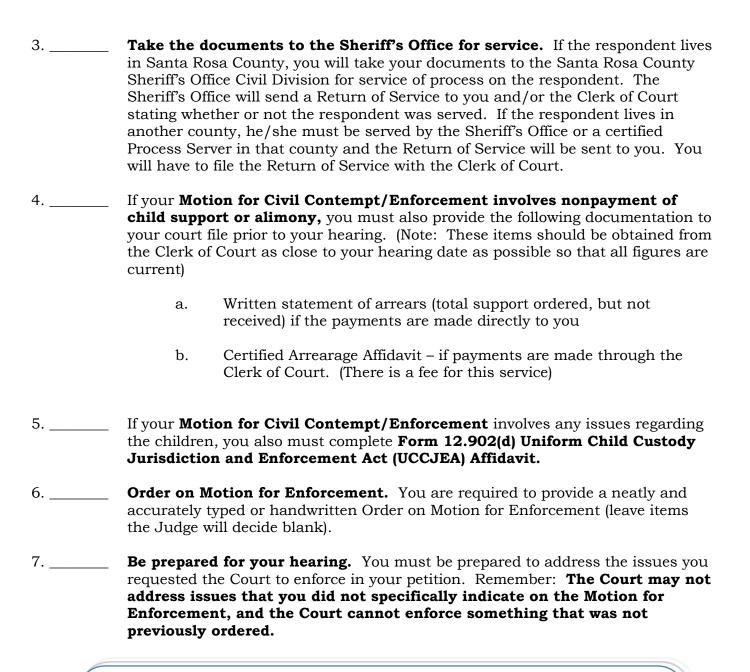
not doing as ordered)

You must have the respondent's current home or work address so that you can serve him/her with the pleadings

You must get your case number and division from the Clerk of Court and write it on the front of each document.

Following is a checklist of forms and requirements. Specific instructions are available for each form to assist you in completing them correctly. You may need to obtain additional forms depending on your circumstances. Additional forms may be obtained from the Santa Rosa County Clerk of Court, Family Law Division, located at the Santa Rosa County Courthouse, 6865 Caroline Street, Milton, Florida 32570, (850) 981-5552, Clerk's Annex offices, or can be downloaded from the Internet at www.flcourts.org.

1	Complete the Motion for Civil Contempt/Enforcement and the Request for Hearing and file with the Clerk's Office along with the required filing fee. You will receive notification of a hearing date in the mail from the Pro Se Coordinator.
2	Once you have received your hearing date, file the Notice of Hearing with the Clerk of Court, Santa Rosa County Courthouse, 6865 Caroline Street, Milton, Florida 32570 or any of the Clerk's Annex Offices. The Clerk will provide you with certified copies for service on the other party and a copy for yourself. There will be a fee of \$1.00 per page for copies and \$2.00 per document for certification.



"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact: Court Administration, ADA Liaison Santa Rosa County, 6865 Caroline Street, Milton, FL 32570 Phone (850) 623-3159 Fax (850) 982-0602 ADA.SantaRosa@flcourts1.gov at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711