

INSTRUCTIONS FOR MOTION FOR CHANGE OF VENUE AND TRANSFER OF COURT FILE

This motion and order can be used to request that the Court transfer your case to another county in Florida. Make sure you review the motion to ensure that it states what you are trying to ask of the court. This can only be used for the specific purpose indicated. Please follow the instructions carefully or your motion will not be processed.

1. Fill out the *Motion For Change of Venue and Transfer of Court File* making sure you **fill in all** the blanks. This request may be neatly handwritten. **Provide a copy** of the request to the other party. Complete the *Certificate of Service* indicating how and when you provided a copy to the other party.

2. **Type** the information on the *Order to Transfer* being certain to include full names, case number and section (at the top) and names and addresses of both parties (at the bottom) - or you may use the form provided as a sample to type your own. **Make two additional copies of the Order.**

3. **Return all of the following** to the Clerk of Court, Family Law Division, 1st Floor, M. C. Blanchard Building, 190 Governmental Center, Pensacola, FL 32502:

- The original *Motion for Change of Venue and Transfer of Court File and Certificate of Service.*
- The original and two (2) copies of the *Order to Transfer.*
- Two (2) self- addressed, stamped envelopes (one addressed to each party).

4. You should receive the signed order in the mail within 3-4 weeks. If you do not receive the order within that time period, you may need to follow up on the matter.