

INSTRUCTION FOR REQUEST TO WAIVE (FINANCIAL DOCS AND/OR PARENTING COURSE)

This request may be used to ask the Court to waive certain requirements of a party in order to proceed to a final hearing. The *Request to Waive Financial Documents and/or Parenting Class* may be used only if you have complied with the requirements yourself, but the other party has not.

1. Fill out the *Motion to Waive* making sure you **check all** the appropriate boxes. 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 Regarding Motion to Waive* 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 to Waive Financial Documents and/or Parenting Course and Certificate of Service*.
- The original and two (2) copies of the *Order Regarding Motion to Waive Financial Documents and/or Parenting Course*.
- Two (2) self- addressed, stamped envelopes (one addressed to each party).

4. You should receive the signed order in the mail within 2-4 weeks. **If the *Order Regarding Motion to Waive* is signed by the Court and all other requirements have been met**, you may contact the Family Law Program Specialist at 595-4407 to request a final hearing date.