

INSTRUCTIONS FOR ENFORCEMENT OF COURT ORDERS

*****Please Read ALL INSTRUCTIONS CAREFULLY*****

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.

Definitions

Petitioner: Individual making a written request (you are the petitioner)

Respondent: Individual receiving or answering written request (the person not doing as ordered)

****Please read *Important Information and Instructions for Pro se Litigants* before proceeding.****

- **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.**

- ___ 1. **READ INSTRUCTIONS CAREFULLY AND COMPLETE THE FORMS.** Type or neatly print the **Motion for Enforcement.**
- ___ 2. **Bring the following to the Clerk of Court, 1800 St. Mary Avenue, Pensacola, Florida, (850) 595-3780.**
 - a. Original Motion for Enforcement plus two (2) copies.
 - b. **Two envelopes with (2) first class stamps on each. One addressed to yourself and one addressed to the other party** - We will mail the hearing date to each of you.
- ___ 3. File the original Motion for Enforcement with the Clerk of Court. Ask the Clerk to certify the two (2) copies. **You must provide a copy of the Motion for Enforcement to the other party and file the notarized Certificate of Service with the Clerk of Court.** Keep copies of all forms for your records.

NOTE:

You must serve a copy of the Motion for Enforcement on the other party. You can serve the other party by taking the documents to the Sheriff's Office for service on the Respondent **OR** you may serve the other party by mail, fax or hand delivery. **If you serve the other party by mail, fax or hand delivery, you must file the Certificate of Service with the Clerk of Court stating that you did so and when.**

To serve the other party by Sheriff in Escambia County, take the two (2) certified copies of your Motion for Enforcement and Process Service Memorandum to the Escambia County Sheriff's Office Civil Division. There is a fee for this service. The Sheriff's Office will send a Return of Service to you and to the Clerk of Court, stating whether the Respondent was or was not served. Make sure the Clerk of Court is provided a copy of the Return of Service. If the Respondent lives in another county, you will need to contact the Sheriff's Office in that county or a private process server concerning service.

- ___ 4. After you have provided the Court with a notarized Certificate of Service **OR** the Return of Service from the Sheriff's Office, you may file a Request for Hearing. Your paperwork will be reviewed and you will receive a hearing date or further instructions in the mail.
- ___ 5. If your **Motion for Enforcement involves nonpayment of child support or alimony,** you must also provide

the following documentation to your court file prior to your hearing:

- **Written statement of arrears (total support ordered but not received)** - if the payments are made directly to you.
- **Certified Arrearage Affidavit** - if payments are made through the Clerk of Court. (there is a small fee for this service). This may be obtained from the Domestic Relations Division, 595-3770.

___6. **Be prepared for your hearing.** Remember: **The court may not address issues that you did not include in your motion.** You must be prepared to address the issues you requested the court to enforce in your Motion. **Indicate on the Motion for Enforcement, and cannot enforce something that was not previously ordered.**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding you are entitled to certain assistance (at no cost to you). Call (850) 595-4400 or fax a written request to (850) 595-0360 at least seven (7) days prior to the hearing. If you are hearing or voice impaired please call 1-800-955-8771 for assistance.