

COURT ADMINISTRATION FIRST JUDICIAL CIRCUIT OF FLORIDA  
FAMILY LAW SELF HELP DIVISION  
**INSTRUCTION FOR MOTION TO COMPEL (MODIFICATION)**

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 may get a final hearing, you may file a ***Motion to Compel***. This motion asks the Court to order the other party to do those things so that you can get a hearing date. Your ***Motion 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 ***Motion to Compel*** making sure you **check all** the appropriate boxes. This motion may be neatly handwritten. **Provide a copy** of the motion 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 Compel*** 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, Juvenile Division, 1800 St. Mary Avenue, Pensacola, FL 32501

- The original ***Motion to Compel and Certificate of Service.***
- The original and two (2) copies of the ***Order to Compel.***
- 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. **After the time allowed by the Court stated in the *Order to Compel* has expired**, you may contact the Family Court Program Specialist at 595-3736 to request a final hearing date.