

IN THE CIRCUIT COURT FOR THE FIFTH JUDICIAL CIRCUIT  
IN AND FOR HERNANDO COUNTY, FLORIDA

ADMINISTRATIVE ORDER H-2008- 19

**ADMINISTRATIVE ORDER REGARDING ESTABLISHMENT OF CHILD SUPPORT  
ORDERS IN DEPENDENCY CASES IN HERNANDO COUNTY**

WHEREAS, the Florida Supreme Court has set forth a goal of creating “a fully integrated, comprehensive approach to handling all cases involving children and families. . .while at the same time resolving family disputes in a fair, timely, efficient, and cost-effective manner” *In Re: Report of the Family Court Steering Committee*, 794 So.2d 518 (Fla. 2001); and

WHEREAS, the Family Law Division of the courts in and for the Fifth Judicial Circuit had previously adopted a procedure in Administrative Order A-2002-14 for the establishment of an order for child support in an action filed pursuant to Chapter 39 of the Florida Statutes (“dependency action”) which could be enforced or modified by an individual or the Department of Revenue, acting on behalf of an individual or agency, while protecting the confidentiality of the dependency proceeding; and

WHEREAS, the Florida Legislature has directed that the state’s child support enforcement agency shall enforce child support orders entered under §39.521 in the same manner as child support orders under Chapter 61, Florida Statutes; and

WHEREAS, pursuant to §409.2577(1), Fla. Stat., the Department of Revenue is designated as the state agency responsible for the administration of the child support enforcement program; and

WHEREAS, the need has arisen for the adoption of an expedited procedure in Hernando County for the transferring of support issues from the Dependency to the Domestic Relations docket for enforcement and modification, IT IS THEREBY

ORDERED AND ADJUDGED that:

1) The Domestic Relations Division of the Circuit Court of the Fifth Judicial Circuit in and for Hernando County shall adopt an expedited procedure for the transfer of child support issues from a dependency action to a domestic relations case; and

2) The Department of Children and Families (“DCF”) shall determine whether an existing

child support order has been entered as to any child involved in a dependency action. This determination shall be accomplished prior to the time of the arraignment or the disposition hearing. Each petition for dependency shall include a notice to the parents that child support may be established pursuant to §39.402(11), Fla. Stat. And §39.521(1)(d), Fla. Stat.; and

3) If the Department of Children and Families (“DCF”) determines that child support has not been established, it shall provide each parent with a financial affidavit in substantial compliance with Form 12.902(b) or Form 12.902©, Family Law Financial Affidavit. To the extent possible in a dependency action filed pursuant to Chapter 39, Florida Statutes, counsel for the parents shall have their clients prepare, or shall prepare on behalf of their clients, a financial affidavit in substantial compliance with Form 12.902(b) or Form 12.902©, Family Law Financial Affidavit; and

4) DCF shall utilize the information on the Financial Affidavits to calculate the guideline amount of child support in accordance with §61.30, Fla. Stat., and shall use a form in substantial compliance with Form 12.902(e), Child Support Guidelines Worksheet, to do so. DCF shall submit the completed Child Support Guidelines Worksheet to the Judge or to the General Magistrate appointed pursuant to Rule 8.257, Florida Rules of Juvenile Procedure, at the time of the case plan acceptance. If Financial Affidavits are unavailable, the Judge or General Magistrate may take testimony from the parties at any hearing and establish the amount of income on the record. A Child Support Guidelines Worksheet may then be prepared and child support calculated based on the testimony presented; and

5) Prior to or at the time of requesting the establishment of child support, DCF shall determine if a child support order exists regarding the children. If a party is currently ordered to pay child support for the child or children at issue, DCF shall so advise the Judge or General Magistrate. The Judge or General Magistrate may modify, suspend, or terminate the existing or previous child support when entering a new order; and

6) The Judge or General Magistrate may then establish child support in accordance with the Child Support Guidelines Worksheet and §61.30, Fla. Stat. The child support order shall be set forth in a separate document entitled “Order Establishing Child Support” or “Report and Recommendation Establishing Child Support” (“Child Support Order”). The Child Support Guidelines Worksheet shall be attached to the Order unless child support is determined based on testimony in open court.

If the Child Support Order is modifying, suspending, or terminating any existing child support order, the new order shall preserve any existing arrearages or any public assistance debt due the state of Florida. A copy of the new Child Support Order shall be placed in the court file of any existing or previous support order; and

7) Simultaneously with the entry of the Child Support Order, the Judge or General Magistrate may enter an order transferring the support issues from the Dependency docket to the Domestic Relations docket. Both the Child Support Order and the Order Transferring Support Issues may be set forth in a single order in substantial compliance with the forms attached as Exhibit A. Copies of the Order Establishing Child Support and Transferring Support Issues to Domestic Relations Docket shall be provided to the parties and their respective attorneys, the Department of Children and Families, the Department of Revenue, and the Guardian Ad Litem Program; and

8) The Clerk of Court shall make a certified copy of the Order Establishing Child Support and Transferring Support Issues to Domestic Relations Docket, and with that certified order, create a separate file, and assign it a new domestic relations number. The Recipient or Payee shall be designated as the Petitioner, and the Obligor or Payor shall be designated as the Respondent. All further matters regarding enforcement, modification, or the termination of child support shall be heard in the domestic relations case; and

9) Pursuant to §39.202(2)(n), Fla. Stat., the Court deems the Department of Revenue to have a proper interest in the paternity and child support issues in the dependency case. A copy of the Order Establishing Child Support and Transferring Support Issues to Domestic Relations Docket shall be provided to the Department of Revenue, which may then proceed to enforce the Child Support Order without the necessity of obtaining separate initial service of process on the obligor. The Recipient/Payee may also individually initiate proceedings for enforcement. The Department of Revenue, the petitioner, or the respondent may file a supplemental petition for modification. Any action to modify the Child Support Order must be initiated through the filing of a supplemental petition for modification, and service of process must be obtained on the appropriate party; and

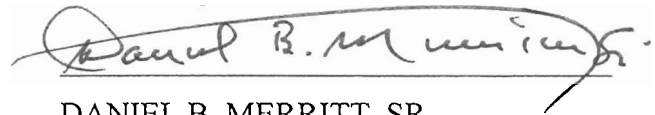
10) The Florida Department of Children and Family Services shall immediately notify the Florida Department of Revenue, Child Support Enforcement Division, and the Clerk of Court, upon any change in the custodial status of the minor child(ren), or if either of the parents' parental rights

have terminated; and

11) The force and effect of the child support order as filed in the new domestic relations case shall not be affected by the status of supervision or jurisdiction in the dependency case, or the state of the dependency case being “open” or “closed;” and

12) This Administrative Order modifies the procedure set forth in Administrative Order A-2002-14 only as to Hernando County.

DONE AND ORDERED in Chambers at Brooksville, Hernando County, Florida, this 28<sup>th</sup> day of May, 2008.

A handwritten signature in dark ink, reading "Daniel B. Merritt, Sr.", written over a horizontal line.

DANIEL B. MERRITT, SR.  
Administrative Judge, Hernando County  
Chief Judge, Fifth Judicial Circuit

IN THE CIRCUIT COURT OF THE FIFTH  
JUDICIAL CIRCUIT, IN AND FOR \_\_\_\_\_  
HERNANDO COUNTY, FLORIDA \_\_\_\_\_  
Juvenile Case No: \_\_\_\_\_

IN THE INTEREST:

(D.O.B. \_\_\_\_\_ )  
minor child(ren)

Domestic Relations Case No.: \_\_\_\_\_

**REPORT AND RECOMMENDATION OF THE GENERAL MAGISTRATE FOR FINAL JUDGMENT OF  
PATERNITY, ORDER ESTABLISHING CHILD SUPPORT and  
TRANSFERRING SUPPORT ISSUES TO DOMESTIC RELATIONS DOCKET**

THIS CAUSE came to be heard before a Dependency General Magistrate for the Fifth Judicial Circuit, pursuant to rule 8.257, Fla. R. Juv. P. on \_\_\_\_\_, 200\_\_ for the establishment of paternity and child support. The General Magistrate, having reviewed the court file, having considered the evidence presented, including the testimony of the parties, and being otherwise fully advised in the premises, finds as follows and submits the following report and recommendations.

**FINDINGS:**

1. This Court has personal jurisdiction over the child(ren), child support payor, and the recipient, and the subject matter of this action.
2. The General Magistrate has jurisdiction.
3. Based on the evidence, the Child Support Guidelines Worksheet, Family Law Rules of Procedure Form 12.902(e), is correct **OR** the following findings are made: The Mother's net monthly income is \$ \_\_\_\_\_, and the Father's net monthly income is \$ \_\_\_\_\_. The cost of child care is \$ \_\_\_\_\_ and the cost of health insurance is \$ \_\_\_\_\_.

**Therefore, it is RECOMMENDED:**

A. \_\_\_\_\_ is adjudicated the legal father of \_\_\_\_\_

B. The payor, who is related to the above child(ren) as the \_\_\_\_\_ shall pay child support to \_\_\_\_\_ the \_\_\_\_\_ of the children (ren) in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_. The Payor is also responsible for retroactive child support in the amount of \$ \_\_\_\_\_, calculated as follows: \_\_\_\_\_. Therefore, the Payor's total obligation is \$ \_\_\_\_\_ per month, which includes \$ \_\_\_\_\_ current support, retroactive/past due child support of \$ \_\_\_\_\_, and \$ \_\_\_\_\_ clerk's service fee (4% or the payment of \$5.25, whichever is less..

Payments shall begin on \_\_\_\_\_ and continue monthly thereafter until the youngest child attains the age of eighteen, marries, dies, enlists in the armed forces, or becomes otherwise self-supporting. If a child is still attending high school when he or she attains the age of eighteen and has a reasonable expectation of graduating before the age of nineteen, child support shall continue until the child graduates. The continued force and effect of this order shall not be affected by the status of supervision or jurisdiction in the dependency case, or the state of the dependency case as being "open" or "closed."

C. Payments shall be in the form of personal check, cashier's check or money order made payable to the **State of Florida Disbursement Unit, Post Office Box 8500, Tallahassee, FL 32314-8500. All payments must indicate the case number (including County Number 27), name of payor, name of recipient, and social security numbers.** No credit for payment will be given to the Payor for any payment not made payable to the State of Florida Disbursement Unit. Any payments made directly to the Recipient or the minor child(ren) will be considered a gift and not credited to this order.

D. The Payor's name, and address are: \_\_\_\_\_  
The Recipient's name and address are: \_\_\_\_\_  
The Payor's and Recipient's social security numbers are attached by separate writing. Both parties are required to immediately inform the Clerk of the Circuit Court at 20 N. Main Street, Brooksville, FL 34601 of any change of name or address. In addition, both parties shall also inform the Clerk, in writing, of any change of employment or other source of income, supplying the name of the employer, income source, and mailing address.

E. An Income Deduction Order may be entered requiring the Payor's past, current, and future employers to deduct the child support payments from the Payor's earnings.

F. ☐ Mother or ☐ Father shall be required to maintain ☐ health and ☐ dental insurance coverage for the minor child(ren) , so long as it is reasonably available. The party providing coverage shall be required to convey insurance cards to the other party. OR ☐ Health and ☐ dental insurance is not reasonably available at this time . The Payor shall be responsible for his/her pro rata share of all health expenses incurred for the minor child(ren) which are not covered by insurance.

G. Jurisdiction is relinquished and transferred to the Domestic Relations or other appropriate division of the Circuit Court for all matters relating to the child support obligation. Notwithstanding the confidentiality provisions of chapter 39, THE CLERK OF COURT SHALL MAKE A CERTIFIED COPY OF THIS ORDER AND ASSIGN A NEW DOMESTIC RELATIONS CASE NUMBER. The Recipient shall be designated as the Petitioner and the Payor shall be designated as the Respondent. All further matters regarding enforcement, modification, termination of child support, insurance, or the reimbursement of a past public assistance obligation shall be heard in that domestic relations case.

H. Pursuant to §39.202(2)(n), Fla. Stat., and §39.0132(3), the Department of Revenue is deemed to have a proper interest in the paternity and child support issues in this case as the designated Title IV-D Child Support Enforcement Agency §409.2557(1), Fla. Stat. For informational purposes, the Clerk of Court shall forward a copy of this Order to the Department of Revenue-Child Support Enforcement, at 2701 S.W. College Road, Suite 404, Ocala, Florida 34474.

I. ☐ This Order modifies, terminates, or redirects an existing obligation to pay child support in Case No. \_\_\_\_\_. Notwithstanding the confidentiality provisions of Chapter 39, the Clerk of Court shall transmit and file a certified copy of this Order in the original case set forth above.

J. Pursuant to §443.051, Fla. Stat., and §462(e) of Title IV-D of the Social Security Act, the Department of Labor and Employment Security shall deduct and withhold from any unemployment compensation otherwise payable to the Payor, 40% of the Unemployment Compensation or the amount of child support imposed by this order, whichever is less.

K. This Order shall continue in full force and effect until the occurrence of the events enumerated in paragraph A, whether or not the dependency court has jurisdiction and whether or not the dependency case is open or closed. The Department of Children and Family Services shall notify the Florida Department of Revenue-Child Support Enforcement, and the Clerk of Court-Domestic Support, in writing, immediately upon any change in the custodial status of the minor child(ren) named herein or if either parent's parental rights have been terminated.

L. **EXCEPTIONS TO RECOMMENDATIONS**

The Parties have waived the ten (10) day period to file Exceptions pursuant to Rule 8.257(f), Fla.Juv..

R. P.  
OR

\_\_\_\_\_ The parties are notified that they shall have ten (10) days from the date of service of these Findings and Recommendations to file any Exceptions to the entry of an Order approving these Findings and Recommendations. The original Exceptions to the Findings and Recommendations of any party shall be filed with the Clerk of the Court with copies to the General Magistrate and to opposing party and/or counsel. Should no timely Exceptions to the Findings and Recommendations be received, a proposed Order and a copy of the Findings and Recommendations will be forwarded to the Judge for appropriate action. The parties are further notified that service of this Report and Recommendations is deemed effective as of the date of mailing.

The testimony of the parties has been electronically recorded, and the certified disc of this hearing is specifically incorporated in and made a part of this report. The certified disc is available to the Court and to the parties for preparation of a transcript. Upon written request and appropriate fee, a copy of the certified disc will be provided to the requesting party for transcription. The party requesting a transcript will be responsible for making the appropriate arrangements with a Certified Court Reporter for transcription and payment.

DONE AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 200\_ in Brooksville, Hernando County, Florida.

\_\_\_\_\_  
General Magistrate

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by U.S. Mail, postage pre-paid, or in-hand delivery this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ to:

☐ DCF                      ☐ Guardian Ad Litem Program                      ☐ DCF/Revenue Max Unit  
☐ Clerk of the Court-Domestic Relations                      ☐ Department of Revenue-Child Support Enforcement  
☐ Mother                      ☐ Father                      ☐ Custodian

WITNESS my hand as Clerk of said Court and the Seal hereof, this \_\_\_\_\_ day of \_\_\_\_\_  
200\_\_\_\_, as to the **Report and Recommendation for Final Judgment of Paternity, Establishing Child Support, and Transferring Support Issues to Domestic Relations Docket.**

BY: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE  
FIFTH JUDICIAL CIRCUIT IN AND  
FOR HERNANDO COUNTY, FLORIDA  
JUVENILE CASE NO:

IN THE INTEREST OF:

DOB:

\_\_\_\_\_  
(Minor child(ren))

**ORDER SUSPENDING CHILD SUPPORT**

This matter having come before the Court on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, and the Court being fully advised in the premises, finds that:

1. An order of child support was previously entered in case number \_\_\_\_\_ directing \_\_\_\_\_, the \_\_\_\_\_ of the child(ren) to pay child support to \_\_\_\_\_, the \_\_\_\_\_ of the child(ren).

2. The child(ren) have been removed from the custody of \_\_\_\_\_ and placed in the custody of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

It is therefore, ORDERED AND ADJUDGED:

A. Child support is suspended in case number \_\_\_\_\_ as of the date of this Order. **The Clerk of Court shall place a certified of this Order in said file.**

B. Jurisdiction of this cause shall be retained for the purpose of entering such other orders as changing circumstances of the parties may in justice and equity require.

DONE AND ORDERED at Brooksville, Hernando County, Florida this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Circuit Court Judge

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and accurate copy of the foregoing has been furnished by mail or by hand delivery this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ to the following:

- ☐ DCF   ☐ Clerk of the Court-Domestic Relations  
☐ Department of Revenue-Child Support Enforcement  
☐ Payee  
☐ Payor

\_\_\_\_\_  
Judicial Assistant/Deputy Clerk



IN THE CIRCUIT COURT OF THE FIFTH  
JUDICIAL CIRCUIT, IN AND FOR HERNANDO COUNTY, FLORIDA

IN THE INTEREST OF:

Juvenile Case No: \_\_\_\_\_

(D.O.B. \_\_\_\_\_ )  
minor child(ren)

Domestic Relations Case No.: \_\_\_\_\_

**REPORT AND RECOMMENDATION OF THE GENERAL MAGISTRATE ESTABLISHING CHILD SUPPORT and TRANSFERRING SUPPORT ISSUES TO DOMESTIC RELATIONS DOCKET**

THIS CAUSE came to be heard before a Dependency General Magistrate for the Fifth Judicial Circuit, pursuant to rule 8.257, Fla. R. Juv. P. on \_\_\_\_\_, 200\_\_ for the establishment of child support. The General Magistrate, having reviewed the court file, having considered the evidence presented, including the testimony of the parties, and being otherwise fully advised in the premises, finds as follows and submits the following report and recommendations.

**FINDINGS:**

1. This Court has personal jurisdiction over the child(ren), child support payor, and the recipient, and the subject matter of this action.
2. The General Magistrate has jurisdiction.
3. Based on the evidence, the Child Support Guidelines Worksheet, Family Law Rules of Procedure Form 12.902(e), is correct **OR** the following findings are made: The Mother's net monthly income is \$ \_\_\_\_\_, and the Father's net monthly income is \$ \_\_\_\_\_, The cost of child care is \$ \_\_\_\_\_ and the cost of health insurance is \$ \_\_\_\_\_

**Therefore, it is RECOMMENDED:**

A. The payor, who is related to the above child(ren) as the \_\_\_\_\_ shall pay child support to \_\_\_\_\_ the \_\_\_\_\_ of the children (ren) in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_. The Payor is also responsible for retroactive child support in the amount of \$ \_\_\_\_\_, calculated as follows: \_\_\_\_\_. Therefore, the Payor's total obligation is \$ \_\_\_\_\_ per month, which includes \$ \_\_\_\_\_ current support, retroactive/past due child support of \$ \_\_\_\_\_, and \$ \_\_\_\_\_ clerk's service fee (4% or the payment of \$5.25, whichever is less..

**Payments shall begin on \_\_\_\_\_ and continue monthly thereafter until the youngest child attains the age of eighteen, marries, dies, enlists in the armed forces, or becomes otherwise self-supporting. If a child is still attending high school when he or she attains the age of eighteen and has a reasonable expectation of graduating before the age of nineteen, child support shall continue until the child graduates. The continued force and effect of this order shall not be affected by the status of supervision or jurisdiction in the dependency case, or the state of the dependency case as being "open" or "closed."**

B. Payments shall be in the form of personal check, cashier's check or money order made payable to the **State of Florida Disbursement Unit, Post Office Box 8500, Tallahassee, FL 32314-8500. All payments must indicate the domestic relations case number (including County Number 27), name of payor, name of recipient, and social security numbers.** No credit for payment will be given to the Payor for any payment not made payable to the State of Florida Disbursement Unit. Any payments made directly to the Recipient or the minor child(ren) will be considered a gift and not credited to this order.

C. The Payor's name, and address are: \_\_\_\_\_.  
The Recipient's name and address are: \_\_\_\_\_.  
The Payor's and Recipient's social security numbers are attached by separate writing. **Both parties are required to immediately inform the Clerk of the Circuit Court at 20 N. Main Street, Brooksville, FL 34601, of any change of name or address.** In addition, both parties shall also inform the Clerk, in writing, of any change of employment or other source of income, supplying the name of the employer, income source, and mailing address.

D. An Income Deduction Order may be entered requiring the Payor's past, current, and future employers to deduct the child support payments from the Payor's earnings.

E. ☐ Mother or ☐ Father shall be required to maintain ☐ health and ☐ dental insurance coverage for the minor child(ren) , so long as it is reasonably available. The party providing coverage shall be required to convey insurance cards to the other party. OR ☐ Health and ☐ dental insurance is not reasonably available at this time . The Payor shall be responsible for his/her pro rata share of all health expenses incurred for the minor child(ren) which are not covered by insurance.

F. Jurisdiction is relinquished and transferred to the Domestic Relations or other appropriate division of the Circuit Court for all matters relating to the child support obligation. Notwithstanding the confidentiality provisions of chapter 39, **THE CLERK OF COURT SHALL MAKE A CERTIFIED COPY OF THIS ORDER AND ASSIGN A NEW DOMESTIC RELATIONS CASE NUMBER.** The Recipient shall be designated as the Petitioner and the Payor shall be designated as the Respondent. All further matters regarding enforcement, modification, termination of child support, insurance, or the reimbursement of a past public assistance obligation shall be heard in that domestic relations case.

G. Pursuant to §39.202(2)(n), Fla. Stat., and §39.0132(3), the Department of Revenue is deemed to have a proper interest in the child support issues in this case as the designated Title IV-D Child Support Enforcement Agency §409.2557(1), Fla. Stat. **For informational purposes, the Clerk of Court shall forward a copy of this Order to the Department of Revenue-Child Support Enforcement, at 2701 S.W. College Road, Suite 404, Ocala, Florida 34474.**

H. ☐ This Order modifies, terminates, or redirects an existing obligation to pay child support in Case No. \_\_\_\_\_. Notwithstanding the confidentiality provisions of Chapter 39, the Clerk of Court shall transmit and file a certified copy of this Order in the original case set forth above.

I. Pursuant to §443.051, Fla. Stat., and §462(e) of Title IV-D of the Social Security Act, the Department of Labor and Employment Security shall deduct and withhold from any unemployment compensation otherwise payable to the Payor, 40% of the Unemployment Compensation or the amount of child support imposed by this order, whichever is less.

J. If the payee does not receive the support as ordered, it is the responsibility of the payee to advise the Department of Revenue to obtain assistance in collecting the support. **If the child(ren) is returned to the custody of the payor, it will be the responsibility of the payor to schedule a hearing to modify the support; and failure to do so may result in a continuation of the support assessment.**

K. This Order shall continue in full force and effect until the occurrence of the events enumerated in paragraph A, whether or not the dependency court has jurisdiction and whether or not the dependency case is open or closed. The Department of Children and Family Services shall notify the Florida Department of Revenue-Child Support Enforcement, and the Clerk of Court-Domestic Support, in writing, immediately upon any change in the custodial status of the minor child(ren) named herein or if either parent's parental rights have been terminated.

L. **EXCEPTIONS TO RECOMMENDATIONS**

\_\_\_\_\_ The Parties have waived the ten (10) day period to file Exceptions pursuant to Rule 8.257(f), Fla.Juv..  
R. P. OR

\_\_\_\_\_ The parties are notified that they shall have ten (10) days from the date of service of these Findings and Recommendations to file any Exceptions to the entry of an Order approving these Findings and Recommendations. The original Exceptions to the Findings and Recommendations of any party shall be filed with the Clerk of the Court with copies to the General Magistrate and to opposing party and/or counsel. Should no timely Exceptions to the Findings and Recommendations be received, a proposed Order and a copy of the Findings and Recommendations will be forwarded to the Judge for appropriate action. The parties are further notified that service of this Report and Recommendations is deemed effective as of the date of mailing.

The testimony of the parties has been electronically recorded, and the certified disc of this hearing is specifically incorporated in and made a part of this report. The certified disc is available to the Court and to the parties for preparation of a transcript. Upon written request and appropriate fee, a copy of the certified disc will be provided to the requesting party for transcription. The party requesting a transcript will be responsible for making the appropriate arrangements with a Certified Court Reporter for transcription and payment.

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ in Brooksville, Hernando County, Florida.

\_\_\_\_\_  
General Magistrate

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by U.S. Mail, postage pre-paid, or in-hand delivery this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ to:

☐ DCF            ☐ Guardian Ad Litem Program            ☐ DCF/Revenue Max Unit  
☐ Clerk of the Court-Domestic Relations    ☐ Department of Revenue-Child Support Enforcement  
☐ Mother            ☐ Father            ☐ Custodian

WITNESS my hand as Clerk of said Court and the Seal hereof, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as to the **Report and Recommendation Establishing Child Support, and Transferring Support Issues to Domestic Relations Docket.**

BY: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE FIFTH  
JUDICIAL CIRCUIT, IN AND FOR HERNANDO  
COUNTY, FLORIDA

IN THE INTEREST:

Juvenile Case No: \_\_\_\_\_

(D.O.B. \_\_\_\_\_ )  
minor child(ren)

Domestic Relations Case No.: \_\_\_\_\_

**FINAL JUDGMENT OF PATERNITY, ORDER ESTABLISHING CHILD SUPPORT and  
TRANSFERRING SUPPORT ISSUES TO DOMESTIC RELATIONS DOCKET**

The Court heard the issues of establishment of paternity and child support on \_\_\_\_\_. The Court has personal jurisdiction over the child, the child support payor, and the recipient.. Based on the evidence, the Child Support Guidelines Worksheet, Family Law Rules of Procedure Form 12.902(e), is correct **OR** the following findings are made: The Mother's net monthly income is \$ \_\_\_\_\_, and the Father's net monthly income is \$ \_\_\_\_\_. The cost of child care is \$ \_\_\_\_\_ and the cost of health insurance is \$ \_\_\_\_\_.

**Therefore, it is ORDERED AND ADJUDGED:**

A. \_\_\_\_\_ is adjudicated the legal father of \_\_\_\_\_.

B. The payor, who is related to the above child(ren) as the \_\_\_\_\_ shall pay child support to \_\_\_\_\_ the \_\_\_\_\_ of the children (ren) in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_. The Payor is also responsible for retroactive child support in the amount of \$ \_\_\_\_\_, calculated as follows: \_\_\_\_\_ Therefore, the Payor's total obligation is \$ \_\_\_\_\_ per month, which includes \$ \_\_\_\_\_ current support, retroactive/past due child support of \$ \_\_\_\_\_, and \$ \_\_\_\_\_ clerk's service fee (4% or the payment of \$5.25, whichever is less..

**Payments shall begin on \_\_\_\_\_ and continue monthly thereafter until the youngest child attains the age of eighteen, marries, dies, enlists in the armed forces, or becomes otherwise self-supporting. If a child is still attending high school when he or she attains the age of eighteen and has a reasonable expectation of graduating before the age of nineteen, child support shall continue until the child graduates. The continued force and effect of this order shall not be affected by the status of supervision or jurisdiction in the dependency case, or the state of the dependency case as being "open" or "closed."**

C. Payments shall be in the form of personal check, cashier's check or money order made payable to the **State of Florida Disbursement Unit, Post Office Box 8500, Tallahassee, FL 32314-8500. All payments must indicate the case number (including County Number 27), name of payor, name of recipient, and social security numbers.** No credit for payment will be given to the Payor for any payment not made payable to the State of Florida Disbursement Unit. Any payments made directly to the Recipient or the minor child(ren) will be considered a gift and not credited to this order.

D. The Payor's name, and address are: \_\_\_\_\_  
The Recipient's name and address are: \_\_\_\_\_  
The Payor's and Recipient's social security numbers are attached by separate writing. Both parties are required to immediately inform the Clerk of the Circuit Court at 20 N. Main Street, Brooksville, Florida 34601, of any change of name or address. In addition, both parties shall also inform the Clerk, in writing, of any change of employment or other source of income, supplying the name of the employer, income source, and mailing address.

E. An Income Deduction Order may be entered requiring the Payor's past, current, and future employers to deduct the child support payments from the Payor's earnings.

F. ( ) Mother or ( ) Father shall be required to maintain ( ) health and ( ) dental insurance coverage for the minor child(ren) , so long as it is reasonably available. The party providing coverage shall be required to convey insurance cards to the other party. OR ( ) Health and ( ) dental insurance is not reasonably available at this time . The Payor shall be responsible for **his/her pro rata share** of all health expenses incurred for the minor child(ren) which are not covered by insurance.

**G.** Jurisdiction is relinquished and transferred to the Domestic Relations or other appropriate division of the Circuit Court for all matters relating to the child support obligation. Notwithstanding the confidentiality provisions of chapter 39, **THE CLERK OF COURT SHALL MAKE A CERTIFIED COPY OF THIS ORDER AND ASSIGN A NEW DOMESTIC RELATIONS CASE NUMBER.** The Recipient shall be designated as the Petitioner and the Payor shall be designated as the Respondent. All further matters regarding enforcement, modification, termination of child support, insurance, or the reimbursement of a past public assistance obligation shall be heard in that domestic relations case.

**H.** Pursuant to §39.202(2)(n), Fla. Stat., and §39.0132(3), the Department of Revenue is deemed to have a proper interest in the paternity and child support issues in this case as the designated Title IV-D Child Support Enforcement Agency §409.2557(1), Fla. Stat. **For informational purposes, the Clerk of Court shall forward a copy of this Order to the Department of Revenue-Child Support Enforcement, at 2701 S.W. College Road, Suite 404, Ocala, Florida 34474.**

**I.** ( ) This Order modifies, terminates, or redirects an existing obligation to pay child support in Case No. \_\_\_\_\_. Notwithstanding the confidentiality provisions of Chapter 39, the Clerk of Court shall transmit and file a certified copy of this Order in the original case set forth above.

**J.** Pursuant to §443.051, Fla. Stat., and §462(e) of Title IV-D of the Social Security Act, the Department of Labor and Employment Security shall deduct and withhold from any unemployment compensation otherwise payable to the Payor, 40% of the Unemployment Compensation or the amount of child support imposed by this order, whichever is less.

**K.** This Order shall continue in full force and effect until the occurrence of the events enumerated in paragraph A, whether or not the dependency court has jurisdiction and whether or not the dependency case is open or closed. The Department of Children and Family Services shall notify the Florida Department of Revenue-Child Support Enforcement, and the Clerk of Court-Domestic Support, in writing, immediately upon any change in the custodial status of the minor child(ren) named herein or if either parent's parental rights have been terminated.

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ in Brooksville, Hernando County, Florida.

\_\_\_\_\_  
Circuit Court Judge

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by U.S. Mail, postage pre-paid, or in-hand delivery this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ to:

☐ DCF            ☐ Guardian Ad Litem Program            ☐ DCF/Revenue Max Unit  
☐ Clerk of the Court-Domestic Relations    ☐ Department of Revenue-Child Support Enforcement  
☐ Mother        ☐ Father        ☐ Custodial

WITNESS my hand as Clerk of said Court and the Seal hereof, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as to the **Final Judgment of Paternity, Order Establishing Child Support, and Transferring Support Issues to Domestic Relations Docket.**

BY: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE FIFTH  
JUDICIAL CIRCUIT, IN AND FOR HERNANDO  
COUNTY, FLORIDA

IN THE INTEREST OF:

Juvenile Case No:

(D.O.B. )  
minor child(ren)

Domestic Relations Case No.: \_\_\_\_\_

**ORDER ESTABLISHING CHILD SUPPORT and**  
**TRANSFERRING SUPPORT ISSUES TO DOMESTIC RELATIONS DOCKET**

The Court heard the issues of establishment of child support on \_\_\_\_\_. The Court has personal jurisdiction over the child, the child support payor, and the recipient. Based on the evidence, the Child Support Guidelines Worksheet, Family Law Rules of Procedure Form 12.902(e), is correct **OR** the following findings are made: The Mother's net monthly income is \$ \_\_\_\_\_, and the Father's net monthly income is \$ \_\_\_\_\_. The cost of child care is \$ \_\_\_\_\_ and the cost of health insurance is \$ \_\_\_\_\_.

Therefore, it is **ORDERED AND ADJUDGED**:

A. The payor, who is related to the above child(ren) as the \_\_\_\_\_ shall pay child support to \_\_\_\_\_ the \_\_\_\_\_ of the children (ren) in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_. The Payor is also responsible for retroactive child support in the amount of \$ \_\_\_\_\_, calculated as follows: \_\_\_\_\_. Therefore, the Payor's total obligation is \$ \_\_\_\_\_ per month, which includes \$ \_\_\_\_\_ current support, retroactive/past due child support of \$ \_\_\_\_\_, and \$ \_\_\_\_\_ clerk's service fee (4% or the payment of \$5.25, whichever is less..

Payments shall begin on \_\_\_\_\_ and continue monthly thereafter until the youngest child attains the age of eighteen, marries, dies, enlists in the armed forces, or becomes otherwise self-supporting. If a child is still attending high school when he or she attains the age of eighteen and has a reasonable expectation of graduating before the age of nineteen, child support shall continue until the child graduates. The continued force and effect of this order shall not be affected by the status of supervision or jurisdiction in the dependency case, or the state of the dependency case as being "open" or "closed."

B. Payments shall be in the form of personal check, cashier's check or money order made payable to the **State of Florida Disbursement Unit, Post Office Box 8500, Tallahassee, FL 32314-8500. All payments must indicate the case number (including County Number 27), name of payor, name of recipient, and social security numbers.** No credit for payment will be given to the Payor for any payment not made payable to the State of Florida Disbursement Unit. Any payments made directly to the Recipient or the minor child(ren) will be considered a gift and not credited to this order.

C. The Payor's name, and address are: \_\_\_\_\_.  
The Recipient's name and address are: \_\_\_\_\_.  
The Payor's and Recipient's social security numbers are attached by separate writing. Both parties are required to immediately inform the Clerk of the Circuit Court at 20 N. Main Street, Brooksville, FL 34601 of any change of name or address. In addition, both parties shall also inform the Clerk, in writing, of any change of employment or other source of income, supplying the name of the employer, income source, and mailing address.

D. An Income Deduction Order may be entered requiring the Payor's past, current, and future employers to deduct the child support payments from the Payor's earnings.

E. ( )Mother or ( )Father shall be required to maintain ( )health and ( )dental insurance coverage for the minor child(ren) , so long as it is reasonably available. The party providing coverage shall be required to convey insurance cards to the other party. OR ( ) Health and ( ) dental insurance is not reasonably available at this time . The Payor shall be responsible for his/her **pro rata share** of all health expenses incurred for the minor child(ren) which are not covered by insurance.

F. Jurisdiction is relinquished and transferred to the Domestic Relations or other appropriate division of the Circuit Court for all matters relating to the child support obligation. Notwithstanding the confidentiality provisions of chapter 39, **THE CLERK OF COURT SHALL MAKE A CERTIFIED COPY OF THIS ORDER AND ASSIGN A NEW DOMESTIC RELATIONS CASE NUMBER.** The Recipient shall be designated as the Petitioner and the Payor shall be designated as the Respondent. All further matters regarding

enforcement, modification, termination of child support, insurance, or the reimbursement of a past public assistance obligation shall be heard in that domestic relations case.

G. Pursuant to §39.202(2)(n), Fla. Stat., and §39.0132(3), the Department of Revenue is deemed to have a proper interest in the child support issues in this case as the designated Title IV-D Child Support Enforcement Agency §409.2557(1), Fla. Stat. **For informational purposes, the Clerk of Court shall forward a copy of this Order to the Department of Revenue-Child Support Enforcement, at 2701 S.W. College Road, Suite 404, Ocala, Florida 34474.**

H. ☐ This Order modifies, terminates, or redirects an existing obligation to pay child support in Case No. \_\_\_\_\_. Notwithstanding the confidentiality provisions of Chapter 39, the Clerk of Court shall transmit and file a certified copy of this Order in the original case set forth above.

I. Pursuant to §443.051, Fla. Stat., and §462(e) of Title IV-D of the Social Security Act, the Department of Labor and Employment Security shall deduct and withhold from any unemployment compensation otherwise payable to the Payor, 40% of the Unemployment Compensation or the amount of child support imposed by this order, whichever is less.

J. This Order shall continue in full force and effect until the occurrence of the events enumerated in paragraph A, whether or not the dependency court has jurisdiction and whether or not the dependency case is open or closed. The Department of Children and Family Services shall notify the Florida Department of Revenue-Child Support Enforcement, and the Clerk of Court-Domestic Support, in writing, immediately upon any change in the custodial status of the minor child(ren) named herein or if either parent's parental rights have been terminated.

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_, 200\_ in Brooksville, Hernando County, Florida.

\_\_\_\_\_  
Circuit Court Judge

#### **CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by U.S. Mail, postage pre-paid, or in-hand delivery this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ to:

☐ DCF            ☐ Guardian Ad Litem Program            ☐ DCF/Revenue Max Unit  
☐ Clerk of the Court-Domestic Relations    ☐ Department of Revenue-Child Support Enforcement  
☐ Mother            ☐ Father            ☐ Custodian

WITNESS my hand as Clerk of said Court and the Seal hereof, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as to the **Order Establishing Child Support, and Transferring Support Issues to Domestic Relations Docket.**

BY: \_\_\_\_\_

IN THE CIRCUIT COURT OF THE  
FIFTH JUDICIAL CIRCUIT IN AND  
FOR HERNANDO COUNTY, FLORIDA  
JUVENILE CASE NO:

IN THE INTEREST OF:

DOB:

SEX:

\_\_\_\_\_  
(Minor child(ren))

**ORDER REDIRECTING CHILD SUPPORT and SUBSTITUTING PAYEE**

This matter having come before the Court on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, and the Court being fully advised in the premises, finds that:

1. An order of child support was previously entered in this case directing \_\_\_\_\_, the \_\_\_\_\_ of the child(ren) to pay child support to \_\_\_\_\_, the \_\_\_\_\_ of the child(ren).

2. The child(ren) have been removed from the custody of \_\_\_\_\_ and placed in the custody of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_. The new Custodian's address is \_\_\_\_\_

3. Child support should be redirected to the custodian of the child(ren) and said custodian be substituted as the payee.

It is therefore, ORDERED AND ADJUDGED:

A. The child support payments in the amount of \$ \_\_\_\_\_ shall be redirected to the custodian of the child(ren) and the custodian shall be substituted as the payee until further order of the court.

B. The central depository shall assign a separate depository number for payments made to the new payee.

C. Payments shall be in the form of personal check, cashier's check or money order made payable to the **State of Florida Disbursement Unit**, Post Office Box 8500, Tallahassee, FL 32314-8500. **All payments must indicate the case number (including County Number 27), name of Payor, name of Payee, and social security numbers.** No credit for payment will be given to the Payor for any payment not made payable to the State of Florida Disbursement Unit. Any payments made directly to the Payee or the minor child(ren) will be considered a gift and not credited to this order. Both parties are required to immediately inform the Clerk of the Circuit Court at 20 N. Main Street, Brooksville, FL 34601 of any change of name or address. In addition, both parties shall also inform the Clerk, in writing, of any change of employment or other source of income, supplying the name of the employer, income source, and mailing address.

D. Jurisdiction of this cause shall be retained for the purpose of entering such other orders as changing circumstances of the parties may in justice and equity require.



DONE AND ORDERED at Brooksville, Hernando County, Florida this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Circuit Court Judge

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and accurate copy of the foregoing has been furnished by mail or by hand delivery this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ to the following:

☐ DCF    ☐ Clerk of the Court-Domestic Relations  
☐ Department of Revenue-Child Support Enforcement  
Payee (Prior) ☐      Payee (New) ☐      Payor ☐

WITNESS my hand as Clerk of said Court and the Seal hereof, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as to the **Order Redirecting Child Support and Substituting Payee.**

BY: \_\_\_\_\_  
Judicial Assistant/Deputy Clerk

IN THE CIRCUIT COURT OF THE  
FIFTH JUDICIAL CIRCUIT IN AND  
FOR HERNANDO COUNTY, FLORIDA  
JUVENILE CASE NO:

IN THE INTEREST OF:

DOB:

\_\_\_\_\_  
(Minor child(ren))

**ORDER REDIRECTING CHILD SUPPORT ESTABLISHED IN ANOTHER CASE and  
SUBSTITUTING PAYEE**

This matter having come before the Court on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, and the Court being fully advised in the premises, finds that:

1. An order of child support was previously entered in case number \_\_\_\_\_ directing \_\_\_\_\_, the \_\_\_\_\_ of the child(ren), whose address is \_\_\_\_\_ to pay child support to \_\_\_\_\_, the \_\_\_\_\_ of the child(ren) in the amount of \$ \_\_\_\_\_ per \_\_\_\_\_

2. The child(ren) have been removed from the custody of \_\_\_\_\_ and placed in the custody of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_. The new Custodian's address is \_\_\_\_\_

3. Child support should be redirected to the custodian of the child(ren) and said custodian be substituted as the payee.

It is therefore, **ORDERED AND ADJUDGED:**

A. The child support payments in the amount of \$ \_\_\_\_\_ shall be redirected to the custodian of the child(ren) and the custodian shall be substituted as the payee until further order of the court.

B. The central depository shall assign a separate depository number for payments made to the new payee.

C. Payments shall be in the form of personal check, cashier's check or money order made payable to the **State of Florida Disbursement Unit**, Post Office Box 8500, Tallahassee, FL 32314-8500. **All payments must indicate the case number (including County Number 27), name of Payor, name of Payee, and social security numbers.** No credit for payment will be given to the Payor for any payment not made payable to the State of Florida Disbursement Unit. Any payments made directly to the Payee or the minor child(ren) will be considered a gift and not credited to this order. Both parties are required to immediately inform the Clerk of the Circuit Court at 20 N. Main Street, Brooksville, FL 34601 of any change of name or address. In addition, both parties shall also inform the Clerk, in writing, of any change of employment or other source of income, supplying the name of the employer, income source, and mailing address.

D.The Clerk of Court shall place a certificated copy of this order in case number \_\_\_\_\_

E. Jurisdiction of this cause shall be retained for the purpose of entering such other orders as changing circumstances of the parties may in justice and equity require.

DONE AND ORDERED at Brooksville, Hernando County, Florida this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Circuit Court Judge

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by U.S. Mail, postage pre-paid, or in-hand delivery this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ to:

[ ] DCF [ ] Clerk of the Court-Domestic Relations  
[ ] Department of Revenue-Child Support Enforcement

Recipient/Payee (Old): \_\_\_\_\_

Recipient/Payee (New): \_\_\_\_\_

Payor: \_\_\_\_\_

WITNESS my hand as Clerk of said Court and the Seal hereof, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as to the **Order Redirecting Child Support Established in Another Case and Substituting Payee.**

BY: \_\_\_\_\_