

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT  
IN AND FOR THE STATE OF FLORIDA

ADMINISTRATIVE ORDER NO: A-2019-25-B

**SECOND AMENDED\* ADMINISTRATIVE ORDER REGARDING ADMINISTRATIVE  
CHILD SUPPORT CASES and APPROVING FORMS TO SUPERSEDE AND MODIFY  
OR ENFORCE ADMINISTRATIVE CHILD SUPPORT ORDERS, MOTIONS TO  
CONTEST CHILD SUPPORT DELINQUENCY, AND PETITIONS TO CONTEST  
SUSPENSION OF DRIVER LICENSES OR VEHICLE REGISTRATIONS**

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§409.2563(8), Fla.Stat., requires the Department of Revenue("DOR") to file with the clerk of the circuit court a certified copy of an administrative support order rendered by the Division of Administrative Hearings pursuant to §409.2563(7)(a), Fla.Stat., or by DOR pursuant to §409.2563(7)(c), Fla.Stat. The statute further gives the clerk the authority to initiate a judgment upon delinquency by the obligor. §409.2563(8)(c), Fla.Stat. §409.3563(10), Fla.Stat., sets forth the authority of the court to review, enforce, or enter an order superseding an administrative support order entered by an administrative law judge, the Division of Administrative Hearings, or by a representative of DOR.

Uniform practices are necessary for the administration of the alternate procedures set forth under §409.2563, Fla.Stat., which are filed in the Fifth Judicial Circuit. There is currently not an established form or procedure for the circuit court to supersede and modify an administrative support order or enforce an administrative support order entered by an administrative law judge of the Division of Administrative Hearings or by a representative of DOR. Nor does there exist an established form or procedure for the circuit court to contest child support delinquencies or contest the suspension of driver licenses or vehicle registrations for the non-payment of child support. There is an abundance of these types of cases and the effective administration of the judicial system would be best served by the establishment of forms and procedures to address same.

Fla.Fam.L.R.P. 12.750(b)(5) permits the chief judge of the circuit to approve additional forms that are not inconsistent with forms approved by the Florida Supreme Court.

**NOW, THEREFORE**, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215(b)(5), it is **ORDERED** as follows:

1. **Administrative Support Cases:**

a. Administrative support orders filed with the Clerk of Court by DOR pursuant to §409.2563(8), Fla.Stat., shall be coded by the Clerk's office as a non-reportable Domestic Relations ("DR") case.

b. If the Clerk of Court or DOR issues to the obligor any notice of delinquency, in accordance with §409.2563(8)(c), Fla.Stat., or notice of intent to suspend a driver's license or

\*Amended to correct scrivener's error in Petition to Supersede and Modify Administrative Child Support form.

*DZmjh*

motor vehicle registration in accordance with §61.13016, Fla.Stat., such notice will be filed and docketed in the non-reportable “DR” case.

2. **Reportable Domestic Relations Cases:**

When a party seeks affirmative relief from the circuit court to supersede and modify an administrative child support order, to enforce an administrative child support order without superseding and modifying, or if the obligor files a petition or notice contesting the delinquency as set forth in paragraph 1.b. above, the clerk shall create a new, reportable filing under the same DR case number as the already filed, but non-reportable Administrative support DR case.

3. **Filing Fees:**

a. A filing fee will not be assessed when an obligor files a petition or notice contesting delinquency, suspension of driver’s license or motor vehicle registration, as set forth in paragraph 1.b. above in the Administrative Support Case.

c. A filing fee will not be assessed when a superseding order has not been entered and the parties in an Administrative Support case file a pleading to seek relief from the circuit court. Examples of such pleadings are motions to pay direct, to stop child support, to lift bank levy, or to reinstate driver’s license.

d. A filing fee will be assessed when affirmative relief is sought to supersede and modify an administrative child support order or to enforce an administrative child support order.

4. Following the docketing of a Notice of Contest or any document which disputes the notice of delinquency in accordance with §409.2563(8)(c), Fla.Stat., or a notice of intent to suspend a driver’s license, or motor vehicle registration in accordance with §61.13016, in the Administrative Support case, the Clerk shall promptly forward the documents to DOR or counsel for DOR and to the appropriate child support enforcement hearing officer to be addressed.

a. Within ten (10) calendar days of the filing of a Petition or Motion to Contest, DOR will e-file a notice of hearing and attach a copy of the originating notice of delinquency, in accordance with §409.2563(8)(c), Fla. Stat., or notice of intent to suspend a driver’s license or motor vehicle registration in accordance with §61.3016.

b. The Clerk will docket the notice of delinquency in accordance with §409.2563(8)(c), Fla. Stat. or notice of intent to suspend a driver’s license or motor vehicle registration in accordance with §61.13016, in the reportable DR case along with a copy of the final administrative support order and Income Deduction/Withholding order, if any.

5. Effective immediately upon the entry of this Order, the following forms shall be approved for use in the Fifth Judicial Circuit of Florida,<sup>1</sup> to include for use by the Family Court Case Management Offices/Self-Help Centers and Clerks of Court:

a. Petition to Supersede and Modify Administrative Child Support Order and Instructions.

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<sup>1</sup> The forms approved by this Administrative Order are in addition to forms previously approved for use by Administrative Order No: 2018-02-A.

D3MTR

- b. Petition to Enforce Administrative Child Support Order and Instructions.
- c. Motion to Contest Child Support Delinquency and Instructions:
  - i. Administrative Child Support cases; and
  - ii. Non-Administrative Child Support cases.
- d. Petition to Contest Notice of Intent to Suspend Driver License and Motor Vehicle Registration for Non-Payment of Support and Instructions:
  - i. Department of Revenue-Administrative cases; and
  - ii. Non-Department of Revenue-Administrative cases.

6. To provide assistance and fair access to the courts for self-represented litigants, the Unified Family Court of the Fifth Judicial Circuit shall create a self-help package for the self-represented litigants that will include relevant documents and forms required for filing along with procedural directions in these cases. The package shall be made available on the Fifth Judicial Circuit's website at [www.circuit5.org](http://www.circuit5.org).

DONE AND SIGNED this 18<sup>th</sup> day of December, 2019, in Chambers at Ocala, Marion County, Florida and Brooksville, Hernando County, Florida.

  
Daniel B. Merritt, Jr.  
Chief Judge

  
Ann Melinda Craggs  
Family Law Administrative Judge

## INSTRUCTIONS FOR PETITION TO SUPERSEDE AND MODIFY ADMINISTRATIVE CHILD SUPPORT ORDER

### When should this form be used?

This form should be used by either a parent or non-parent who has custody or the majority of the time-sharing of a minor child or children to ask the court to prospectively supersede and modify an **administrative child support order** that has previously been established in an administrative hearing or by the Department of Revenue pursuant to §409.2563, Fla.Stat., or, as set forth in §409.2563(7), Fla.Stat.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** this document with the **clerk of the circuit court** or through Florida's eFiling Portal at [www.myflcourtaccess.com](http://www.myflcourtaccess.com), and keep a copy for your records. All users of the eFiling Portal are required to register and create an account with the eFiling Portal in order to file electronically. Contact the Clerk of the Circuit Court regarding fees associated with and due for this process.

With this petition, you must file the following and provide a copy to the other party:

- **Notice of Related Case Form**, Florida Supreme Court Approved Family Law Form 12.900(h).
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j). Entire social security number must be provided.
- **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). (This requirement cannot be waived by the parties and is mandatory.)
- **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932. (This must be filed within 45 days of filing the Petition, unless you and the other party have agreed not to exchange these documents.)
- **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e). (If you do not know the other party's income, you may file this worksheet after his or her financial affidavit has been filed.)
- **Designation of Current Mailing and Email Address**  
Florida Supreme Court Approved Family Law Form 12.915

### **What do I do next?**

For your case to proceed, you must **serve** the other party with a copy of your **petition** by **personal service**.

You must also **serve** Florida Department of Revenue (DOR) with a copy of your **petition** by serving the Deputy Agency Clerk, Bldg 2, Suite 2-4220, 2450 Shumard Oak Blvd., Tallahassee, FL 32399-0001.

After the petition is served, the other party has 20 days to answer. Your case will then generally proceed in one of the following three ways:

#### **DEFAULT**

If after 20 days, no **answer** or other response has been filed, you may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk of court. After a **Default** is entered, if you have filed all of the required papers, you MUST file a **Notice for Trial**, Florida Supreme Court Approved Family Law Form 12.924, with the clerk of court. You will receive an Order Setting Hearing.

#### **UNCONTESTED**

If the other party files an answer that agrees with everything in your petition or files an answer and waiver, **and** you have complied with **mandatory disclosure** and filed all of the required papers (unless you and the other party have agreed not to exchange **mandatory disclosure** except Family Law Financial Affidavits as the filing of Family Law Financial Affidavits cannot be waived), you MUST file a **Notice for Trial**, Florida Supreme Court Approved Family Law Form 12.924, with the clerk of court. You will receive an Order Setting Hearing.

#### **CONTESTED**

If the other party filed an answer or an answer and counterpetition, which disagrees with or denies anything in your petition, and you are unable to settle the disputed issues, you may be referred to mediation to resolve the disputed issues. If the respondent files an answer and counterpetition, you should answer the counterpetition within 20 days using an Answer to Counter Petition, Florida Supreme Court Approved Family Law Form 12.983(d). Following the mediation, you should file a Notice for Trial, Florida Supreme Court Approved Family Law Form 12.924, after you have complied with mandatory disclosure, and filed all of the required papers. You will receive an Order Setting Hearing.

### **IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with

Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

### **IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION**

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

### **WHERE CAN I LOOK FOR MORE INFORMATION?**

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the “Getting Started” section of the Family Law Self-Help Information section of the Family Courts section of the Florida Courts website. (<https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Getting-Started>).**

The words that are in “bold underline” in these instructions are defined there. For further instructions, see Chapter 409, Florida Statutes.

**Nonlawyer...** Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

Case No.: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**PETITION TO SUPERSEDE AND MODIFY**  
**ADMINISTRATIVE CHILD SUPPORT ORDER**

Petitioner, \_\_\_\_\_, being  
sworn, certifies that the following statements are true:

This is an action to supersede and modify an administrative child support order pursuant to §409.2563(10)(c), Fla.Stat., and Chapter 61, Fla. Stat. said order having been established pursuant to §409.2563(7)(a) or 7(c), Fla.Stats.

The Circuit Court has jurisdiction over this matter.

**SECTION I.**

1. Petitioner is the person who:  
[check **only** one]

\_\_\_\_\_ has been ordered to pay child support in a DEPARTMENT OF REVENUE  
ADMINISTRATIVE PROCEEDING for the below-named child(ren).  
\_\_\_\_\_ has been ordered to receive child support in a DEPARTMENT OF REVENUE  
ADMINISTRATIVE PROCEEDING for the below-named child(ren).

Name	Birth date
Child: _____	_____
Child: _____	_____
Child: _____	_____
Child: _____	_____
Child: _____	_____

2. **I have attached a copy of the administrative child support order to this Petition.**

3. Venue is proper in \_\_\_\_\_ County, Florida.
4. Petitioner's current address is: {*street address, city, state*}
- \_\_\_\_\_
5. Respondent's current address is {*street address, city, state*}
- \_\_\_\_\_
6. Both Parties are over the age of 18.
7. The Respondent is not, nor has been within a 30-day period immediately prior to this date, a person in the military service of the United States as defined by 50 U.S.C. §3911(2) and Section 521 of the Service Members Civil Relief Act.
8. A completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this petition.
9. A completed Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c), is filed, or will be filed within forty-five (45) days of this Petition.
10. A completed Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), is filed , or will be filed within forty-five (45) days of this Petition.

## SECTION II. REQUEST

[check all that apply]

1. \_\_\_\_ Petitioner requests that the Court enter an Order to supersede and prospectively modify an administrative child support order to cease all child support retroactive to the date of the filing of this petition and close out the child support ledger for the following reasons:
  - \_\_\_\_ Neither party receives public assistance benefits in their household and the parties do not want child support established through the court.
  - \_\_\_\_ Neither party receives public assistance benefits in their household and the child(ren)'s needs are being provided for.
  - \_\_\_\_ The parties are residing together as an intact family.
  - \_\_\_\_ Other \_\_\_\_\_
2. \_\_\_\_ Petitioner requests that the Court enter an Order to supersede and prospectively modify an administrative child support order, as determined by Florida's child support guidelines, §61.30, Fla. Stat., retroactive to the date of the filing of this petition.
3. \_\_\_\_ Petitioner requests that the Court enter an Order to supersede and modify the administrative child support order and award a child support amount that is more than or less than Florida's child support guidelines. Petitioner understands that a Motion to Deviate from



Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, must be completed and filed before the court will consider this request.

4. \_\_\_\_ Petitioner requests that medical/dental insurance coverage for the minor child(ren) be provided by:  
[check **one** only]  
a. \_\_\_\_ Petitioner.  
b. \_\_\_\_ Respondent.
5. \_\_\_\_ Petitioner requests that uninsured medical/dental expenses for the child(ren) be paid by:  
[check **one** only]  
a. \_\_\_\_ Petitioner.  
b. \_\_\_\_ Respondent.  
c. \_\_\_\_ Petitioner and Respondent each pay one-half.  
d. \_\_\_\_ Petitioner and Respondent each pay according to the percentages in the **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902 (e).
6. Other Relief:

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### SECTION III. CERTIFICATE OF COMPLIANCE WITH FLORIDA STATUTE 409.2563 (14)

Petitioner certifies that a copy of the foregoing petition will be served upon the Respondent by **personal service** and that a copy of the foregoing petition will be served upon the Department of Revenue, Deputy Agency Clerk, Bldg 2, Suite 2-4220, 2450 Shumard Oak Blvd., Tallahassee, FL 32399-0001.

**I understand that I am swearing or affirming under oath to the truthfulness of the claim made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Designated Email Address(es): \_\_\_\_\_  
\_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type or stamp commissioned name of notary or clerk.]

\_\_\_\_\_ Personally known

\_\_\_\_\_ Produced identification

\_\_\_\_\_ Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only one}* ( ) Petitioner ( ) Respondent  
This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,

*{name of business}* \_\_\_\_\_,

*{address}* \_\_\_\_\_,

*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_ *{telephone number}* \_\_\_\_\_.

## INSTRUCTIONS FOR PETITION TO ENFORCE ADMINISTRATIVE CHILD SUPPORT ORDER

### When should this form be used?

This form should be used by either a parent or non-parent who has custody or the majority of the time-sharing of a minor child or children to ask the court to enforce an **administrative child support order** that has previously been established in an administrative hearing, by the Department of Revenue pursuant to §409.2563, Fla.Stat., or, as set forth in §409.2563(7), Fla.Stat.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** this document with the **clerk of the circuit court** or through Florida's eFiling Portal at [www.myflcourtaaccess.com](http://www.myflcourtaaccess.com) and keep a copy for your records. All users of the eFiling Portal are required to register and create an account with the eFiling Portal in order to file electronically.

With this petition, you must file the following and provide a copy to the other party:

- **Notice of Related Case Form**, Florida Supreme Court Approved Family Law Form 12.900(h).
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j). Entire social security number must be provided.
- **Designation of Current Mailing and Email Address**  
Florida Supreme Court Approved Family Law Form 12.915

### What do I do next?

For your case to proceed, you must **serve** the other party with a copy of your **petition** by **personal service**.

You must also **serve** Florida Department of Revenue (DOR) with a copy of your **petition** by serving the Deputy Agency Clerk, Bldg 2, Suite 2-4220, 2450 Shumard Oak Blvd., Tallahassee, FL 32399-0001.

After the petition is served, the other party has 20 days to answer. Your case will then generally proceed in one of the following three ways:

### **DEFAULT**

If after 20 days, no **answer** or other response has been filed, you may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk of court. After a **Default** is entered, if you have filed all of the required papers, you **MUST** file a **Notice for Trial**,

Florida Supreme Court Approved Family Law Form 12.924, with the clerk of court. You will receive an Order Setting Hearing.

### **UNCONTESTED**

If the other party files an answer that agrees with everything in your petition or files an answer and waiver, you **MUST** file a **Notice for Trial**, Florida Supreme Court Approved Family Law Form 12.924, with the clerk of court. You will receive an Order Setting Hearing.

### **CONTESTED**

If the other party filed an answer or an answer and counterpetition, which disagrees with or denies anything in your petition, and you are unable to settle the disputed issues, you may be referred to mediation to resolve the disputed issues. If the respondent files an answer and counterpetition, you should answer the counterpetition within 20 days using an Answer to Counter Petition, Florida Supreme Court Approved Family Law Form 12.983(d). Following the mediation, you should file a Notice for Trial, Florida Supreme Court Approved Family Law Form 12.924, after you have complied with mandatory disclosure, and filed all of the required papers. You will receive an Order Setting Hearing.

### **IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

### **IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION**

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

#### **WHERE CAN I LOOK FOR MORE INFORMATION?**

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the “Getting Started” section of the Family Law Self-Help Information section of the Family Courts section of the Florida Courts website. (<https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Getting-Started>).**

The words that are in “bold underline” in these instructions are defined there. For further instructions, see Chapter 409, Florida Statutes.

**Nonlawyer...** Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

Case No.: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**PETITION TO ENFORCE**  
**ADMINISTRATIVE CHILD SUPPORT ORDER**

Petitioner, \_\_\_\_\_,

being sworn, certifies that the following statements are true:

This is an action to enforce an administrative child support order pursuant to §409.2563(9)(c), §409.2563(9)(d), §409.2563(10)(b), Fla.Stats., and Chapter 61, Fla. Stats. said order having been established pursuant to §409.2563(7)(a) or (7)(c), Fla.Stats.

The Circuit Court has jurisdiction over this matter.

**SECTION I.**

1. Petitioner is the person who, by previous court order has been ordered to receive child support in a DEPARTMENT OF REVENUE ADMINISTRATIVE PROCEEDING for the below-named child(ren):

Name	Birth date
Child: _____	_____
Child: _____	_____
Child: _____	_____
Child: _____	_____
Child: _____	_____

2. **I have attached a copy of the administrative child support order to this Petition.**
3. The Administrative Order required the Respondent to pay:  
[check only those that apply]  
\_\_\_\_\_ Current child support as ordered;  
\_\_\_\_\_ Periodic payments to reduce retroactive support.

4. Respondent has not complied with the Administrative Order, in that the Respondent has failed to pay:  
[check only those that apply]  
\_\_\_\_\_ Current child support as ordered  
\_\_\_\_\_ Periodic payments to reduce retroactive support as ordered.
5. Petitioner's current address is: {*street address, city, state*}
6. Respondent's current address is {*street address, city, state*}
7. Both Parties are over the age of 18.
8. The Respondent is not, nor has been within a 30-day period immediately prior to this date, a person in the military service of the United States as defined by 50 U.S.C. §3911(2) and Section 521 of the Service Members Civil Relief Act.
9. A completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this petition.

## SECTION II. REQUEST

1. Petitioner requests the Court enter an Order to enforce the administrative child support order that is attached hereto without any change to the administrative child support order.

2. Other Relief:

## SECTION III. CERTIFICATE OF COMPLIANCE WITH FLORIDA STATUTE 409.2563 (14)

Petitioner certifies that a copy of the foregoing petition will be served upon the Respondent by **personal service** and that a copy of the foregoing petition will be served upon the Department of Revenue, Deputy Agency Clerk, Bldg 2, Suite 2-4220, 2450 Shumard Oak Blvd., Tallahassee, FL 32399-0001.

**I understand that I am swearing or affirming under oath to the truthfulness of the claim made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Designated Email Address(es): \_\_\_\_\_

\_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me by means of \_\_\_\_ physical presence or \_\_\_\_ online  
notarization, this \_\_\_\_ day of \_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type or stamp commissioned name of notary or  
clerk.]

\_\_\_\_ Personally known

\_\_\_\_ Produced identification

\_\_\_\_ Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only one}* ( ) Petitioner ( ) Respondent  
This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,

*{name of business}* \_\_\_\_\_,

*{address}* \_\_\_\_\_,

*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_ *{telephone number}* \_\_\_\_\_.



**INSTRUCTIONS FOR MOTION TO CONTEST CHILD SUPPORT  
DELINQUENCY  
(ADMINISTRATIVE SUPPORT CASES)**

**When should this form be used?**

This form should be used when you are ordered to pay child support in an administrative child support case filed by the Department of Revenue and have received a Notice of Delinquency from the Clerk of Court. The Clerk of Court issues the notice when you are 15 days delinquent in the making of a payment and the delinquency is more than the amount of your child support payment. If you fail to contest the delinquency, a Judgment/Certificate of Delinquency shall be issued.

If you believe the Notice was issued in error, you must file the Motion to Contest Child Support Delinquency, (Administrative Support Cases) within 15 days after the Notice of Delinquency is mailed to you.

You may contest the delinquency only on the grounds of a mistake of fact regarding an error in:

- Whether a delinquency exists;
- The amount of the delinquency; OR
- In your identity as the obligor.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** this document with the **clerk of the circuit court** or through Florida's eFiling Portal at **[www.myflcourtaccess.com](http://www.myflcourtaccess.com)** and keep a copy for your records. All users of the eFiling Portal are required to register and create an account with the eFiling Portal in order to file electronically.

**WHAT DO I DO NEXT?**

You should serve the person receiving child support also known as the obligee. You must also serve the Department of Revenue at the address of Child Support Enforcement Program, Central Mail Processing Facility, 550 West Tennessee Street, Building L, Tallahassee, FL 32399-0195.

A copy should also be sent to the local Department of Revenue-Child Support Enforcement Office at:

**Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450  
**Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street,  
Brooksville, FL 34601  
**Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL  
34748  
**Marion County:** Department of Revenue, 5431 East Silver Springs Blvd., Suite 2,  
Silver Springs, FL 34488  
**Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL  
34748

You may serve the motion by e-mail if the obligee has filed a designation of e-mail address.

A hearing on the Motion will be scheduled within 15 days after the date of filing of the Motion or as soon as possible thereafter. You will receive a copy of the Notice of Hearing in the mail or by e-mail if you have filed a **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915

#### **IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

#### **IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION**

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida

Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

## **WHERE CAN I LOOK FOR MORE INFORMATION?**

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the “Getting Started” section of the Family Law Self-Help Information section of the Family Courts section of the Florida Courts website. (<https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Getting-Started>).

The words that are in “bold underline” in these instructions are defined there. For further instructions, see Chapter 409, Florida Statutes.

**Nonlawyer...** Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

Case No.: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**MOTION TO CONTEST CHILD SUPPORT DELINQUENCY**  
**(ADMINISTRATIVE SUPPORT CASES)**

Petitioner {full legal name}, \_\_\_\_\_; being  
sworn, certifies that the following statements are true:

1. On or about {date} \_\_\_\_\_, a Final Administrative Support Order was entered in  
CSE Number \_\_\_\_\_ / Depository Number \_\_\_\_\_ / DOAH  
Number (if applicable) \_\_\_\_\_. (A copy of the Administrative Support  
Order is attached.)
2. On or about {date} \_\_\_\_\_, I received a Notice of  
Delinquency for failure to pay child support from the Clerk of Court in accordance with  
§409.2563(8)(c) and §61.14(6) of the Florida Statutes. (A copy of the Notice is attached.)
3. I object to the **Notice of Delinquency and Entry of Judgment** because there is a mistake of  
fact regarding:  
\_\_\_\_\_ Whether a Delinquency exists (explain): \_\_\_\_\_  
\_\_\_\_\_ The amount of the Delinquency (explain): \_\_\_\_\_:OR  
\_\_\_\_\_ The identity of the Obligor (explain): \_\_\_\_\_.

WHEREFORE, I request that an order be entered preventing further action on the Notice.

I certify that a copy of this document was: ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-  
delivered to the Department of Revenue and the person(s) listed below on {date}  
\_\_\_\_\_.

**Department of Revenue -Child Support Enforcement Program**, Central Mail Processing Facility, 550 West  
Tennessee Street, Building L, Tallahassee, FL 32399-0195

**Local Department of Revenue Office:** {Indicate the Appropriate Office}

\_\_\_\_\_ **Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450

\_\_\_\_\_ **Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooksville, FL  
34601

\_\_\_\_\_ **Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

\_\_\_\_ **Marion County:** Department of Revenue at the address of 5431 East Silver Springs Blvd.,  
Suite 2, Silver Springs, FL 34488  
\_\_\_\_ **Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL  
34748

**Other party or his/her attorney**

Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-Mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

**I understand that I am swearing or affirming under oath to the truthfulness of the claim made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Designated Email Address(es): \_\_\_\_\_  
\_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me by means of \_\_\_\_ physical presence or \_\_\_\_ online  
notarization, this \_\_\_\_ day of \_\_\_\_, 20 \_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type or stamp commissioned name of notary or  
clerk.]

\_\_\_\_ Personally known  
\_\_\_\_ Produced identification  
\_\_\_\_ Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* (    ) Petitioner (    ) Respondent  
This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,  
*{name of business}* \_\_\_\_\_,  
*{address}* \_\_\_\_\_,  
*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_ *{telephone number}* \_\_\_\_\_.

## INSTRUCTIONS FOR MOTION TO CONTEST CHILD SUPPORT DELINQUENCY

### When should this form be used?

This form should be used when you are ordered to pay child support and have received a Notice of Delinquency from the Clerk of Court. The Clerk of Court issues the notice when you are 15 days delinquent in the making of a payment and the delinquency is more than the amount of your child support payment. If you fail to contest the delinquency a Judgment/Certificate of Delinquency shall be issued.

If you believe the Notice was issued in error, you must file the Motion to Contest Child Support Delinquency, within 15 days after the Notice of Delinquency is mailed to you.

You may contest the delinquency only on the grounds of a mistake of fact regarding an error in:

- Whether a delinquency exists;
- The amount of the delinquency; OR
- In your identity as the obligor.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a notary public or deputy clerk. You should file this document with the clerk of the circuit court or through Florida's eFiling Portal at [www.myflcourtaaccess.com](http://www.myflcourtaaccess.com) and keep a copy for your records. All users of the eFiling Portal are required to register and create an account with the eFiling Portal in order to file electronically.

### WHAT DO I DO NEXT?

You should serve the person receiving child support also known as the obligee.

If this is a Department of Revenue Child Support Enforcement case, you send a copy to the local Department of Revenue-Child Support Enforcement Office at:

**Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450

**Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooksville, FL 34601

**Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

**Marion County:** Department of Revenue 5431 East Silver Springs Blvd., Suite 2, Silver Springs, FL 34488

**Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

and send a copy to the Department of Revenue at the address of Child Support Enforcement Program, Central Mail Processing Facility, 550 West Tennessee Street, Building L, Tallahassee, FL 32399-0195.

You may serve the motion by e-mail if the obligee has filed a designation of e-mail address.

A hearing on the Motion will be scheduled within 15 days after the date of filing of the Motion or as soon as possible thereafter. You will receive a copy of the Notice of Hearing in the mail or by e-mail if you have filed a **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915

### **IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

### **IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION**

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida



Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

## **WHERE CAN I LOOK FOR MORE INFORMATION?**

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the “Getting Started” section of the Family Law Self-Help Information section of the Family Courts section of the Florida Courts website. (<https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Getting-Started>).**

The words that are in “bold underline” in these instructions are defined there. For further instructions, see Chapter 409, Florida Statutes.

**Nonlawyer...** Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

Case No.: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**MOTION TO CONTEST CHILD SUPPORT DELINQUENCY**

Petitioner {full legal name}, \_\_\_\_\_, being  
sworn, certifies that the following statements are true:

1. On or about {date} \_\_\_\_\_, I was ordered to pay child support. (A copy of the order for child support is attached.)
2. This case is \_\_\_\_\_ or is NOT \_\_\_\_\_ a Department of Revenue-Child Support Enforcement matter.
3. On or about {date} \_\_\_\_\_, I received a Notice of Delinquency for failure to pay child support from the Clerk of Court in accordance with §409.2563(8)(c) and §61.14(6) of the Florida Statutes. (A copy of the Notice is attached.)
4. I object to the **Notice of Delinquency and Entry of Judgment** because there is a mistake of fact regarding:  
\_\_\_\_ Whether a Delinquency exists (*explain*): \_\_\_\_\_  
\_\_\_\_ The amount of the Delinquency(*explain*): \_\_\_\_\_:OR  
\_\_\_\_ The identity of the Obligor (*explain*): \_\_\_\_\_.

WHEREFORE, I request that an order be entered preventing further action on the Notice.

I certify that a copy of this document was: ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-delivered to the Department of Revenue and the person(s) listed below on [date] \_\_\_\_\_.

**Department of Revenue -Child Support Enforcement Program**, Central Mail Processing Facility, 550 West Tennessee Street, Building L, Tallahassee, FL 32399-0195

**Local Department of Revenue Office:** {Indicate the Appropriate Office}

\_\_\_\_ **Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450

\_\_\_\_ **Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooksville, FL 34601  
\_\_\_\_ **Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748  
\_\_\_\_ **Marion County:** Department of Revenue 5431 East Silver Springs Blvd., Suite 2, Silver Springs, FL 34488  
\_\_\_\_ **Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

**Other party or his/her attorney**

Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-Mail Address(es): \_\_\_\_\_

**I understand that I am swearing or affirming under oath to the truthfulness of the claim made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Designated Email Address(es): \_\_\_\_\_  
\_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me by means of \_\_\_\_ physical presence or \_\_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type or stamp commissioned name of notary or clerk.]

\_\_\_\_ Personally known  
\_\_\_\_ Produced identification  
Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* (    ) Petitioner (    ) Respondent  
This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,  
*{name of business}* \_\_\_\_\_,  
*{address}* \_\_\_\_\_,  
*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_ *{telephone number}* \_\_\_\_\_.

**INSTRUCTIONS FOR PETITION TO CONTEST NOTICE OF INTENT TO SUSPEND  
DRIVER LICENSE AND MOTOR VEHICLE REGISTRATION(S) FOR  
NONPAYMENT OF SUPPORT**

**(Department of Revenue-Administrative Child Support)**

**When should this form be used?**

This form should be used when you are ordered to pay child support in an administrative child support case filed by the Department of Revenue and have received a Notice of Intent to Suspend Driver License and Motor Vehicle Registration for Nonpayment of Support. The Department of Revenue, as the Title IV-D Agency, issues the Notice when you are 15 days delinquent in making a support payment. The Notice may also be issued if you failed to comply with a subpoena, order to appear, order to show cause, or similar order in a Title IV-D child support case.

If you believe the Notice was issued in error, you must file the Petition to Contest Notice of Intent to Suspend Driver License and Motor Vehicle Registration(s) for Non-Payment of Support (Department of Revenue-Administrative Child Support) **within 20 days after the Notice is mailed to you.**

You may contest the delinquency only on the grounds of a mistake of fact regarding:

- The existence of a delinquency; OR
- In your identity as the obligor.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** this document with the **clerk of the circuit court** or through Florida's eFiling Portal at [www.myflcourtaaccess.com](http://www.myflcourtaaccess.com) and keep a copy for your records. All users of the eFiling Portal are required to register and create an account with the eFiling Portal in order to file electronically.

**WHAT DO I DO NEXT?**

You should serve the person receiving child support also known as the obligee. You must also serve the Department of Revenue at the address of Child Support Enforcement Program, Central Mail Processing Facility, 550 West Tennessee Street, Building L, Tallahassee, FL 32399-0195.

A copy should also be sent to the local Department of Revenue-Child Support Enforcement Office at:

**Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450

**Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooksville, FL 34601

**Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

**Marion County:** Department of Revenue 5431 East Silver Springs Blvd., Suite 2, Silver Springs, FL 34488

**Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

You may serve the motion by e-mail if the obligee has filed a designation of e-mail address.

A hearing on the Motion will be scheduled within 15 days after the date of filing of the Petition or as soon as possible thereafter. You will receive a copy of the Notice of Hearing in the mail or by e-mail if you have filed a **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915

## IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

## IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

## WHERE CAN I LOOK FOR MORE INFORMATION?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the “Getting Started” section of the Family Law Self-Help Information section of the Family Courts section of the Florida Courts website. (<https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Getting-Started>).

The words that are in “bold underline” in these instructions are defined there. For further instructions, see Chapter 409, Florida Statutes.

**Nonlawyer...** Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**PETITION TO CONTEST NOTICE OF INTENT TO SUSPEND**  
**DRIVER LICENSE AND MOTOR VEHICLE REGISTRATION FOR**  
**NON-PAYMENT OF SUPPORT**  
**(Department of Revenue Administrative Support)**

Petitioner {full legal name}, \_\_\_\_\_, being  
sworn, certifies that the following statements are true:

1. On or about {date} \_\_\_\_\_, a Final Administrative Support Order was entered in  
CSE Number \_\_\_\_\_/  
Depository Number \_\_\_\_\_/  
DOAH Number (If applicable) \_\_\_\_\_.  
(A copy of the Administrative Support Order is attached.)
2. A Notice of Intent to Suspend Driver's License and Motor Vehicle Registration(s) for  
Nonpayment of Support in accordance with §61.13016 of the Florida Statutes was mailed to me on  
\_\_\_\_\_. (A copy of the Notice is attached.)
3. I object to the Notice of Intent to Suspend Driver's License and Motor Vehicle Registration  
because there is a mistake of fact regarding:  
\_\_\_\_\_ The amount of the Delinquency (explain): \_\_\_\_\_  
\_\_\_\_\_; OR  
\_\_\_\_\_ My identity as the Obligor (explain): \_\_\_\_\_  
\_\_\_\_\_.

WHEREFORE, I request that an order be entered preventing my driver's license and/or my motor vehicle  
registration from being suspended.

I certify that a copy of this document was: ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-delivered  
to the Department of Revenue and the person(s) listed below on [date] \_\_\_\_\_.

**Department of Revenue-Child Support Program, Central Mail Processing Facility, 5050 West Tennessee  
Street, Building L, Tallahassee, FL 32329-0195**

**Local Department of Revenue Office:** {Indicate the Appropriate Office}

\_\_\_\_ **Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450  
\_\_\_\_ **Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooksville, FL 34601  
\_\_\_\_ **Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748  
\_\_\_\_ **Marion County:** Department of Revenue 5431 East Silver Springs Blvd., Suite 2, Silver Springs, FL 34488  
\_\_\_\_ **Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

**Other party or his/her attorney**

Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-Mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

**I understand that I am swearing or affirming under oath to the truthfulness of the claim made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Designated Email Address(es): \_\_\_\_\_  
\_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me by means of \_\_\_\_ physical presence or \_\_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_, 20 \_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type or stamp commissioned name of notary or clerk.]

\_\_\_\_ Personally known  
\_\_\_\_ Produced identification Type of identification produced \_\_\_\_\_



**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only one}* (    ) Petitioner (    ) Respondent

This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,

*{name of business}* \_\_\_\_\_,

*{address}* \_\_\_\_\_,

*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_ *{telephone number}* \_\_\_\_\_.

**INSTRUCTIONS FOR PETITION TO CONTEST NOTICE OF INTENT TO SUSPEND  
DRIVER LICENSE AND MOTOR VEHICLE REGISTRATION(S) FOR  
NONPAYMENT OF SUPPORT**

**When should this form be used?**

This form should be used when you are ordered to pay child support in a (Non-Administrative) child support case filed by the Department of Revenue or in any other family law case and have received a Notice of Intent to Suspend Driver License and Motor Vehicle Registration for Nonpayment of Support. The Department of Revenue, as the Title IV-D Agency, may issue the Notice when you are 15 days delinquent in making a support payment. The Notice may also be issued if you failed to comply with a subpoena, order to appear, order to show cause, or similar order in a Title IV-D child support case. The obligee or person receiving child support may also request the issuance of a Notice.

If you believe the Notice was issued in error, you must file the Petition to Contest Notice of Intent to Suspend Driver License and Motor Vehicle Registration(s) for Non-Payment of Support **within 20 days after the Notice is mailed to you.**

You may contest the delinquency only on the grounds of a mistake of fact regarding:

- The existence of a delinquency; OR
- In your identity as the obligor.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** this document with the **clerk of the circuit court** or through Florida's eFiling Portal at [www.myflcourtagency.com](http://www.myflcourtagency.com) and keep a copy for your records. All users of the eFiling Portal are required to register and create an account with the eFiling Portal in order to file electronically.

**WHAT DO I DO NEXT?**

You should serve the person receiving child support or the obligee. You may serve the Petition by e-mail if the obligee has filed a designation of e-mail address.

If this is a Department of Revenue case, you must also serve the Department of Revenue at their local address in:

**Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450

**Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooksville, FL 34601

**Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

**Marion County:** Department of Revenue, 5431 East Silver Springs Blvd., Suite 2, Silver Springs, FL 34488

**Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

A copy should also be mailed to Child Support Enforcement Program, Central Mail Processing Facility, 550 West Tennessee Street, Building L, Tallahassee, FL 32399-0195.

A hearing on the Petition will be scheduled within 15 days after the date of filing of the Petition or as soon as possible thereafter. You will receive a copy of the Notice of Hearing in the mail or by e-mail if you have filed a **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915

## IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

## IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

## WHERE CAN I LOOK FOR MORE INFORMATION?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the “Getting Started” section of the Family Law Self-Help Information section of the Family Courts section of the Florida Courts website. (<https://www.flcourts.org/Resources-Services/Court-Improvement/Family-Courts/Family-Law-Self-Help-Information/Getting-Started>).

The words that are in “bold underline” in these instructions are defined there. For further instructions, see Chapter 409, Florida Statutes.

**Nonlawyer...** Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**PETITION TO CONTEST NOTICE OF INTENT TO SUSPEND  
DRIVER LICENSE AND MOTOR VEHICLE REGISTRATION FOR  
NON-PAYMENT OF SUPPORT**

Petitioner {full legal name}, \_\_\_\_\_, being  
sworn, certifies that the following statements are true:

1. On or about {date} \_\_\_\_\_, I was ordered to pay child support. (A copy of the order for child support is attached.)
2. This case is \_\_\_\_\_ or is NOT \_\_\_\_\_ a Department of Revenue-Child Support Enforcement matter.
3. A Notice of Intent to Suspend Driver's License and Motor Vehicle Registration(s) for Nonpayment of Support in accordance with §61.13016 of the Florida Statutes was mailed to me on \_\_\_\_\_. (A copy of the Notice is attached.)
4. I object to the Notice of Intent to Suspend Driver's License and Motor Vehicle Registration because there is a mistake of fact regarding:  
\_\_\_\_\_ The amount of the Delinquency (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
OR  
\_\_\_\_\_ My identity as the Obligor (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

WHEREFORE, I request that an order be entered preventing my driver's license and/or my motor vehicle registration from being suspended.

I certify that a copy of this document was: ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-delivered on [date] \_\_\_\_\_ to:

*(if this is a Department of Revenue-Child Support Enforcement Case)*

- \_\_\_ **Citrus County:** Department of Revenue, 211 North Pine Avenue, Inverness, FL 34450  
\_\_\_ **Hernando County:** Department of Revenue, C.S.E., 324 West Jefferson Street, Brooks, FL 34601  
\_\_\_ **Lake County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748  
\_\_\_ **Marion County:** Department of Revenue, 5431 East Silver Springs Blvd., Suite 2, Silver Springs, FL 34488  
\_\_\_ **Sumter County:** Department of Revenue, 1904 Thomas Avenue, Suite 101, Leesburg, FL 34748

A copy should also be sent to: **Child Support Enforcement Program**, Central Mail Processing Facility, 550 West Tennessee Street, Building L, Tallahassee, FL 32399-0195

**OTHER PARTY OR HIS/HER ATTORNEY**

Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-Mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

**I understand that I am swearing or affirming under oath to the truthfulness of the claim made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Designated Email Address(es): \_\_\_\_\_  
\_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

[Print, type or stamp commissioned name of notary or clerk.]

\_\_\_ Personally known  
\_\_\_ Produced identification. Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only one}* (    ) Petitioner (    ) Respondent

This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,

*{name of business}* \_\_\_\_\_,

*{address}* \_\_\_\_\_,

*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_ *{telephone number}* \_\_\_\_\_.