

INSTRUCTIONS FOR FLORIDA FAMILY LAW FORM NOTICE OF HEARING ON MOTION FOR CONTEMPT BEFORE GENERAL MAGISTRATE

When should this form be used?

Use this form anytime you have set a hearing on Motion for Civil Contempt/Enforcement, Florida Family Law Form 12.960. Before you fill out this form, you must coordinate a hearing time and date with the Lake County Family Court Self-Help Office. If the Department of Revenue is a party to the case, you may need to schedule your hearing time with the attorney for the Department of Revenue.

This form, along with Florida Family Law Form 12.910(b), Process Service Memorandum, should be typed or printed in black ink. After completing both forms, you should file the originals with the Clerk of the Circuit Court in the county where your case was filed and keep a copy for your records.

What should I do next?

A copy of this form, the Process Service Memorandum, and the Motion for Civil Contempt/Enforcement must be personally served by a sheriff or private process server to any other party(ies) in your case. Please note that if notice is mailed, faxed, or emailed, the court in certain circumstances may not consider mailing to be adequate notice. This is a technical area of the law; if you have any questions about it, you should consult a lawyer.

Where can I look for more information?

Before proceeding, you should read [General Information for Self-Represented Litigants](#) on the Florida Courts website at www.flcourts.org. For further information, see rules 12.615 and 12.941, Florida Family Law Rules of Procedure.

Special notes...

An attorney who has been appointed by the court to serve as a child support enforcement hearing officer can also be appointed to serve as a general master. If your case involves only child support issues, your case properly may be referred to a general master acting as a child support enforcement hearing officer.

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 Disclosure from Nonlawyer, Florida Family Law Form 12.900, 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 LAKE COUNTY, FLORIDA

CASE NO: _____

DIVISION: _____

Petitioner,

and

Respondent.

**NOTICE OF HEARING ON MOTION FOR CONTEMPT
BEFORE GENERAL MAGISTRATE**

[fill in all blanks]

TO: *{name of other party}* _____

There will be a hearing before General Magistrate _____

on *{date}* _____, at *{time}* _____, in Courtroom _____

of the Lake County Courthouse, 550 West Main Street, Tavares, FL 32778, on the following issues: _____

_____ hour(s)/ _____ minutes have been reserved for this hearing.

PLEASE GOVERN YOURSELF ACCORDINGLY.

If the matter before the General Magistrate is a Motion for Civil Contempt/Enforcement, FAILURE TO APPEAR AT THE HEARING MAY RESULT IN THE COURT ISSUING A WRIT OF BODILY ATTACHMENT FOR YOUR ARREST. IF YOU ARE ARRESTED, YOU MAY BE HELD IN JAIL UP TO 48 HOURS BEFORE A HEARING IS HELD.

IF THIS IS A CONTEMPT PROCEEDING:

YOUR ABILITY TO PAY IS A CRITICAL ISSUE IN A CONTEMPT PROCEEDING;

YOU ARE STRONGLY URGED TO PREPARE AND FILE A FAMILY LAW FINANCIAL AFFIDAVIT PRIOR TO THE HEARING IN ORDER FOR THE COURT TO BE ABLE TO ELICIT RELEVANT FINANCIAL INFORMATION FROM YOU; YOU WILL BE PROVIDED AN OPPORTUNITY AT THE HEARING TO RESPOND TO STATEMENTS AND QUESTIONS ABOUT YOUR FINANCIAL STATUS; AND

TO BE HELD IN CONTEMPT, THE COURT MUST MAKE AN EXPRESS FINDING THAT YOU HAVE THE ABILITY TO PAY.

PLEASE GOVERN YOURSELF ACCORDINGLY.

Notice to Persons with Disabilities

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact: ADA Coordinator at the Office of the Trial Court Administrator, Lake County Courthouse, P.O. Box 7800/550 West Main Street, Tavares, FL 32778, Telephone: (352) 742-4221 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

Interpreting Services for Limited English Proficient Persons:

No later than ten (10) days prior to the scheduled court hearing, if an interpreter is needed, the person requiring the interpreter's services must request an appropriate court interpreter for the hearing via the Fifth Circuit website: <https://www.circuit5.org/programs-services/interpreting-services/> Should the party requesting the interpreter fail to appear at the court hearing, that party may be responsible for the costs of the interpreter's appearance.

Additional information on Court Interpreting Services is located at <http://www.circuit5.org> under the Programs & Services section.

Si alguien necesita intérprete, la persona que requiere los servicios de un intérprete debe solicitar un intérprete apropiado por lo menos diez (10) días antes de la audiencia judicial programada. El pedido se hace por el sitio web del Quinto Circuito: <https://www.circuit5.org/programs-services/interpreting-services/>

Si la parte que pide un intérprete no comparece en la audiencia judicial, puede que a aquella parte se le imponga el costo de la comparecencia del intérprete.

Información adicional acerca de los Servicios de Interpretación Judicial está disponible en el sitio web <http://www.circuit5.org> bajo la sección titulada "Programs & Services."

SHOULD YOU WISH TO SEEK REVIEW OF THE RECOMMENDED ORDER MADE BY THE GENERAL MAGISTRATE, YOU MUST FILE A MOTION TO VACATE IN ACCORDANCE WITH RULE 12.490(e), FLORIDA FAMILY LAW RULES OF PROCEDURE. YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO SUPPORT YOUR MOTION TO VACATE, OR YOUR MOTION WILL BE DENIED. A RECORD ORDINARILY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS UNLESS WAIVED BY ORDER OF THE COURT PRIOR TO ANY HEARING ON THE MOTION TO VACATE. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED FOR THE COURT'S REVIEW.

YOU ARE ADVISED THAT IN THIS CIRCUIT electronic recording is provided by the court. A party may provide a court reporter at that party's expense.

If you are represented by an attorney or plan to retain an attorney for this matter you should notify the attorney of this hearing.

If this matter is resolved, the moving party shall contact the General Magistrate's Office to cancel this hearing.

I certify that a copy of this document was [check one only]: () **personally served by a sheriff or private process server** () mailed () faxed () hand delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address(es): _____

Dated this ____ day of _____, 20 ____

Signature of Party or his/her Attorney

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address(es): _____

Florida Bar Number: _____

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} _____