

INSTRUCTIONS FOR FILING FOR A MOTION FOR CONTEMPT AND ENFORCEMENT
(for CHILD SUPPORT ONLY)

This motion can be used when a party was ordered to pay child support and has failed to pay according to the court's order. This is for child support **ONLY**. The motion is filed in a case containing the order you believe the other party is not complying with. That case number should be reflected on all of the documents filed.

Procedure:

1. Complete the Motion for Contempt and Enforcement – General Form, [Florida Supreme Court form 12.960] and make 2 copies of the completed form.
2. Keep the copies and file only the original with the Clerk of Court. You may submit the paperwork either by U.S. Mail to P.O. Box 219, Titusville, Fl. 32781-0219 or by visiting one of the Clerk of Courts locations.

NORTH BREVARD SERVICE COMPLEX
400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE
51 S. Nieman Avenue
Melbourne, Florida

MOORE JUSTICE CENTER
Viera Complex
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE
2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE
450 Cogan Drive S. E.
Palm Bay, FL

3. In cases where the Department of Revenue (DOR) **is not** involved, contact the appropriate Hearing Officer below for a hearing to be scheduled:

All petitioners who reside on or North of SR 520 (Cocoa, North Cocoa Beach, Cape Canaveral, Port St. John, Titusville and Mims) may contact the Titusville office at 321-264-6990.

All petitioners who reside South of SR 528 (Rockledge, Viera, South Beaches, Palm Bay, Malabar and Barefoot Bay) may contact the Viera Magistrate office at 321-637-5536.

For Uncontested Divorces, Defaults and Motion cases you may contact the Viera Magistrate office at 321-637-5429.

In Department of Revenue (DOR) cases, contact the Hearing Officer at 321-264-6990.

4. Complete the Notice of Hearing Before Hearing Officer, [Florida Supreme Court form 12.921]. If you do not think the other party will show up for the hearing without being served by a sheriff's deputy or official process server, also complete the Subpoena, [form Law 277].
5. Once the forms are completed, make 2 copies of each of form.

6. Retain one set of copies for your records.
7. File the **original** completed forms and one set of copies, including a copy of the Motion for Contempt, with the Clerk of Court along with a money order for the Sheriff to serve the other party **if** you are using the Subpoena. (If the other party lives outside of Brevard County, you will also need to provide a stamped addressed envelope to the agency that will serve the papers, a money order made out to the serving agency, and an envelope stamped and addressed to Clerk of Court, P.O. Box 219, Titusville, FL 32781-0219.)
8. If you **are not using** the Subpoena, bring only the original complete Notice of Hearing back to the Clerk of Courts and mail a copy of the Motion and the Notice of Hearing to the other party.
9. Attend the hearing and bring the Order on Motion for Contempt – Support Only, [form Law 1023] along with 4 stamped addressed envelopes (two addressed to you and two addressed to the other party).
10. If you are not using the Subpoena, file only the original completed Notice of Hearing with the Clerk and mail a copy of the Motion and a copy of the Notice of Hearing to the other party.
11. Attend the hearing and bring the Order for Contempt-General Form [Law 1023] along with 4 stamped, addressed envelopes (two addressed to you and two addressed to the other party)

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email prosecordinator@brevardclerk.us to set an appointment.