

INSTRUCTIONS TO THE PARTY REQUESTING  
CREDIT FOR DIRECT PAYMENTS

OBLIGOR: Person ordered to make payments

OBLIGEE: Person receiving payments

If payments have been made directly to obligee, the Clerk cannot adjust the payment record without approval from the Court. If you wish to receive credit for payments made directly to obligee, you must motion the Court.

Enclosed are three forms:

LAW 421 MOTION FOR CREDIT FOR DIRECT PAYMENTS

LAW 422 AFFIDAVIT REGARDING DIRECT PAYMENTS

LAW 423 ORDER GRANTING MOTION FOR CREDIT FOR DIRECT PAYMENTS

1. Complete the Motion for Credit for Direct Payments (Motion). A sample form is included for your assistance.
2. If the obligee is willing to complete and sign the Affidavit Regarding Direct Payments (Affidavit), the process will proceed quicker. If the other party is unwilling to sign the Affidavit, you may complete and sign it. You must attach copies of cancelled checks, receipts, or some documentation to support your Motion. A sample form is included for your assistance.

NOTE: YOU MUST FILE THE MOTION AND THE AFFIDAVIT TOGETHER.

3. Complete the top portion of the Order Granting Motion for Credit for Direct Payments (Order).
4. Return to this office:
  - a. the completed Motion
  - b. the completed Affidavit and attachments
  - c. the proposed Order and two copies of the proposed Order
  - d. a stamped, addressed envelope for you and the other party
5. If both parties agree to the credit, your Motion will be forwarded to the Court without a hearing. However, if the Obligee has received any Aid to Families with Dependent Children (AFDC) monies, the Clerk will schedule a hearing and all parties will be notified.
6. Upon receipt of an Order Granting Motion for Credit for Direct Payments, the Clerk will adjust your case.
7. If you have any questions, please contact the Child Support Department at 637-5413, option 2.

**CLERK OF COURT: P. O. Box 219, Titusville, FL 32781-0219**

TITUSVILLE - North Brevard Government Complex - 400 South Street, 2nd Floor, West  
VIERA - Moore Justice Center - 2825 Judge Fran Jamieson Way  
MELBOURNE - 51 S. Nieman Avenue

**IN THE COURT, EIGHTEENTH JUDICIAL  
BREVARD COUNTY, FLORIDA**

**DIVISION:** **CASE NUMBER: 05- - - XXX-XX**

**OBLIGOR**

**OBLIGEE**

**MOTION FOR CREDIT FOR DIRECT PAYMENTS**

COMES NOW, the above named Obligor Obligee,  
\_\_\_\_\_, and hereby moves for credit for payments made directly  
to Obligee, \_\_\_\_\_, and as grounds therefore alleges as follows:

1. That by an Order of this Court dated \_\_\_\_\_, Obligor was directed to  
pay \$\_\_\_\_\_, per \_\_\_\_\_, to the Clerk of Court for disbursement to  
Obligee, \_\_\_\_\_.
2. That, pursuant to the attached Affidavit, the Obligor, made payments totaling  
\$\_\_\_\_\_ directly to Obligee.

WHEREFORE, Obligor Obligee requests this Court enter an Order directing the  
Clerk of Court to credit the above referenced support record in the amount of \$\_\_\_\_\_.

I certify that a copy of this document was:

(check one only) mailed emailed faxed hand delivered couriered  
to the person(s) listed below on: {date}

Obligor/Obligee Signature:

Obligor/Obligee Name Typed (Printed):

Sent to  
Party or Attorney Name:

Obligor/Obligee Address:

Party or Attorney Address:

Obligor/Obligee Telephone Number:

Party or Attorney Telephone Number:

Obligor/Obligee Email Address:

Party or Attorney Email Address:

**OBLIGOR/OBLIGEE**

**CASE NUMBER**

05-

-DR-

-XXXX-XX

**AFFIDAVIT REGARDING DIRECT PAYMENTS**

I, \_\_\_\_\_, the above named Obligor Obligee,  
under penalty of perjury, do hereby swear and/or affirm that I received paid direct the  
following payments on the dates indicated:

**PAYMENT DATE**

**PAYMENT AMOUNT**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The total amount received paid (as evidenced by copies of cancelled checks) through  
direct payment is \$\_\_\_\_\_.

Neither of the parties hereto have previously received any monies from the Aid to  
Families with Dependent Children (AFDC) program.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Affiant's Signature

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public/Deputy Clerk  
Law 422 / 20190430

**IN THE COURT, EIGHTEENTH JUDICIAL CIRCUIT,  
BREVARD COUNTY, FLORIDA**

**DIVISION:** CASE NUMBER: 05- - - - XXX-XX

**OBLIGEE**

**OBLIGOR**

**ORDER GRANTING MOTION FOR CREDIT FOR DIRECT PAYMENTS**

THIS CAUSE coming before the Court on the Motion for Credit for Direct Payments and after review of the General Magistrate/Hearing Officer's Report, it is

**ORDERED AND ADJUDGED:**

1. The Clerk of Court, Brevard County, Florida, is hereby directed to credit the above referenced child support record in the amount of \$ \_\_\_\_\_, for payments made directly to the Obligee.
2. Unless otherwise directed by the Court, the Obligor shall make all future court ordered payments to the State Disbursement Unit, P.O. Box 8500, Tallahassee, Florida 32314-8500.

xc: Obligor  
Obligee

**BY:**

**DONE AND ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Brevard County, Florida.