

**INSTRUCTIONS FOR FILING FOR A PETITION TO
REGISTER AND ENFORCE A FOREIGN DECREE**

This packet is to be used when you have an order from another jurisdiction and want it to be registered in Brevard County for enforcement purposes only. There is No filing fee if you wish to ONLY register the Foreign Decree and have no plans of enforcing or reopening the case. A filing fee of \$401.00 will be assessed if you wish to register and enforce the Foreign Decree. The filing fee is payable to the Brevard County Clerk of Courts by cash, check, cashier's check, money order, debit card, American Express, Discover, Master Card or Visa.

Procedure:

1. Complete all forms in the packet. *Do not leave anything blank.* If a line does not apply put N/A. (NOTE: Complete the Uniform Child Custody Jurisdiction and Enforcement Act Affidavit, [Florida Supreme Court form 12.902(d)] and the Affidavit Regarding Juvenile Dependency [Law 1100] **ONLY** if you are enforcing custody or visitation provisions). All forms in this packet apply and need to be completed.
2. Attach a **CERTIFIED** copy of the order you want registered to the completed Petition, [form Law 1014]. The copy of the order **must** be a certified copy, not a photocopy.
3. Once the forms are completed and notarized, make 2 copies of each form.
4. Retain one set of copies for your records.
5. File ALL original completed forms, the filing fee, and one set of copies with the Clerk of Court along with a money order for the Sheriff to serve the other party with the papers. (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). 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

6. Once the other party is served with the set of copies they have 20 calendar days to file a written response.
7. See form Law 1008 paragraphs 4, 5, 6 for your next step.

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 prosecoordinator@brevardclerk.us to set an appointment.