

INSTRUCTIONS FOR FILING FOR IMMEDIATE CHILD PICK-UP

This form should only be used in an emergency by a person who has a pre-existing legal right to physical possession of a minor child. This means that you already have a court order awarding you legal parental responsibility of or have shared or sole parental responsibility of the child(ren). The motion is filed in the case containing the order giving you parental responsibility or shared or sole parental responsibility, and that case number should be reflected on all of the documents filed. A \$50.00 Re-open fee will be assessed if there is an existing Brevard County case with a court order.

Procedure:

1. Complete the Emergency Verified Motion for Child Pick-Up Order, [Florida Supreme Court form 12.941(d)], and the Uniform Child Custody Jurisdiction and Enforcement Act Affidavit, [Florida Supreme Court form 12.902(d)] and the Affidavit Regarding Juvenile Dependency (Law 1100). All blanks should be completed.
2. Once the forms are completed and notarized, make 2 copies of each.
3. Submit the **original** completed forms to the Clerk of Court, along with the filing fee (if applicable). The Clerk will provide a receipt with the judge information reflected on it. You may send the paperwork by U.S. mail to P.O. Box 219, Titusville, FL 32781-0219 or file the documents at any 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

4. After the motion has been filed, contact the office of the judge assigned to your case and set a hearing for emergency child pick-up.
5. Complete the Notice of Hearing, [Florida Supreme Court form 12.923].
6. Make 2 copies of the completed hearing notice.
7. Retain one copy of the completed motion and hearing notice. File the original Notice of Hearing with the Clerk.
8. Provide one completed copy of the motion and hearing notice to the other party by mail or hand delivery.
9. Complete only the information above the title of the form for the Order Granting Pick-Up of Child(ren), [Florida Supreme Court form 12.941(e)], and bring it and 2 stamped envelopes (one addressed to you and one addressed to the other party) to the hearing.

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