

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 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