

# FILING MOTION FOR CREDIT FOR DIRECT CHILD SUPPORT PAYMENTS

**Please follow the steps below to ensure that you file correctly:**

## **FIRST:**

- a. Complete the **Motion for Credit for Direct Child Support Payments** and the **Affidavit Regarding Direct Child Support Payments**.
- b. Sign the **Motion** in front of a Notary Public.
- c. The petitioner should also fill out and file the **Notice that Case is at Issue** by following the instructions entitled *Requesting a Hearing in a Family Court Case in Levy County, Florida*.

## **SECOND:**

Make **2\*** complete copies of **all** of your paperwork (including evidence). Do not copy the instruction sheets.

**ONE** is for **YOU**.

**ONE** is for the **OTHER PARTY**.

## **THIRD:**

Take your **ORIGINAL** documents (without instruction sheets) to the **CLERK OF THE COURT, Civil Division**, and tell them you want to **FILE** a motion.

**Remember: Originals must always be filed in your Court file.** When you file an original document, you should keep a copy for your records and certify in writing that you either mailed or hand-delivered a copy to the other party.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE FAMILY COURT CASE MANAGEMENT PROGRAM AT (352) 374-3665.**

IN THE CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT,  
IN AND FOR LEVY COUNTY, FLORIDA

Case No.: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

vs.

\_\_\_\_\_,  
Respondent.

**MOTION FOR CREDIT FOR DIRECT CHILD SUPPORT PAYMENTS**

( ) Petitioner ( ) Respondent requests that the Court enter an order for credit for direct child support payments in favor of the parent who provides support who is the ( ) Petitioner ( ) Respondent and provides the following reasons as grounds:

1. A final judgment or order titled \_\_\_\_\_  
*{title of final judgment or order}*  
in this case was entered on \_\_\_\_\_, by \_\_\_\_\_  
*{date}* *{court, city, and state}*

\_\_\_\_\_  
 Check here if the judgment or order is not from this Court and attach a copy.

2. This order of the Court required that child support payments be made through the State Disbursement Unit for disbursement to the parent receiving support.
3. Pursuant to the attached Affidavit, the parent providing support, made payments totaling \$ \_\_\_\_\_ directly to the parent receiving support.

WHEREFORE, the ( ) Petitioner ( ) Respondent respectfully request that the Court enter an order directing the Clerk of Court, Domestic Relations Division to credit the above referenced support record in the amount of \$ \_\_\_\_\_.

I certify that a copy of this document was [ one only] ( ) mailed ( ) faxed and mailed ( ) hand delivered to the person(s) listed below on *{date}* \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made above and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by  
\_\_\_\_\_ who is personally known \_\_\_\_ OR  
produced identification \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC—STATE OF FLORIDA

This form was completed with the assistance of:

\_\_\_\_\_ (Name of Individual)

\_\_\_\_\_ (Name of Business)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone Number)

IN THE CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT,  
IN AND FOR LEVY COUNTY, FLORIDA

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

vs.

\_\_\_\_\_,  
Respondent.

**AFFIDAVIT REGARDING DIRECT CHILD SUPPORT PAYMENTS**

I, \_\_\_\_\_, the \_\_\_ parent providing support OR \_\_\_ parent receiving support, under penalty of perjury, do hereby swear and/or affirm that I:

received  
 paid direct

the following payments on the dates indicated:

<b>PAYMENT DATE</b>	<b>PAYMENT AMOUNT</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(you may need to add an attachment if you need more space than provided above)

The total amount:

received (as evidenced by copies of cancelled checks or receipts)  
 paid (as evidenced by copies of cancelled checks or receipts)

through direct payment is \$\_\_\_\_\_.

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made above and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

Signature

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by  
\_\_\_\_\_ who is personally known \_\_\_\_ OR  
produced identification \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC—STATE OF FLORIDA

This form was completed with the assistance of:

\_\_\_\_\_ (Name of Individual)

\_\_\_\_\_ (Name of Business)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Telephone Number)

# Requesting a Hearing in a Family Court Case in LEVY County, Florida

## ***DO NOT FILE the notice until:***

**NOTICE THAT ACTION IS AT ISSUE AND MOTION FOR HEARING/NON-JURY TRIAL**

- 1. You have Proof of Service of Process (personal, substitute, or constructive).***
- 2. AND the Clerk has entered a default or the other party has filed a response.***
- 3. AND/OR Mediation (352) 491-4417 has been completed.***

You will use the *Notice that Action is at Issue and Request for Hearing/Non-Jury Trial* to request that the Court set a hearing on your motion or petition.

## **Fill out the page one with the following information:**

- Parties' names (Petitioner and Respondent)
- Case number and Division
- Your name (Comes Now \_\_\_\_\_)
- Amount of time you think will be required for the judge to hear all the issues in your motion or petition.  
If your case has no disputed issues, it may take only ten minutes.
- Today's date
- Your signature (no notary needed)

## **Make 2 copies of both pages and prepare 2 stamped envelopes:**

- Mail or hand deliver one copy to the other party.
- Mail or hand deliver one copy to the County Family Division along with 2 stamped business size envelopes, one addressed to you and one addressed to the other party.

## **File the original signed document with the Clerk of Court**

The Clerk of Court, Civil Division

In about **three weeks**, you should receive a response from the judge's office. If a month passes and you do not receive a response, you may call Family Courts at (352) 374-3665 to ask about the status of your request for a court hearing. EXCEPT FOR CASES THAT THE DEPARTMENT OR REVENUE IS A PARTY

IN THE CIRCUIT COURT, EIGHTH JUDICIAL CIRCUIT,  
IN AND FOR LEVY COUNTY, FLORIDA  
CIVIL CASE

\_\_\_\_\_  
Petitioner,

CASE NO.: \_\_\_\_\_

DIVISION: \_\_\_\_\_

vs.

\_\_\_\_\_  
Respondent.

\_\_\_\_\_ /

**NOTICE THAT ACTION IS AT ISSUE AND REQUEST FOR HEARING/NON-JURY TRIAL COMES NOW** \_\_\_\_\_, and shows that this action is at issue and ready for a hearing/non-jury trial. The hearing/trial is on the original action. It is estimated that the trial will require \_\_\_\_\_ minutes. Therefore, the undersigned requests the court schedule a hearing/non-jury trial in this action.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Your Signature

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing Notice of Action has been furnished by U.S. Mail or hand delivery this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to:  
(Print the other party's name and address below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Your Signature

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Office of the Clerk of Court at the county courthouse where this hearing is to be held within 2 working days of your receipt of this notice; if you are hearing or voice impaired, call 1-800-955-8778.**