

INSTRUCTIONS FOR MOTION FOR DEFAULT

This request may be used to ask the Court to enter a Default against the other party if he/she has filed papers in the case, but has failed to file an Answer to the Petition or Counterpetition.

1. Fill out the *Motion for Default* making sure you **check all** the appropriate boxes. This request may be neatly handwritten. **Make sure you Provide a copy** of the request to the other party. Complete the *Certificate of Service* indicating how and when you provided a copy to the other party.

2. **Type** the information on the *Order on Motion for Default* being certain to include full names, case number and section (at the top) and names and addresses of both parties (at the bottom) - or you may use the form provided as a sample to type your own. **Make two additional copies of the Order.**

3. **Return all of the following** to the Clerk of Court, Juvenile Division, 1800 St Mary Avenue, Pensacola, FL 32501:

- The original *Motion for Default*.
- The original and two (2) copies of the *Order on Motion for Default*.
- Two (2) self- addressed, stamped envelopes (one addressed to each party).

4. You should receive the signed order in the mail within 2-4 weeks. **If the *Order on Motion for Default* is granted by the Court and all other requirements have been met**, you may file a Request for Hearing with the Clerk of Court.