MOTION FOR CIVIL CONTEMPT/ENFORCEMENT

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge will follow the procedures exactly or accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at WWW.FLCOURTS.GOV under Self Help, Family Law Forms, unless otherwise noted.

- **Motion for Civil Contempt/Enforcement** - *Form 12.960* Read all directions and complete the petition *entirely*. *Attach a copy of the Final Judgment/Order.

- **Designation of Current Mailing and E-Mail Address** - *Form 12.915*

- **Cover Sheet for Family Court Cases** - *Form 12.928*

- **Notice of Related Cases** - *Form 12.900(h)*

Allow five (5) days after filing the above forms to contact Family Court Case Management at 352-742-4301 for a hearing date. Once a hearing date is provided, the following forms must be filed with the Clerk's office. NOTE: If the Department of Revenue is a party to the case, you may need to schedule your hearing time with the attorney for the Department of Revenue.

- **Notice of Hearing on Motion for Contempt** - Located on www.circuit5.org

- **Process Service Memorandum** – *Form 12.910(b)*

A copy of the Motion for Civil Contempt/Enforcement, Notice of Hearing on Motion for Contempt Before General Magistrate, and Process Service Memorandum must be personally served by a sheriff or private process server to any other party(ies) in the case. Alternatively, if notice is mailed, faxed, and/or emailed, as opposed to personally serving, the court in certain circumstances **may not** consider it to be adequate notice.