

**FAMILY COURT SERVICES - ROOM 2150  
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202  
(904) 255-1060**

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**CHECKLIST FOR:  
BLANK MOTION**

Use this form if you have a family law case and you have a specific request to address.

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**INSTRUCTIONS:**

1. Go to [www.flcourts.org](http://www.flcourts.org) - **(select)** – Self Help, Family Law Forms for the forms.  
**Fully complete** the forms below.
2. Make sure the appropriate forms are **notarized**.
3. After notarizing, make **3 copies** of each form.
4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2<sup>nd</sup> floor.**
5. **NEXT** the (3) copies you made...

- (1) COPY - YOU KEEP FOR YOURSELF
- (1) COPY – OTHER PARTY
- (1) COPY – \*CERTIFIED MAIL WITH A RETURN RECEIPT to:

**DEPARTMENT OF REVENUE  
CHILD SUPPORT ENFORCEMENT UNIT  
ATTN: Service Center Manager  
Bldg. A – Room 150  
921 N. Davis Street  
Jacksonville, FL 32209**

**\*ONLY IF DOR/CSE ARE INVOLVED\* Instructions on next page\***

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**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Local Form (attached)
  - Blank Motion
  
- Form 12.900(h) (Must be Filed)
  - Notice of Related Cases

## HOW TO NOTIFY BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Make sure you obtain the following with your form and follow instructions:

- (1) Envelope
- (1) 'Green Card' for certified mail
- (1) 'White Receipt' for return receipt requested
- Local Form
  - \*Notice of Service to Department of Revenue/Child Support Enforcement (DOR/CSE)**

### INSTRUCTIONS:

1. Go to the nearest U.S. Post Office with your envelope with attached green card and receipt.
2. After the copy of your motion has been delivered to DOR/CSE, the Post Office will send you back the 'Green Card' to inform you that it was received.
3. Attach this green card along with the local form and file it with the Clerk of the Courts, Family Law, Room 2474



IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT  
IN AND FOR DUVAL COUNTY, FLORIDA

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

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

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

And

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

**MOTION**

**COMES NOW** the ( ) Petitioner ( ) Respondent \_\_\_\_\_  
in this matter, and requests the Court to:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF SERVICE**

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

Other party or his/her attorney:

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

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

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

E-mail: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Party

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

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

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_