

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

**CHECKLIST FOR:
MOTION TO VACATE ORDER AND REQUEST A NEW HEARING**

Use this form if you would like to vacate an order that has been entered and would like to have a new hearing on certain matters that you would like to have addressed.

INSTRUCTIONS:

1. Go to www.flcourts.gov - **(select)** – Self Help, Family Law Forms for the forms.
Fully complete the forms below.
 2. Make **two (2) copies** of each form.
 3. File your **original documents** with the **Family Law Clerk of Courts Room 1191 – 1st floor.**
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.928
 - Cover Sheet for Family Court Cases

- Local Form (attached)
 - Motion to Vacate Order and Request a New Hearing

- Form 12.900(h) (Must be Filed)
 - Notice of Related Cases

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

CASE NO.: _____

DIVISION: _____

Petitioner,

And

Respondent,

MOTION TO VACATE ORDER AND REQUEST A NEW HEARING

COMES NOW the () Petitioner () Respondent _____
in this matter, and requests the Court to vacate the order entered in this case on _____.

I believe this matter should be reheard and a new hearing set for the following reason(s):

1. _____

2. _____

3. _____

CERTIFICATE OF SERVICE

I certify that a copy of this document was () 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: _____