

Sharon R. Bock
CLERK & COMPTROLLER
SELF SERVICE CENTER

Your Guide Through The Courts



Packet #44

Revised 08/2014

09/2014

**JOINT MOTION TO MAKE SUPPORT
PAYMENTS DIRECTLY**

NON-REFUNDABLE

(10 PAGES)

\$4.00

SELF SERVICE CENTER SERVICES

All instructions and forms distributed by the Clerk & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist *pro se* (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Attorney Consultation*	\$15.00/15 minutes
Attorney Consultation*	\$30.00/30 minutes
Attorney Consultation*	\$60.00/60 minutes
Deputy Clerk Signing	\$3.50/signature
Notary signing	\$10.00/signature
Copies prior to filing	\$.15/page
Single Forms	\$1.00/page
Fax Services	\$1.00/page
Community Resource Referral- pamphlets	NO FEE

* Attorneys do not provide legal advice - will assist on procedural matters/filling out legal forms

****FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE****

You may file and obtain information at the following locations:

Palm Beach County Courthouse
205 N. Dixie Highway, Rm #3.2200
West Palm Beach, Florida 33401
561-355-7048

North County Courthouse
3188 PGA Blvd
Palm Beach Gardens, Florida 33410
561-624-6650

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, Florida 33444
561-274-1588

West County Courthouse
2950 State Road 15, Rm. #S-100
Belle Glade, Florida 33430
561-996-4843

The Self Service Information Line
Unified Family Court Dept. (for information regarding an existing case)
Visit us at our web site
Legal Aid Society (if you can't afford an attorney)
Lawyer Referral Service of the PBC Bar Association

(561) 355-7048
(561) 355-6511
www.mypalmbeachclerk.com
(561) 655-8944
(561) 687-3266
Revised 04/2013

JOINT MOTION TO MAKE SUPPORT PAYMENTS DIRECTLY

Packet #44

PLEASE READ THE INSTRUCTIONS/INFORMATION BEFORE COMPLETING THE FORMS FOR FILING.

When should this form be used?

This form should be used if you have a current Child Support case in Palm Beach County and the Obligee (party receiving payments) is **NOT** contracted with The Department of Revenue, Child Support Enforcement Unit (DOR) AND both parties want to ask the Court to relieve the Clerk from monitoring, handling, receiving or disbursing any monies.

The Parties must complete and file the following forms:

✓ Joint Motion to Make Support Payments Directly

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These forms should be completed and filed, IF APPLICABLE

✓ Designation of Current Mailing and E-Mail Address and Directions to Provide
E-Mail Address to Court Administration, A.O. 2.310 (04/13)

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Filing Fees:

• None.

Instructions:

- The forms should be typed or handwritten in blue ink.
- All requested information **MUST** be filled out before your motion will be processed.
- Both parties must sign before a Notary or Deputy Clerk before filing with the clerk.
- Make 2 copies of all the documents that you complete (only ones that you are using) – one for yourself and the other party.
- The Joint Motion to Make Support Payments Directly must be filed with the Clerk of Court.
- You must provide **STAMPED ENVELOPES** for each party on the case, along with your motion.

Reminders:

- **DO NOT SIGN** any documents that require a Notary or Deputy Clerk until you are in front of the Notary or Deputy Clerk.
- It is your responsibility to keep track of your case.

Forms are to be completed in block letters or typed; NO EXCEPTIONS! Names must be the same on all forms completed by the parties; no full names on one document and initials on another. This packet may not contain all the forms you may need to file your case.

REMEMBER !

SEND PRE-ADDRESSED (PRINT NAME AND ADDRESS) STAMPED ENVELOPES WITH YOUR PAPERS FOR EACH PARTY ON YOUR CASE: Petitioner, Respondent, and/or Attorney (if applicable)

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA**

UNIFIED FAMILY COURT

Case No.: _____
Division: _____

_____,
OBLIGOR (party making payments),

and

_____,
OBLIGEE (party receiving payments).

JOINT MOTION TO MAKE SUPPORT PAYMENTS DIRECTLY

COMES NOW, _____, and _____
who move the court grant the relief sought herein in the Joint Motion to Make Support Payments Directly, and as grounds therefore would show:

1. The undersigned hereby stipulate that the Obligor will make payments from this day henceforth directly to the Obligee rather than to the Clerk Support department and/or or SDU as previously ordered by this Court.
2. The undersigned hereby certify that the Obligor has never been delinquent in child support payments or if the Obligor has been delinquent explain the reason(s) why as follows:

3. We attest that this child support matter is NOT being enforced by the Department of Revenue (DOR).

4. The reason for the request to make payments directly is as follows:

5. Upon this motion being approved by the Court, the Clerk will be relieved from monitoring, handling, receiving or disbursing any Alimony or Child Support or other payments in this case.

6. We understand that any monies due to the Clerk of Court or the Department of Revenue will remain due and payable. The clerk will reflect a zero balance on any other terms and/or arrearages on the support ledger account.

7. We understand that the Court may require a court hearing on our joint motion.

8. We have attached stamped envelopes, for each person/entity listed below, to our joint motion so that we may receive a copy of the court ruling on our joint motion or notice of hearing from the court.

9. We understand that in the case that the Obligor becomes delinquent, it is the Obligee's responsibility to file an appropriate motion and affidavit of non-payment with the Clerk of Court, and request a hearing proving arrears.

10. We understand that upon filing of the appropriate motion to reinstate payments through the Court, it may take weeks before the Court can grant relief on our case.

15th Judicial Circuit-Local Form-Joint Motion to Make Support Payments Directly-Last Revised: August 2014

WHEREFORE, we the undersigned pray that this court will grant the relief sought herein.

I HEREBY CERTIFY that a true and correct copy of the foregoing Joint Motion to Make Support Payments Directly was () mailed () faxed and mailed () E- mailed () hand delivered to the person(s) listed below on {date} _____.

Signature of Obligor (parent paying support)
Printed Name: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: _____

Signature of Obligee (parent receiving support)
Printed Name: _____
Address: _____
City, State, Zip: _____
Email: _____
Phone: _____

Dated: _____

Dated: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me
on _____ by _____

Sworn to or affirmed and signed before me
on _____ by _____

NOTARY PUBLIC or DEPUTY CLERK

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk]

[Print, type, or stamp commissioned name of notary or deputy clerk]

____ Personally known
____ Produced identification
Type of identification produced: _____

____ Personally known
____ Produced identification
Type of identification produced: _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

I, _____ {full legal name and trade name of nonlawyer},
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the [one only] petitioner or respondent, fill out this form.



THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

E-Mail Service from Participating Judges: Self-represented parties who want to receive court orders and other court documents from judges who use e-mail service **MUST** register with the 15th Judicial Circuit's online services system at www.15thcircuit.com/html/online-services. You will NOT receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side; (3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s/" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

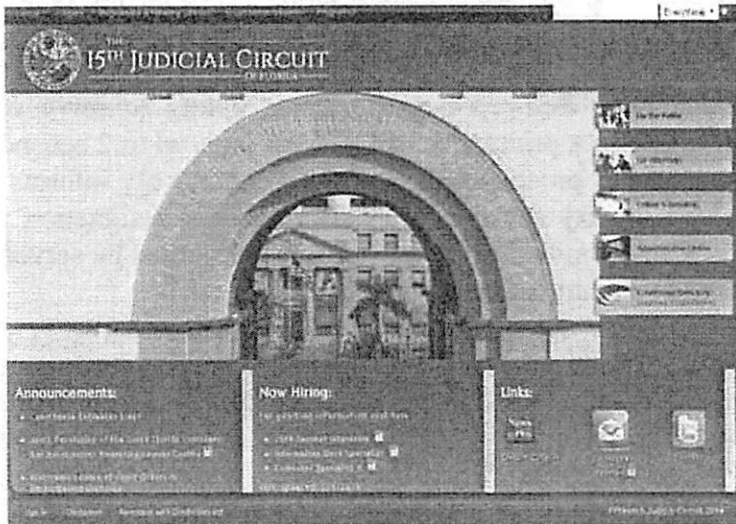
Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

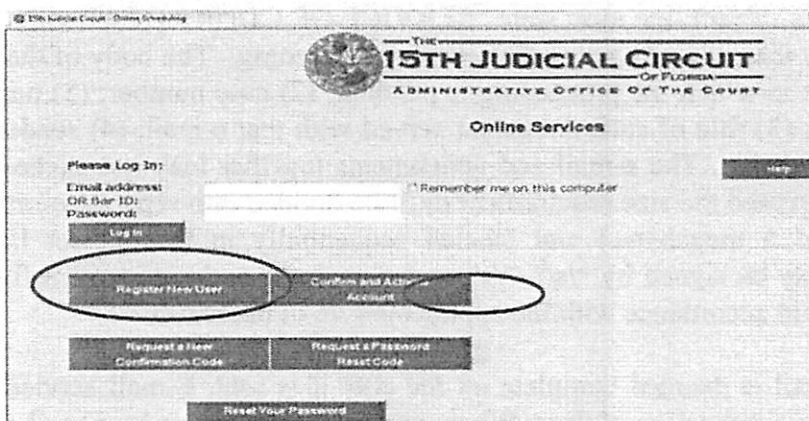


THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

Instructions for E-Service Registration For Self Represented Litigants

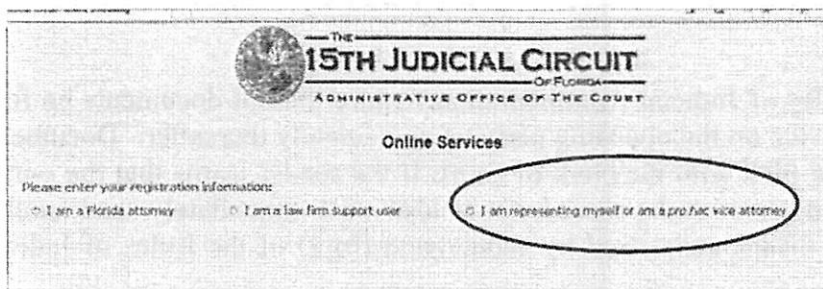


- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application



This will take you to the Log In Screen.

First time users click on "Register New User".



Select the "Pro se/ Pro hac vice" button

15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

E-Service/Online Scheduling Services

[E-Service/Online Scheduling Instructions](#)
[Frequently Asked Questions](#)
[e-Service/Online Scheduling](#)
[E-Service Resources](#)
[E-Service Platform Login](#)

Please enter your registration information:

☐ I am a Florida attorney ☐ I am a law firm support user ☐ I am representing myself or am a pro hac vice attorney

Please ensure that your registered party name matches your court documents exactly.

*Indicates required field.

Login Email Address: (The login email is specific to the person registering and should not be a generic e-Service address)

Password:

Confirm Password:

Enter the information requested in the fields provided.

NOTE:

The e-mail address listed here is for logging into Court e-service applications. This address is NOT FOR USE as an e-service email address unless you want it to be.

[E-Service/Online Scheduling Instructions](#)
[Frequently Asked Questions](#)
[e-Service/Online Scheduling](#)
[E-Service Resources](#)
[E-Service Platform Login](#)

First Name:
 Middle Name:
 Last Name:
 Suffix:
 System Greeting:
 Street Address:
 City:
 State Abbreviation:
 ZIP:
 Business Phone:
 Fax:
 Cell:

Please enter the security code that is shown.

XUDY6d8

Click the speaker icon to read the letters aloud

Simply type the code in the space provided and press the green submit button.

The account has now been created.
A confirmation email will be sent to registered login email address.

IMPORTANT:

The user MUST accept and login within 24 hours.

IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.: _____

_____,
Plaintiff/Petitioner

v.

_____,
Defendant/Respondent.

**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS AND
DIRECTIONS TO PROVIDE E-MAIL ADDRESS TO COURT ADMINISTRATION**

I, (full legal name) _____, being sworn, certify that my
current mailing address is: {Street} _____

{City} _____, {State} _____, {Zip} _____

{Telephone No.} _____ {Fax No.} _____

I designate as my current e-mail address(es) (up to 3 different email address): _____

1. I understand that in order to receive court orders from participating judicial divisions in the Fifteenth Judicial Circuit/Palm Beach County, I must register my email address with Court Administration by going to www.15thcircuit.com/html/online services.
2. I further understand that simply listing an email address on this form will NOT inform the judge or case manager of my email address and that I MUST register on line with the Court's online e-registration system.
3. Once registered, I agree to accept email service of court orders or documents sent by the court.
4. By completing this form I am authorizing participating Judicial Divisions and the Court of the Clerk, of the Fifteenth Judicial Circuit Court of Florida to send copies of orders/judgment, notices or other written communications to me by e-mail and not through regular U.S. Mail.
5. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.
6. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)

I certify that a copy of this document was {check all used}: () e-mailed () mailed () faxed
() hand-delivered to the person(s) listed below on {date}_____.

Other party or his/her attorney

Name: _____

Address: _____

City, State, Zip: _____

Fax Number: _____

E-Mail Address(es): _____

Dated: _____

Signature of Party

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name
of notary or clerk]

_____ Personally Known

_____ Produced Identification

Type of identification produced _____

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: {choose only one} () Petitioner () Respondent

This form was completed with the assistance of:

{name of individual} _____

{name of business} _____

{street} _____

{city} _____, {state} _____ {telephone number} _____

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)

INSTRUCTIONS FOR NOTICE OF CHANGE OF ADDRESS

When should this form be used?

This form should be used when a you make any changes to your mailing/e-mailing address at anytime during the course of the case.

This form should be typed or printed in black ink. You should file the original with the clerk of the circuit court in the county where the petition was filed and keep a copy for your records.

What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case.

Special notes...

It is the party's responsibility to timely update their address. If you do not update your address timely, you may not receive documents filed in your case.

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: _____

Division: _____

Plaintiff/Petitioner,

V.

Defendant/Respondent.

NOTICE OF CHANGE ADDRESS

Please be advised that the undersigned has changed their mailing address to:

Address: _____

City: _____

State: _____

Zip code: _____

Phone Number: _____

Please be advised that the undersigned has changed his/her email address to the following:

Email Address: _____

Signature

Printed Name

CERTIFICATE OF SERVICE

I certify that a copy of this document was mailed to the person listed below by U.S. Mail on the following date: _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

E-Mail: _____

Signature