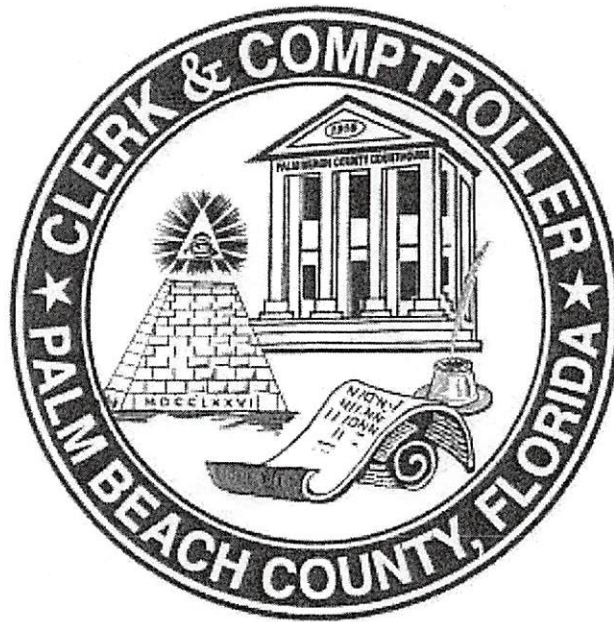


**Sharon R. Bock**  
**CLERK & COMPTROLLER**  
**SELF SERVICE CENTER**

**Your Guide Through The Courts**



**Packet #40**

*Revised 06/2014*  
*09/2014*

**OBLIGEE'S REQUEST TO SUSPEND  
DRIVER'S LICENSE AND MOTOR  
VEHICLE REGISTRATION**

**NON-REFUNDABLE**

**(9 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](http://www.mypalmbeachclerk.com)  
(561) 655-8944  
(561) 687-3266  
Revised 05/2013

# **OBLIGEE' S REQUEST TO SUSPEND DRIVER' S LICENSE AND MOTOR VEHICLE REGISTRATION**

**Packet #40**

## **When should this form be used?**

This form should be used when you, the Obligee (party receiving payments), are requesting the Clerk to suspend the Obligor's (party making payments) Driver's License and Motor Vehicle Registration for nonpayment of child support. Child support must be paid through the court system /SDU and not paid directly to a party.

### **The Petitioner must complete and file the following forms:**

- ✓ Obligee's Request to Suspend Driver's License and Motor Vehicle Registration

**Page**  
**4**

### **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)

**8**

### **Fees:**

No filing fee is required

**READ THE INSTRUCTIONS/INFORMATION BEFORE COMPLETING THE FORMS FOR FILING**

**DO NOT SIGN ANY DOCUMENTS THAT REQUIRE A NOTARY OR DEPUTY CLERK UNTIL  
YOU ARE IN FRONT OF THE NOTARY OR DEPUTY CLERK**

## **INSTRUCTIONS FOR FILING**

- **The forms should be typed or printed in black ink.**
- **Some of the forms must be signed before a notary or deputy clerk.**

- ☐ The petitioner should file the originals with the Clerk & Comptroller's office.
- ☐ If you want your copies stamped with the date of filing, make sure you give the Clerk a copy of the Request to Suspend Drivers License. (If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so they may return your copies)
- ☐ **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE**

### **CAUTION:**

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. Additional forms are available in the Clerk & Comptroller's Self Service Center at each courthouse location. The Clerk & Comptroller's Clerks can not suggest specific information to be included in the blanks on your forms or fill out forms for you.

### **REMEMBER!**

**INCLUDE WITH YOUR FILING TWO (2) PRE-ADDRESSED (PRINT YOUR NAME AND ADDRESS)  
STAMPED ENVELOPES (one for each party) REQUIRED FOR CHILD SUPPORT ISSUES**  
Failing to provide stamped envelopes may delay processing.

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

FAMILY DIVISION  
CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Obligee

and

\_\_\_\_\_  
Obligor

**OBLIGEE'S REQUEST TO SUSPEND DRIVER'S LICENSE AND  
MOTOR VEHICLE REGISTRATION**

The undersigned Obligee hereby requests the Clerk of Circuit Court, Palm Beach County, as the Central Governmental Depository, to serve notice upon the Obligor with a Notice of Delinquency And Intent To Suspend Driver's License and Vehicle Registration.

The Obligee represents that an ARREARS IN CHILD SUPPORT exists in the amount of \$ \_\_\_\_\_ at the present time.

The undersigned also represents that the undersigned has not entered into a contract for enforcement of support with the Department of Revenue (formerly HRS).

The Obligee provides the following information:

Obligor's name: \_\_\_\_\_

Obligor's driver's license: \_\_\_\_\_

State: \_\_\_\_\_

Obligor's date of birth: \_\_\_\_\_

Obligor's social security number: \_\_\_\_\_

Obligor's current address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
OBLIGEE

\_\_\_\_\_  
DAYTIME PHONE NUMBER

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who has personally known to me or who has produced \_\_\_\_\_ as identification, and who did (did not ) take an oath.

\_\_\_\_\_  
Notary Public, Serial No.

\_\_\_\_\_  
Deputy Clerk



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](http://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.

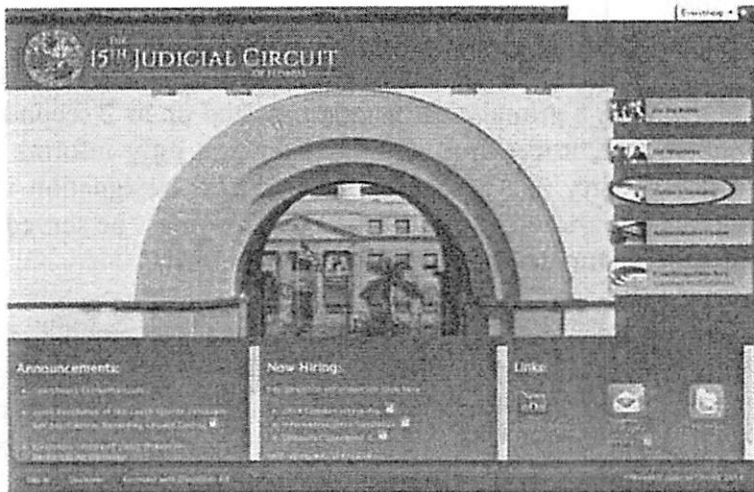
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach 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.

Instructions for E-Service Registration for Self Represented Litigants, (06/13)

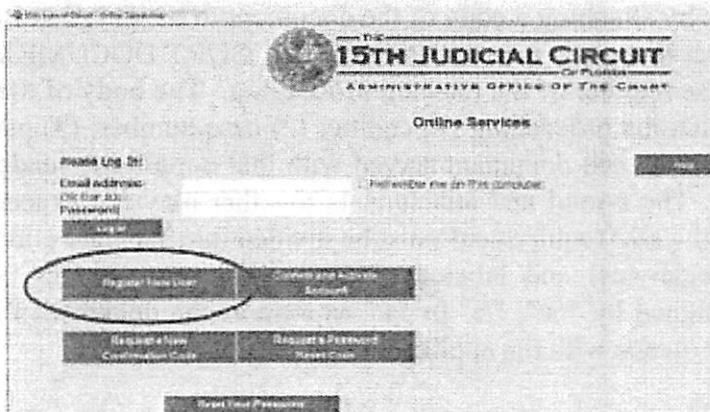


THE  
**15TH JUDICIAL CIRCUIT**  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

**Instructions for E-Service Registration For Self Represented Litigants**

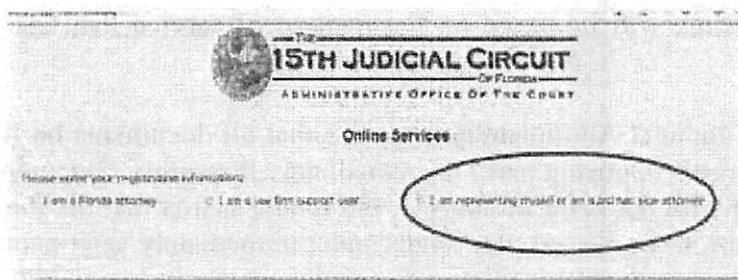


- Go to [www.15thcircuit.com](http://www.15thcircuit.com)
- Select Online Scheduling
- Select Online Scheduling Application



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

Please select your registered user information:

☐ I am a Florida attorney ☐ I am a self-represented user ☐ I am representing myself or am a pro hac vice attorney

Please ensure that your registered party does not appear on your court's docket only recently.

Verification required (field):

Username:  (Username must be 6-16 characters in length and contain only letters and numbers)

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.

15TH JUDICIAL CIRCUIT  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

E-Service/Online Scheduling Services

Please select your registered user information:

☐ I am a Florida attorney ☐ I am a self-represented user ☐ I am representing myself or am a pro hac vice attorney

Please ensure that your registered party does not appear on your court's docket only recently.

Verification required (field):

Username:  (Username must be 6-16 characters in length and contain only letters and numbers)

Password:

Confirm Password:

Please enter the security code displayed below:

100568

Click the green submit button to read the letters and numbers.

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/onlineservices](http://www.15thcircuit.com/html/onlineservices).
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.



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} \_\_\_\_\_

## **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