

Your Guide Through The Courts



JOINT MOTION FOR DIRECT PAYMENT CREDIT

\$ 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 FOR DIRECT PAYMENT CREDIT

Packet #45

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/Alimony case in Palm Beach County and are **NOT** contracted with The Department of Revenue, Child Support Enforcement Unit (DOR) AND both parties want to ask the Court to give the obligor **CREDIT** for a direct payment(s) made to the obligee. Future payments shall be made as previously instructed by the Court.

The Parties must complete and file the following forms:

- | | | |
|---|---|-----------|
| ✓ | Joint Motion for Direct Payment Credit | Page
4 |
| ✓ | A copy of the first page of the current child support ledger (which can be obtained from the Clerk of Court). | |

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) | 9 |
|---|--|---|

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 for Direct Payment Credit 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.

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 cannot suggest specific information to be included in the blanks on your forms or fill out forms for you.

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 FOR DIRECT PAYMENT CREDIT

COMES NOW, _____, and _____

who move that the court grant the relief sought herein in the Joint Motion for Direct Payment Credit, and as grounds therefore would show:

1. We have attached a copy of the first page of the current child support ledger to this motion for the Court's review.

2. Check one:

a. ☐ This child support matter IS being enforced by the Department of Revenue.

b. ☐ This child support matter is NOT being enforced by the Department of Revenue.

3. The Obligor is required to make payments through the State Disbursement Unit (SDU). However, the Obligor made payments for the benefit of the child and such payments were given directly to the Obligee.

The Obligor _____ and the Obligee _____ are in agreement that a credit in the amount of \$ _____ should be applied to the child support ledger in this case.

4. The day, month, and year the payments were received is as follows:

5. The reason for credit is as follows:

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

7. 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.

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 for Direct Payment Credit was () mailed () faxed and mailed () E- mailed () hand delivered to the person(s) listed below on {date}_____.

Check and complete all that are applicable:

☐ Obligor (parent paying support) or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

☐ Obligee (parent receiving support) or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

☐ Department of Revenue, 881 South Congress Avenue, West Palm Beach, FL 33406

Signature of Obligor (parent paying support)

Printed Name: _____

Dated: _____

Signature of Obligee (parent receiving support)

Printed Name: _____

Dated: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me on _____

by _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

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.

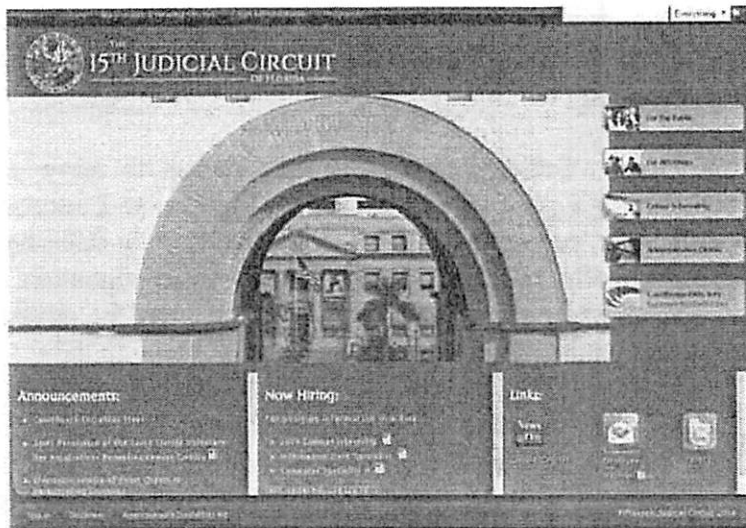
Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (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.

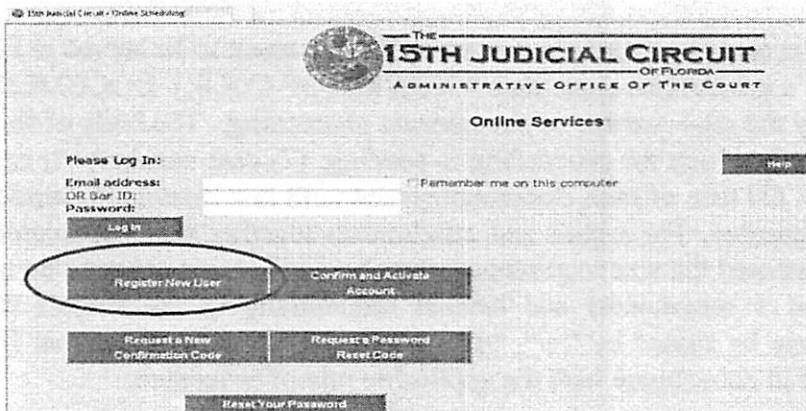
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach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

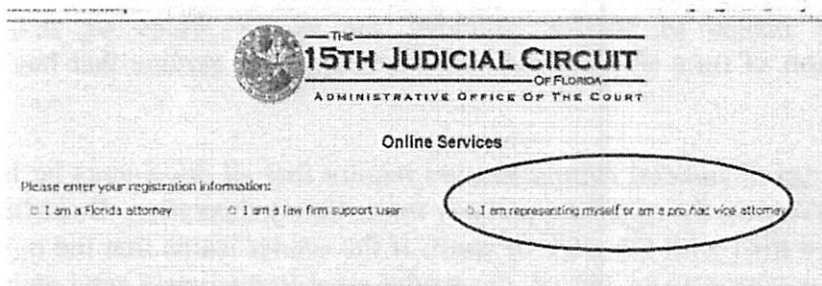


- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application



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

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.

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/oneservices.
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} _____

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