



## MOTION FOR CONTEMPT/ENFORCEMENT

### Forms Needed

The forms you will need initially can be found at: [www.flcourts.org](http://www.flcourts.org) under the heading “Family Law Forms”

Those initial forms are:

12.960-Motion for Civil Contempt/Enforcement

12.961-Notice of Hearing on Motion for Contempt/Enforcement

### Instructions

Complete the above forms

Have the forms notarized

Make at least 2 copies of each form and take all of them to the Clerk of Courts and ask the clerk to stamp all of them

The originals will be filed with the Clerk of Courts

Send one copy of each form the opposing party or his/her attorney

Keep one copy of each form for yourself

After filing the required forms, check with the clerk for information on the procedure for scheduling a hearing. When you know the date and time of your hearing, notify the other party using Form 12.961-Notice of Hearing on Motion for Contempt/Enforcement In Support Matters.

Later in your case Family Court Services may require you to file other forms. The forms can be found at the website above or [www.coj.net](http://www.coj.net). Type the words “required local forms” next to “search” and click on “Required Local Forms.”

### **Filing Fees**

There are filing fees associated with filing your case. If you do not have the money to pay for the filing fee, you can request a fee waiver by filing an Application For Determination Of Civil Indigent Status which is also available at [www.flcourts.org](http://www.flcourts.org). If your application is denied, you must pay the entire filing fee before your case can be filed.

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#### Clerk of Courts:

Duval County Clerk of Court  
501 West Adams St., Rm.2474  
Jacksonville, FL 32202

Clay County Clerk of Courts  
P.O. Box 698  
Green Cove Springs, FL 32043

Nassau County Clerk of Courts  
76347 Veteran's Way  
Yulee, FL 32097