

**PETITION
TO
CONTEST NOTICE OF
INTENT TO SUSPEND
DRIVER'S LICENSE
AND/OR VEHICLE
REGISTRATION**

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW
FORM 12.915,
DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS (11/15)**

When should this form be used?

This form should be used to inform the clerk and the other party of your current mailing and e-mail address(es) or **any change of address**. It is very important that the court and the other party in your case have your correct address.

A party not represented by an attorney may choose to designate e-mail address(es) for **service**. A primary and up to two secondary e-mail addresses can be designated. If you do so and the other party is represented by an attorney or has also designated e-mail address(es) for service, e-mail will be the **exclusive means of service**.

If there is any change in your mailing or e-mail address(es), you must complete a new form, file it with the clerk, and serve a copy on any other party or parties in your case.

What should I do next?

This form should be typed or printed in black ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of this form must be served on any other party in your case. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT

REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there.

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ NINETEENTH _____ JUDICIAL CIRCUIT,
IN AND FOR _____ INDIAN RIVER _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent,

DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

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): _____

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.

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

Designated E-mail Address(es): _____

Dated: _____

Signature of Petitioner

STATE OF FLORIDA

COUNTY OF _____

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} _____

{address} _____

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

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.928, COVER SHEET FOR FAMILY COURT CASES (11/13)

When should this form be used?

The Cover Sheet for Family Court Cases and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form shall be filed by the petitioner/party opening or reopening a case for the use of the clerk of the circuit court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

This form should be typed or printed in black ink. The petitioner must **file** this cover sheet with the first pleading or motion filed to open or reopen a case in all domestic and juvenile cases.

What should I do next?

Follow these instructions for completing the form:

- I. **Case Style.** Enter the name of the court, the appropriate case number assigned at the time of filing of the original petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of the petitioner(s) and respondent(s).
- II. **Type of Action /Proceeding.** Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed.
 - (A) Initial Action/Petition
 - (B) Reopening Case. If you check "Reopening Case," indicate whether you are filing a modification or supplemental petition or an action for enforcement by placing a check beside the appropriate action/petition.
 1. Modification/Supplemental Petition
 2. Motion for Civil Contempt/ Enforcement
 3. Other – All reopening actions not involving modification/supplemental petitions or petition enforcement.
- III. **Type of Case.** Place a check beside the appropriate case. If the case fits more than one category, select the most definitive. Definitions of the categories are provided below.
 - (A) Simplified Dissolution of Marriage- petitions for the termination of marriage pursuant to Florida Family Law Rule of Procedure 12.105.
 - (B) Dissolution of Marriage - petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.
 - (C) Domestic Violence - all matters relating to injunctions for protection against domestic violence pursuant to section 741.30, Florida Statutes.

- (D) Dating Violence - all matters relating to injunctions for protection against dating violence pursuant to section 784.046, Florida Statutes.
- (E) Repeat Violence - all matters relating to injunctions for protection against repeat violence pursuant to section 784.046, Florida Statutes.
- (F) Sexual Violence - all matters relating to injunctions for protection against sexual violence pursuant to section 784.046, Florida Statutes.
- (G) Stalking-all matters relating to injunctions for protection against stalking pursuant to section 784.0485, Florida Statutes
- (H) Support - IV-D - all matters relating to child or spousal support in which an application for assistance has been filed with the Department of Revenue, Child Support Enforcement under Title IV-D, Social Security Act, except for such matters relating to dissolution of marriage petitions (sections 409.2564, 409.2571, and 409.2597, Florida Statutes), paternity, or UIFSA.
- (I) Support-Non IV-D - all matters relating to child or spousal support in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (J) UIFSA- IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has been filed under Title IV-D, Social Security Act.
- (K) UIFSA - Non IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (L) Other Family Court - all matters involving time-sharing and/or parenting plans relating to minor child(ren), support unconnected with dissolution of marriage, annulment, delayed birth certificates pursuant to Florida Statutes section 382.0195, expedited affirmation of parental status pursuant to Florida Statutes section 742.16, termination of parental rights proceedings pursuant to Florida Statutes section 63.087, declaratory judgment actions related to premarital, marital, post-marital agreements, or other matters not included in the categories above.
- (M) Adoption Arising Out Of Chapter 63 - all matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.
- (N) Name Change - all matters relating to name change, pursuant to section 68.07, Florida Statutes.
- (O) Paternity/Disestablishment of Paternity – all matters relating to paternity pursuant to Chapter 742, Florida Statutes.
- (P) Juvenile Delinquency - all matters relating to juvenile delinquency pursuant to Chapter 985, Florida Statutes.
- (Q) Petition for Dependency - all matters relating to petitions for dependency.
- (R) Shelter Petition – all matters relating to shelter petitions pursuant to Chapter 39, Florida Statutes.
- (S) Termination of Parental Rights Arising Out Of Chapter 39 – all matters relating to termination of parental rights pursuant to Chapter 39, Florida Statutes.
- (T) Adoption Arising Out Of Chapter 39 – all matters relating to adoption pursuant to Chapter 39, Florida Statutes.
- (U) CINS/FINS – all matters relating to children in need of services (and families in need of services) pursuant to Chapter 984, Florida Statutes.

ATTORNEY OR PARTY SIGNATURE. Sign the Cover Sheet for Family Court Cases. Print legibly the name of the person signing the Cover Sheet for Family Court Cases. Attorneys must include a Florida Bar number. Insert the date the Cover Sheet for Family Court Cases is signed. Signature is a certification that filer has provided accurate information on the Cover Sheet for Family Court Cases.

Nonlawyer Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. For further information, see Rule 12.100, Florida Family Law Rules of Procedure.

COVER SHEET FOR FAMILY COURT CASES

I. Case Style

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT,
IN AND FOR INDIAN RIVER COUNTY, FLORIDA

Case No.: _____

Judge: _____

Petitioner

and

Respondent

II. Type of Action/Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed. **If you are reopening a case, choose one of the three options below it.**

- (A) Initial Action/Petition
- (B) Reopening Case
 - 1. Modification/Supplemental Petition
 - 2. Motion for Civil Contempt/Enforcement
 - 3. Other

III. Type of Case. If the case fits more than one type of case, select the most definitive.

- (A) Simplified Dissolution of Marriage
- (B) Dissolution of Marriage
- (C) Domestic Violence
- (D) Dating Violence
- (E) Repeat Violence
- (F) Sexual Violence
- (G) Stalking
- (H) Support IV-D (Department of Revenue, Child Support Enforcement)
- (I) Support Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (J) UIFSA IV-D (Department of Revenue, Child Support Enforcement)
- (K) UIFSA Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (L) Other Family Court
- (M) Adoption Arising Out Of Chapter 63
- (N) Name Change

- (O) ___ Paternity/Disestablishment of Paternity
- (P) ___ Juvenile Delinquency
- (Q) ___ Petition for Dependency
- (R) ___ Shelter Petition
- (S) ___ Termination of Parental Rights Arising Out Of Chapter 39
- (T) ___ Adoption Arising Out Of Chapter 39
- (U) ___ CINS/FINS

IV. Rule of Judicial Administration 2.545(d) requires that a Notice of Related Cases Form, Family Law Form 12.900(h), be filed with the initial pleading/petition by the filing attorney or self-represented litigant in order to notify the court of related cases. Is Form 12.900(h) being filed with this Cover Sheet for Family Court Cases and initial pleading/petition?

- ___ No, to the best of my knowledge, no related cases exist.
- ___ Yes, all related cases are listed on Family Law Form 12.900(h).

ATTORNEY OR PARTY SIGNATURE

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature _____ FL Bar No.: _____
 Attorney or party (Bar number, if attorney)

 (Type or print name) (E-mail Address(es))

 Date

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

INSTRUCTIONS FOR COMPLETING PETITION TO CONTEST NOTICE OF DELINQUENCY AND INTENT TO SUSPEND DRIVER'S LICENSE AND/OR VEHICLE REGISTRATION

For Child Support Enforcement (Department of Revenue) Proceedings
§ 61.13016, Florida Statutes

Important: Use this petition ONLY if you have received a notice of delinquency and intent to suspend driver's license and/or vehicle registration AND you are filing the petition to contest the notice LESS THAN 20 DAYS from the mailing date that appears on the notice.

Please read all of the instructions carefully before completing the petition.

1. This petition is to be used when a person who is obligated to pay child support (the obligor) has received a **notice of delinquency and intent to suspend driver's license and/or vehicle registration** and wants to contest the notice. The notice usually comes from the Department of Revenue, but the notice also may come from another agency or an attorney.
2. Use this petition ONLY if you have received a notice of delinquency and intent to suspend driver's license and/or vehicle registration AND you are filing the petition less than 20 days from the mailing date that appears on the notice.
3. **THIS IS A TIME SENSITIVE PETITION.** You have **20 days** from the mailing date that appears on the notice to pay the amount of the delinquency in full, **or** enter into a written agreement for payment of the delinquency, **or** file this petition contesting the notice. If you do not take one of these actions within the 20 days, procedures to suspend of your driver's license will go into effect. **If you received a notice MORE THAN 20 DAYS AGO, filing this petition WILL NOT STOP the suspension of your driver's license and/or vehicle registration.**
4. Filing this petition to contest the notice within the 20 days will postpone procedures for suspension of your driver's license and/or vehicle registration until the court enters an order that resolves the matter. The **original petition** must be filed in the family division of the Clerk of the Circuit Court in the county in which this case is located. You **MUST ATTACH A COPY OF THE NOTICE to the original petition for filing with the Clerk.** You will need to make **two more copies of the notice that you must attach to copies of the petition** that must be served on the Department of Revenue and the other party in this case. Keep the **original notice** for your records.
5. Section 1. You **MUST** enter the mailing date that appears on the notice of delinquency and intent to suspend driver's license and/or vehicle registration.
6. Section 2. You may contest the notice of delinquency based on one or more of the following grounds that may apply to your situation:
 - a. There is a mistake and you are not delinquent.
 - b. There is a mistake and the amount of the delinquency is more than you owe.
 - c. There is a mistake and you are not the person who owes support.
 - d. You agree that you are delinquent in the amount stated but you cannot afford to pay the total amount of the delinquency.

You **MUST** date and sign the petition **AND** provide your street address or post office box number, and telephone number.

7. Section 3. Select which type of service you will use to deliver copies of the petition and copies of the notice to the other party and to the Department of Revenue. To deliver (serve) these documents, you may mail them, or fax and mail them, or hand deliver them.

You MUST provide the name and address of the other party in the case . You also MUST provide the address of the local Department of Revenue Child Support Enforcement Office. **See the Instructions for Service on Department of Revenue below for the address and location of the correct Child Support Enforcement Office.**

You MUST date and sign the Certificate of Service AND provide your street address or post office box number, and telephone number.

Next you MUST **attach a copy of the notice to a copy of the petition and serve both documents on the other party in this case using the type of service you have selected.**

You also MUST **attach a copy of the notice to a copy of the petition and then serve both documents on the Department of Revenue Child Support Enforcement Office at the address/location of the local office using the type of service you have selected.**

8. Section 4. A person who is not a lawyer is called a nonlawyer. If a nonlawyer helped you fill out this petition, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a) before he or she helps you. A nonlawyer helping you fill out this form **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

INSTRUCTIONS FOR SERVICE ON DEPARTMENT OF REVENUE

If your case is located in:

The mailing address is:

INDIAN RIVER COUNTY

Department of Revenue
Child Support Enforcement
337 North US # 1
Suite C
Fort Pierce, FL 34950

OKEECHOBEE COUNTY

Department of Revenue
Child Support Enforcement
502 NW 2nd Street
Okeechobee, FL 34972-4101

MARTIN & ST. LUCIE COUNTIES

Department of Revenue
Child Support Enforcement
337 North US Highway 1, Suite C
Ft. Pierce, FL 34950-4255

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT
IN AND FOR _____ INDIAN RIVER _____ COUNTY, FLORIDA

CASE NO.

_____,
Petitioner,

v.

_____,
Respondent.

**PETITION TO CONTEST NOTICE OF DELINQUENCY AND INTENT TO SUSPEND
DRIVER'S LICENSE AND/OR VEHICLE REGISTRATION**

Comes now the obligor _____ (*name*) and hereby contests the notice of delinquency and intent to suspend driver's license and/or vehicle registration, and as grounds states:

Section 1. A notice of delinquency and intent to suspend driver's license and/or vehicle registration was mailed to me on _____ (*date*). **I have attached a copy of the notice to this petition.**

Section 2. I contest the notice of delinquency and intent to suspend driver's license and/or vehicle registration because: **(Check all that apply.)**

- ___ There is a mistake and I am not delinquent.
- ___ There is a mistake and the amount of the delinquency is more than I owe.
- ___ There is a mistake and I am not the person who owes support.
- ___ I agree that I am delinquent in the amount stated in the Notice but I cannot afford to pay the whole amount of the delinquency at one time.

Wherefore, I request that the court decline to suspend my driver's license and/or vehicle registration, correct the mistake, and/or allow me to make payments until the delinquency is paid in full.

Dated _____

Signature of Petitioner

Printed Name _____

Address: _____

Telephone Number (____) _____

CERTIFICATE OF SERVICE

Section 3. I HEREBY CERTIFY that a copy of this petition along with the attachment was **(check only one of the following)** () mailed; () faxed and mailed; () hand delivered to the persons or entity listed below on this _____ day of _____, 201____.

Other Party
Name _____
Address _____

City/State/Zip

Florida Department of Revenue Child Enforcement
Address: _____

City/State/Zip

Dated _____

Signature of Petitioner
Printed name _____
Address _____

City/State/Zip
Telephone Number (____) _____

Section 4. If someone who is a nonlawyer helped you to complete this petition, he/she **must** provide the information below:

I, _____ (*full legal name or trade name of nonlawyer who helped complete this form*), located at _____ (street) in _____ (City), _____ (State and Zip) and having the telephone number of (____) _____, helped _____ (name of obligor) who is the obligor, complete this form.