

MOTION FOR CIVIL CONTEMPT

****THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES MAY VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING****

Required forms:

- Civil Coversheet
- Motion for Civil Contempt/Enforcement – form #12.960
- Disclosure From A Non- Lawyer – form #12.900
- Notice of Limitations of Services Provided - see website
- “Important Information” Sheet Regarding Self-Representation – see website
- Notice of Related Cases

You will also need the following items:

- Six (6) regular business size envelopes with stamps on them (no addresses).
- If the contempt relates to child support payments through the State Disbursement Unit, you will need a printout from the child support clerk to verify the payment history.
- **IMPORTANT NOTE:** If you do not know where the other party is located, a hearing on your motion cannot be scheduled, because you must have an address in order for the other party to be served by the Sheriff's office.

INSTRUCTIONS:

- ✓ Complete all required forms
- ✓ Provide the required stamped envelopes and child support printout, if applicable
- ✓ Submit the forms to the Clerk along with the filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email. Case Managers cannot help you complete the packet.
- ✓ **Do not** mail the Motion for Contempt to the other party. The Case Manager will schedule the hearing and give you instructions on having respondent served.

Note: Case Managers cannot help you complete the forms.

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Case Manager, Calhoun, Gulf, Holmes, Jackson and Washington Counties