

R e a d C a r e f u l l y

INSTRUCTIONS FOR REQUEST FOR CREDIT FOR DIRECT PAYMENTS OF CHILD SUPPORT

IMPORTANT: If the Department of Revenue Child Support Enforcement Office represents the recipient of child support in your case, you must file different forms (*Non Custodial Parent's Motion in Title IV-D*) with the Clerk of Court.

If the Department of Revenue is not involved in your case:

1. **Type or neatly print** the *Petition* for the Judge's consideration (be sure to complete all information and check the appropriate box(s). Names and addresses at the bottom must be typed except the signature. **If not a joint petition, you must file different forms.**
2. **Type** the *Order* including the full names, case number and section at the top and the names and addresses of the parties at the bottom. Write in the amount of credit requested. **Make two additional copies** of the Order.
3. **Send the following to Clerk of Court, Family Law Division, 1st Floor, located at 190 Governmental Center, Pensacola, FL 32502:**
 - The original *Petition* along with the *Affidavit of Direct Payments* or proof of payments.
 - The original and two (2) copies of the *Order* (*must be completely and accurately typed*).
 - Two (2) self-addressed, stamped envelopes (one addressed to each party).
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If the judge grants your request, the order will be signed and a copy will be mailed to each party and to the Clerk of Court, Domestic Relations Division (child support depository). Your request will be processed in the order in which it is received. Please do not call to inquire, you will receive the order as soon as it is signed by the Judge and processed by the Clerk.