

INSTRUCTION FOR REQUEST TO COMPEL (MODIFICATION)

If the other party in your case has failed to file the required documents or perform other requirements within the time allowed so that you may get a final hearing, you may file a ***Request to Compel***. This request asks the Court to order the other party to do those things so that you can get a hearing date. Your ***Request to Compel*** may be used only if you have complied with the requirements yourself (including having filed your Certificate of Compliance with Mandatory Disclosure) but the other party has not.

1. Fill out the ***Request to Compel*** making sure you **check all** the appropriate boxes. This request may be neatly handwritten. **Provide a copy** of the request to the other party. Complete the ***Certificate of Service*** indicating how and when you provided a copy to the other party.

2. **Type** the information on the ***Order to Compel*** being certain to include full names, case number and section (at the top) and names and addresses of both parties (at the bottom) - or you may use the form provided as a sample to type your own. **Make two additional copies of the Order.**

3. **Return all of the following** to the Clerk of Court, Family Law Division, 1st Floor, 190 Governmental Center, Pensacola, FL 32502

- The original ***Request to Compel and Certificate of Service.***
- The original and two (2) copies of the ***Order to Compel.***
- Two (2) self- addressed, stamped envelopes (one addressed to each party).

4. You should receive the signed order in the mail within 4-6 weeks. **After the time allowed by the Court stated in the *Order to Compel* has expired**, you may contact the Family Law Program Specialist to request a final hearing date at Division (L) - 595-4407, Division (M) - 595-3735, Division (P) - 595-4497.