

**R e a d      C a r e f u l l y**  
Court Administration, First Judicial Circuit of Florida  
Juvenile Self Help Division

**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 with the Clerk of Court.**

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

1. **Type** 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, Juvenile Division, located at 1800 St. Mary Avenue, Pensacola, FL 32501:**
  - 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).**

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). You should receive a copy of the order within four (4) weeks of submission.