

FAMILY COURT SERVICES
76347 Veterans Way, Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
MOTION TO VACATE JUDGMENT/CERTIFICATE OF DELINQUENCY
AND CONTEST NOTICE OF DELINQUENCY

Use this form if you were notified by the Domestic Relations Depository or Child Support Enforcement that there will be a judgment on the delinquency of support payments that are unpaid.

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
2. **Fully complete** the forms below.
3. File your **original documents** with the **Civil Department Clerk of Courts – 1st Floor**. **Reopen fee of **\$50.00** may be required when filing your documents and may be paid by cash, credit/debit, cashier's check, or money order. *

COPIES:

- (1) COPY - YOU KEEP FOR YOURSELF
- (1) COPY – OTHER PARTY *Send a copy
- (1) COPY – *Instructions on next page
 - CERTIFIED MAIL WITH A RETURN RECEIPT to:
DEPARTMENT OF REVENUE/CHILD SUPPORT ENFORCEMENT UNIT
ATTN: Service Center Manager
Bldg. A – Room 150
921 N. Davis Street
Jacksonville, FL 32209

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- ☐ Local Form (attached)
 - Motion to Vacate Judgment/Certificate of Delinquency and Contest Delinquency
 - Include any records and/or written information that may support your claims in your motion on payments
- ☐ Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- ☐ PRINTOUT of your 'Pay History' from the Child Support Clerk – Civil Department.

HOW TO NOTIFY BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Make sure you obtain the following with your form and follow instructions:

- ☐ (1) Envelope
- ☐ (1) 'Green Card' for certified mail
- ☐ (1) 'White Receipt' for return receipt requested
- ☐ Local Form

***Notice of Service to Department of Revenue/Child Support Enforcement (DOR/CSE)**

INSTRUCTIONS:

1. Go to the nearest U.S. Post Office with your envelope with attached green card and receipt.
2. After the copy of your motion has been delivered to DOR/CSE, the Post Office will send you back the 'Green Card' to inform you that it was received.
3. Attach this green card along with the local form and file it with the Clerk of the Courts, Civil Department.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
IN AND FOR NASSAU COUNTY, FLORIDA

CASE NO.: _____

DIVISION: _____

_____,

Petitioner,

And

_____,

Respondent,

MOTION TO VACATE JUDGMENT/CERTIFICATE OF DELINQUENCY
AND CONTEST NOTICE OF DELINQUENCY

COMES NOW _____ and moves to contest the delinquency referred
to by the Domestic Relations Depository in its **Notice of Delinquency**, dated _____
on the grounds of the following mistake of fact:

1. A delinquency does not exist because:

2. The amount of the delinquency is incorrect because:

3. The identity of the obligor on the Notice is incorrect because:

CERTIFICATE OF SERVICE

I certify that a copy of this document was () mailed () faxed and mailed () e-mailed () hand-delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

E-mail: _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this answer and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Date: _____

Signature of Party

Printed Name: _____

Address: _____

Tel. No.: _____

E-Mail: _____

CASE NO.: _____ **-DR-** _____
DIVISION: _____