

**Instructions for Setting Hearings on Department of Revenue
Child Support Enforcement Cases in Pinellas County**

General Information:

1. Child Support enforcement cases involving the Department of Revenue are also called Title IV-D cases. These cases generally involve 3 parties: (1) the person receiving support (also called payee or custodian), (2) the person paying support (also called the payor or non-custodial parent), and (3) the Department of Revenue.
2. The Attorney for the Department of Revenue is the Office of the Attorney General. The person receiving support is a client of the Department of Revenue. If the Office of the Attorney General has a conflict on a particular case, other counsel may represent the Department. Contact Court Resource Center (727) 582-7200 for contact information for conflict attorneys.
3. Each case is assigned to either the Clearwater courthouse or St Petersburg courthouse upon filing. See below for the Child Support Courthouse addresses.

Motions:

1. Complete your motion form (including the certificate of service, your name and address), make 3 copies of the motion, and file the original with the Clerk of Court. ***On the same day you file or mail your motion***, send a copy to the Office of the Attorney General, attorney for Department of Revenue (see address below) and the petitioner or respondent. When you deliver a copy to the above, you may send it regular mail or certified mail.
2. ***You must schedule your Motion for Hearing.*** The court will not automatically schedule any motions upon filing. In some cases, the Office of the Attorney General may schedule Motions for hearing. For information on scheduling Motions please contact the **Court Resource Center at (727) 582-7200**
3. **Notice of Hearing:** After you have received a court date and time, you must fill out a Notice of hearing and file the original with the Clerk of Court. A copy of the Notice should be mailed to the Office of the Attorney General and the petitioner or respondent.

Supplemental Petitions for Modification of Support:

1. Complete the Supplemental Petition Package and make 3 copies of all forms. Follow the procedures as outlined in the package. If you have questions on court procedure, you may call the **Resource Center in St. Petersburg 727-582-7200** for more information and legal resources.
2. File original Petition and forms with the Clerk of Court.
3. **Personal Service:** *The person who is receiving the child support must be personally served by sheriff or licensed server.* The Supplemental Petition Forms Packet contains a “service memorandum” along with instructions. If the person receiving support resides outside of Florida, you must obtain the address and service fee information from their local Sheriff’s office). Please mail one copy of the form packet to the Office of the Attorney General. You may send it regular or certified mail. ***Mailing a copy of your package to the Office of the Attorney General does not take the place of personal service on the person who is receiving the support.***
4. After you have determined that your case is ready for hearing, contact the Court Resource Center for information on scheduling a hearing. **The court will not automatically schedule the case for hearing.**
5. **Notice of Hearing:** After you have received a court date and time, you must fill out a Notice of hearing and file the original with the Clerk of Court. A copy of the Notice should be mailed to the Office of the Attorney General and the petitioner or respondent.

Addresses & Phone Numbers

Office of the Attorney General

P.O. Box 3342
St. Petersburg, FL 33731-3556
Ph. (727) 825-7600
Fax (727) 552-2231

Child Support Hearing Officer

501 1st Ave N, Courtroom 720
St Petersburg, FL 33701

Department of Revenue

Office of Child Support Enforcement,
19361 U.S. Highway 19 North
Clearwater, Florida 33764
Ph. 1-800-622-5437

Child Support Hearing Officer

324 S. Ft Harrison, Courtroom 3
Clearwater, FL 33756

Court's Information & Resource Center

(727) 582-7200

***NOTE: BECAUSE YOU ARE REPRESENTING YOURSELF IN COURT,
YOU MUST FOLLOW COURT PROCEDURES AND REQUEST YOUR OWN
COURT DATE, IT WILL NOT BE SET FOR YOU AUTOMATICALLY.***