

## **YOUR HEARING - VERY IMPORTANT - READ THOROUGHLY**

The court records indicate that you do not have an attorney representing you. If you *do* have an attorney, you should immediately notify her/him about the hearing. The following information is very basic and is not intended to substitute for legal advice. Only a licensed attorney may provide legal advice. **DIRECTIONS FOR THE HEARING LOCATION: THE HEARING WILL TAKE PLACE AT 501 FIRST AVE, NO., ST. PETERSBURG, FL, ROOM A220. PLEASE TAKE THE ELEVATOR TO THE SECOND FLOOR AND TURN TO THE LEFT WHEN YOU EXIT THE ELEVATOR.**

### **THE MOVING/PETITIONING PARTY**

**THE MOVING PARTY (THE PERSON WHO FILED THE MOTION OR PETITION) IS REQUIRED TO BRING FOUR (4) BUSINESS SIZE ENVELOPES TO THE HEARING. YOU MUST ALSO BRING ENOUGH POSTAGE TO STAMP ALL FOUR ENVELOPES WITH THREE FIRST CLASS STAMPS EACH. AT THE HEARING YOU WILL BE TOLD HOW MUCH POSTAGE TO PUT ON THE ENVELOPES. – Note: If one party is outside the United States you will need to provide correct postage for two 2-oz. letters to the foreign destination.**

It is your responsibility to be sure the other party to your case receives a copy of your motion or petition. If you filed a petition, you must have the other party served with a copy of the petition by the sheriff in the county where he/she lives, or by a private process server. If you filed a motion, among your options for ensuring that the other party gets a copy of the motion are the following: hand delivery directly to the other party from you (not via someone else), regular mail, certified mail with return receipt, or service by the sheriff or private process server. The best proof that the other person received a copy is always a "Return of Service" that will be furnished to you if you have the person served by the sheriff or private process server. **IF, WHEN YOU GET TO THE HEARING, THE GENERAL MAGISTRATE OR HEARING OFFICER IS NOT SATISFIED THAT THE OTHER PERSON WAS SERVED IN A WAY THAT ENSURES HE/SHE HAS A COPY OF YOUR PETITION OR MOTION, YOUR HEARING WILL BE CANCELLED OR POSTPONED.** If you failed to do this, you might be able to remedy the problem by taking care of it right away as instructed above.

The other party has the same right to attend the hearing and be heard by the court as you have. You must be sure to put the other party's accurate address on the Notice of Hearing. **IF, WHEN YOU GET TO THE HEARING, THE GENERAL MAGISTRATE OR HEARING OFFICER IS NOT SATISFIED THAT THE OTHER PARTY WAS GIVEN GOOD NOTICE, THE GENERAL MAGISTRATE OR HEARING OFFICER MIGHT POSTPONE OR CANCEL YOUR HEARING.**

**DIVORCE FINAL HEARING ONLY: (1)** You must bring a FL voter's ID card or Drivers License that shows a date of issuance at least **six months before** the date you filed your petition. If you do not have one of these, you must bring a residency witness or an Affidavit from a residency witness. **FAILURE TO DO THIS WILL CAUSE THE HEARING TO BE CANCELLED. (2)** If either party is requesting the distribution of real property (real estate), you must bring the legal description of the real property.

### **THE RESPONDING PARTY**

A hearing has been scheduled in your case on a motion or petition filed by the other party to your case. You are entitled to a copy of the petition or motion that is going to be heard, so that you can prepare to respond to it at the hearing. If you did not get a copy and you do not want to delay the proceedings, you may arrange for the Clerk of the Court to mail you a copy by calling 727-464-3267. Even though you are not the person who requested the hearing, **the law may require that you file certain papers and/or take certain actions. FOR EXAMPLE, IN A DIVORCE CASE YOU MUST FILE A FULLY-COMPLETED FINANCIAL AFFIDAVIT. THE FORM IS ONLINE AT [www.flcourts.org](http://www.flcourts.org)** (Self-Help – Family Law Forms). If you have legal questions, please contact a lawyer to help you. If you need procedural direction only, the Information and Resource Center, 727-582-7200, may be able to help you. You have a right to be heard at the hearing. If you do not attend, only the moving party's side can be heard and considered. If you can't attend in person, you might be allowed to appear by telephone by calling 727-582-7559. Please call in advance to make arrangements.