

**Procedures for Motions**  
**St. Petersburg Child Support Hearing Officer**

Before the Child Support Hearing Officer can hear your case, you must first put in writing **what** you are asking the Court to do and **why**. Usually this is done in the form of a Motion.

In order to get a hearing on your motion you must:

1. Complete the attached form and file the original with the clerk of the circuit court in the county where your child support order was entered. Please keep a copy for your records. If your child support order was entered in another state or if the child(ren) live in another state, you should speak with an attorney about where to file this form.

2. Mail copies of the motion to:

Department of Revenue  
11351 Ulmerton Road, Suite 207  
Largo, Florida 33778

**AND**

Office of the Attorney General/ Child Support Enforcement  
P.O. Box 3342  
St Petersburg, FL 33731

**AND**

The other party (Custodial Parent/Relative or Non-Custodial Parent) or their attorney. Visit the clerk's office and review the court file for the other party's address.

3. Once the motion has been mailed, you must call the Office of the Child Support Hearing Officer at (727) 582-7732 for a hearing date. **No hearing will be set on your motion unless you request a hearing date from the Office of the Child Support Hearing Officer.** All hearings in St. Petersburg for child support are conducted at: **545 First Avenue N, 3rd Floor, Room 302, St. Petersburg, FL 33701.**

Additional information for self represented parties is available at [www.flcourts.org](http://www.flcourts.org). For additional assistance, please contact Pinellas County Clerk of the Circuit Court's Self Help Center at (727) 582-7941 or the Pro Se Office of the Family Law Division at (727) 582-7200.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT, IN  
AND FOR PINELLAS COUNTY, FLORIDA**

\_\_\_\_\_,  
Petitioner,  
and

CASE NO: \_\_\_\_\_

\_\_\_\_\_,  
Respondent.

**MOTION TO/FOR:** \_\_\_\_\_

\_\_\_\_\_, respectfully moves this Honorable Court to grant this  
Motion to/for \_\_\_\_\_, and as grounds therefore would show:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy hereof has been furnished by ☐ mail ☐ hand delivery ☐ personal service  
to the persons AND agencies listed below this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Other Party or his/her attorney  
Address: \_\_\_\_\_  
\_\_\_\_\_

Department of Revenue  
Attn: Child Support Enforcement  
11351 Ulmerton Road, Suite 207  
Largo, Florida 33778

Attorney General's Office  
Attn: Child Support Enforcement  
P.O. Box 3342  
St Petersburg, FL 33731

\_\_\_\_\_  
Telephone (area code and number)

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of party signing certificate and pleading  
Printed name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Telephone (area code and number)

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM THEY MUST FILL IN THE BLANKS BELOW:**

I, (name of nonlawyer) \_\_\_\_\_, a nonlawyer, located at  
(street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (phone) \_\_\_\_\_, helped  
(name) \_\_\_\_\_, who is the [check one only] \_\_\_\_ petitioner or \_\_\_\_ respondent, fill out this form