

IN THE SECOND JUDICIAL  
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 85-1

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01798  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

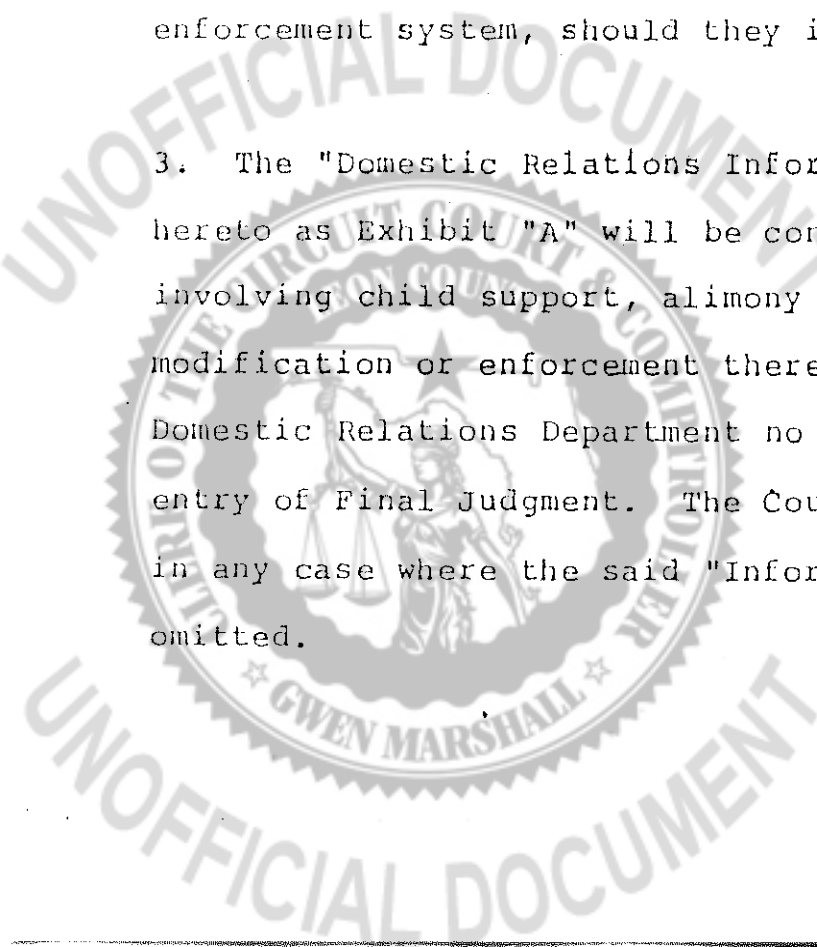
RECEIVED  
CLERK OF THE CIRCUIT COURT  
LEON COUNTY FLORIDA  
JAN 06 2003 11:36 AM '03

RE: ESTABLISHMENT OF POLICIES AND PROCEDURES FOR  
THE SECOND JUDICIAL CIRCUIT IN MATTERS OF  
CHILD SUPPORT, SEPARATE MAINTENANCE AND ALIMONY

1. Pursuant to authority conferred by Chapter 84-110, Laws of Florida and Rule 1.611(b) FRCP, each of the several Clerks of the Circuit Court in the Second Judicial Circuit are hereby designated as the central governmental depository of their respective county for receiving, recording and disbursing all support, alimony or maintenance payments which shall be ordered by the Court to be paid arising out of dissolution of marriages, separate maintenance cases pursuant to Chapter 61, Florida Statutes, or any other proceeding wherein such payments shall be ordered, including any criminal charge of willfully withholding support in violation of Section 856.04, Florida Statutes, and payments ordered pursuant to the Uniform Reciprocal Enforcement of Support Laws, Chapter 88, Florida Statutes.

2. The Clerks of the Circuit Court in each county of this Circuit are hereby designated the administrator of the enforcement system, should they individually elect to do so.

3. The "Domestic Relations Information Affidavit" attached hereto as Exhibit "A" will be considered mandatory in each case involving child support, alimony or any other proceeding seeking modification or enforcement thereof, and shall be filed with the Domestic Relations Department no later than 10 days following entry of Final Judgment. The Court may refuse to enter judgment in any case where the said "Information Affidavit" has been omitted.



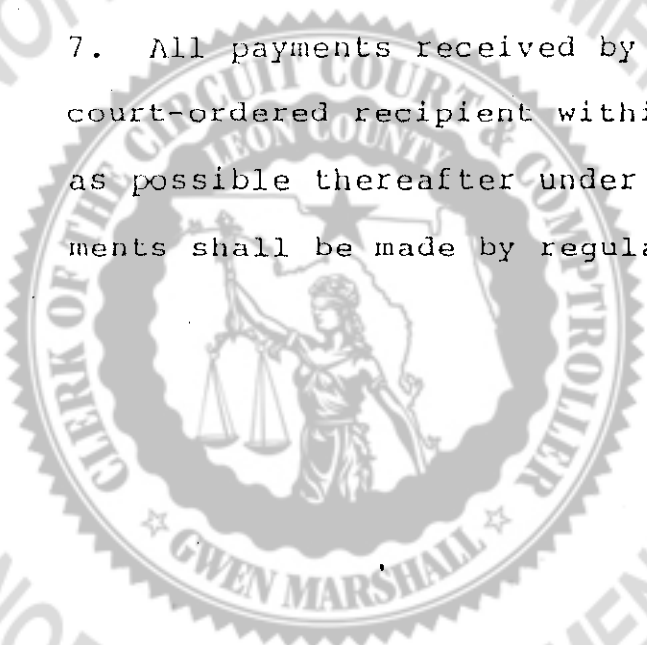
4. In every order or judgment for the payment of support alimony or maintenance, the depository shall be designated to receive and disburse such payments. The only exception shall be cases in which both parties petition the court to allow payments to be made outside of the depository. Orders and Judgments shall contain substantially the wording contained in Exhibit "B" attached. It shall be the duty of the Petitioner's attorney or if there be no counsel, the Petitioner, to furnish the Clerk's Domestic Relations Department with a copy of the Final Judgment or Order immediately following it's entry. (In Felony and Reciprocal Support cases, it shall be the duty of the State Attorney to prepare the order and furnish a copy to the Domestic Relations Department).

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01799  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

5. Payment schedules shall be either weekly, bi-weekly (each 2 weeks), semi-monthly (twice a month) or monthly. All payments made to the Clerk shall be by cash, money order, certified check or cashier's check. The Clerk, however, shall accept checks from governmental agencies when said checks are made specifically for the payment of child support.

6. All payments received by the Clerk shall be deposited in a special account or fund, out of which the expenses of the administration of the depository shall be paid, except that any Clerk operating as a budget officer shall comply with Florida Statutes in this respect.

7. All payments received by the Clerk shall be mailed to the court-ordered recipient within 24 hours after receipt or as soon as possible thereafter under normal operating procedures. Payments shall be made by regular mail.



UNOFFICIAL DOCUMENT

8. For each payment received pursuant to any order of judgment as set forth in paragraph 4, the Clerk shall, in addition to the support or alimony payment, receive a fee of 3% of the payment. The fee however, shall not exceed \$10.00 for each regularly ordered periodic payment. In any instance where it will be impractical for a Clerk to take a true 3% fee, he shall receive the fee amount to the nearest 1/20th of a dollar. Any payment made to the Clerk for less than the full payment shall be deemed delinquent and the Clerk shall deduct his designated fee from the payment rendered and he shall make payment of the remainder delinquent sum to the court-ordered recipient.

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01800  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

9. For any payment that is late more than 30 days (if a monthly payment) or 2 payments (if weekly, bi-weekly or semi-monthly), the Clerk shall immediately issue a Notice to Appear to the delinquent party by certified mail, with copies sent by regular mail to all interested parties. Such Notices to Appear shall be substantially as set forth in Exhibits C-1, C-2 and C-3. Delinquent parties to whom notices have been sent three times in a 12-month period shall be mandatorily summoned into Court, regardless of whether or not they purge themselves by making up-to-date payment prior to their scheduled court appearance date.

10. Persons found to be delinquent in their payment shall be assessed an additional fee for their delinquency. The fee shall be as follows:

\$ 5.00 against a party determined to be delinquent, but on whom Sheriff's service has not been attempted.

\$15.00 against a party determined delinquent, and upon whom Sheriff's Service has been attempted.

11. Should it become apparent to any Clerk that neither party to the action remains a resident of the county, the Clerk shall notify the court of this fact and the court shall enter an order transferring the case to the proper jurisdiction.

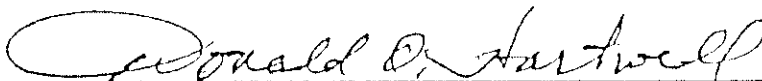
12. In the event that no payments have been made in a case for a period of one year, the Clerk shall purge the case from the active files and place it on inactive status until further notice of the court.

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01801  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

13. This administrative Order supersedes all prior orders relating to child support and shall take effect January 1st, 1985.

DONE AND ORDERED in Chambers at Tallahassee, Florida, this

4<sup>th</sup> day of January, 1985.



DONALD O. HARTWELL  
CHIEF JUDGE

Copies: All Judges  
All Clerks  
State Attorney  
Tallahassee Bar  
Jefferson County Bar  
Gadsden County Bar  
Health & Rehabilitative Services, State of Florida

UNOFFICIAL DOCUMENT



UNOFFICIAL DOCUMENT

IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA  
IN AND FOR LEON COUNTY

DOMESTIC RELATIONS INFORMATION AFFIDAVIT

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01802  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

RESPONDENT

DATE: \_\_\_\_\_, 19 \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

NAME OF RESPONDENT \_\_\_\_\_  
FIRST MIDDLE LAST

HOME ADDRESS: \_\_\_\_\_

WORKING ADDRESS: \_\_\_\_\_

EMPLOYMENT: (PRESENT \_\_\_\_\_, LAST KNOWN \_\_\_\_\_) \_\_\_\_\_  
NAME OF EMPLOYER

ADDRESS OF EMPLOYER \_\_\_\_\_

PHONE NUMBER OF EMPLOYER: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ ( \_\_\_\_\_ )  
AGE

COMPLEXION: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

HAIR COLOR: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ FT. \_\_\_\_\_ INCHES WEIGHT \_\_\_\_\_

EYE COLOR: \_\_\_\_\_

HAIR: \_\_\_\_\_

RACE: \_\_\_\_\_

SCARF AND/OR BEARD \_\_\_\_\_

PHYSICAL DEFECTS:  
(MISSING FINGERS, TATOOS, SCARS)

ANY OTHER IDENTIFYING MARKS: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

ATTACH CURRENT PHOTOGRAPH (IF AVAILABLE)

PLEASE LIST ANY ALIAS OR NICKNAMES: \_\_\_\_\_

PLEASE LIST PARENTS NAMES AND CURRENT ADDRESS: \_\_\_\_\_

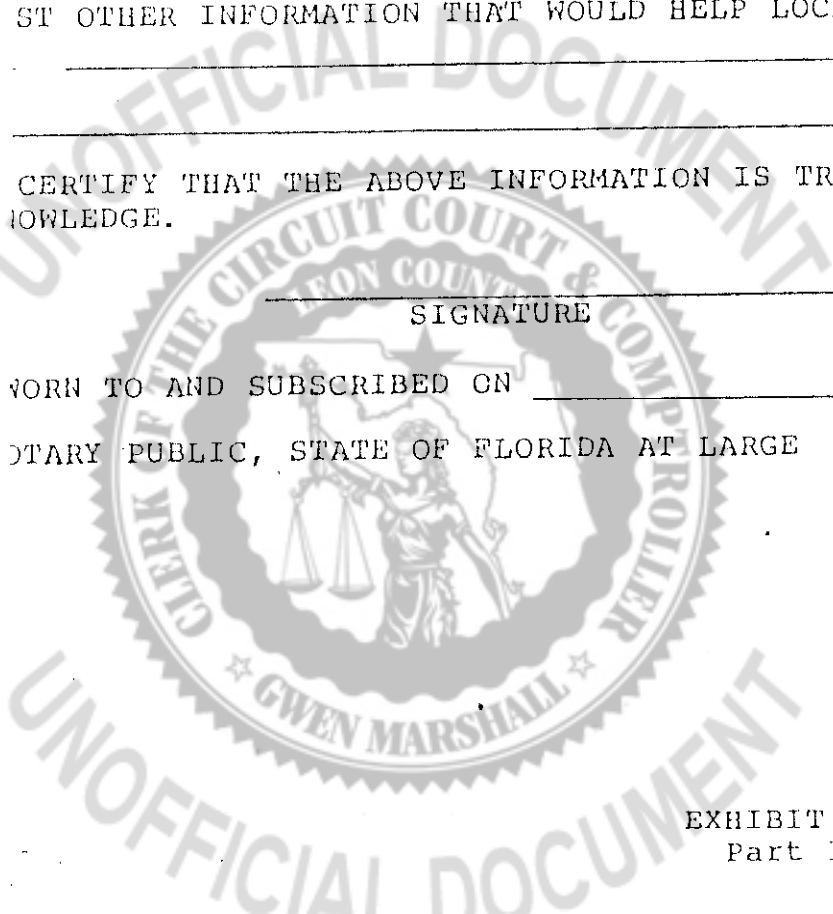
LIST OTHER INFORMATION THAT WOULD HELP LOCATE OR IDENTIFY OPPOSING PARTY: \_\_\_\_\_

CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE DATE

WITNESSED AND SUBSCRIBED ON \_\_\_\_\_, 19 \_\_\_\_\_.

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE MY COMMISSION EXPIRES: \_\_\_\_\_



IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA

IN AND FOR LEON COUNTY

DOMESTIC RELATIONS INFORMATION AFFIDAVIT

PLAINTIFF

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01803  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

DATE: \_\_\_\_\_, 19\_\_\_\_ CASE NUMBER: \_\_\_\_\_

NAME OF PLAINTIFF \_\_\_\_\_  
FIRST MIDDLE LAST

HOME ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

EMPLOYMENT: (PRESENT \_\_\_\_\_, LAST KNOWN \_\_\_\_\_) \_\_\_\_\_  
NAME OF EMPLOYER

ADDRESS OF EMPLOYER \_\_\_\_\_

TELEPHONE NUMBER OF EMPLOYER: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
AGE COMPLEXION: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ FT. \_\_\_\_\_ INCHES WEIGHT \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

SKIN TONE: \_\_\_\_\_ RACE: \_\_\_\_\_

MUSTACHE AND/OR BEARD \_\_\_\_\_ PHYSICAL DEFECTS: \_\_\_\_\_  
(MISSING FINGERS, TATOOS, SCARS)

ANY OTHER IDENTIFYING MARKS: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

ATTACH CURRENT PHOTOGRAPH (IF AVAILABLE) \_\_\_\_\_

PLEASE LIST ANY ALIAS OR NICKNAMES: \_\_\_\_\_

PLEASE LIST PARENTS NAMES AND CURRENT ADDRESS: \_\_\_\_\_

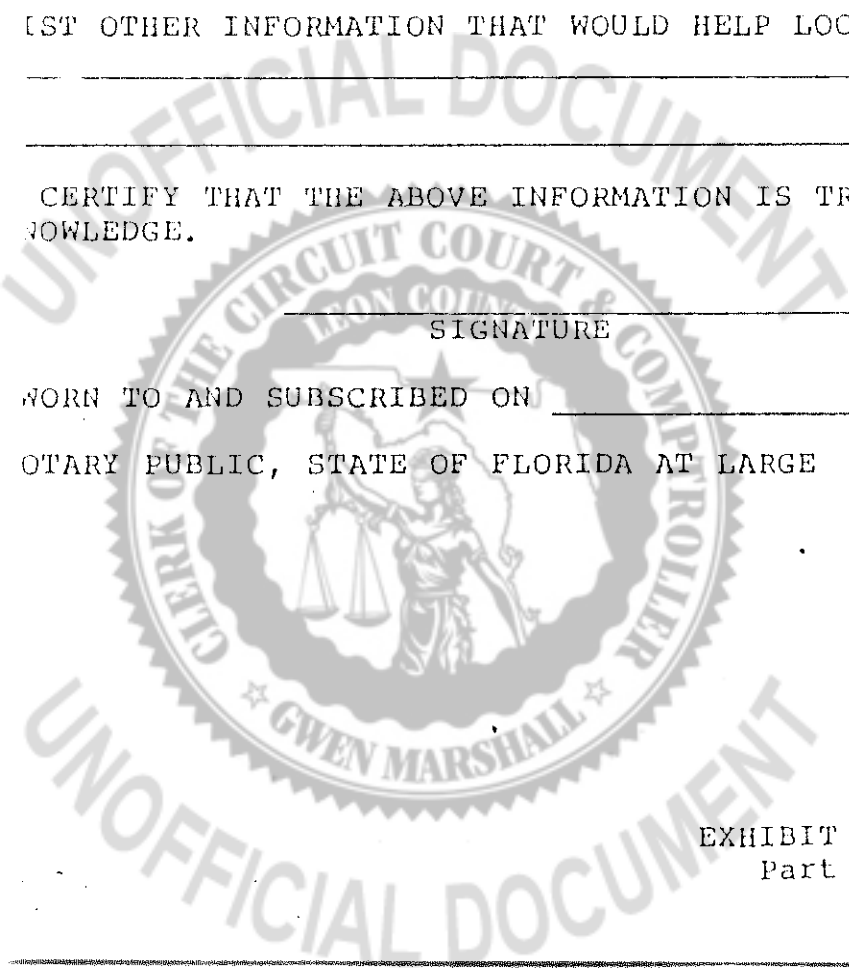
LIST OTHER INFORMATION THAT WOULD HELP LOCATE OR IDENTIFY OPPOSING PARTY: \_\_\_\_\_

CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE DATE

SWORN TO AND SUBSCRIBED ON \_\_\_\_\_, 19\_\_\_\_.

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE MY COMMISSION EXPIRES: \_\_\_\_\_



That the \_\_\_\_\_ (1) pay to the \_\_\_\_\_ (2)  
 the sum of \$ \_\_\_\_\_ (A) per \_\_\_\_\_ (3) for  
 the support of their minor children:

NAMES

BIRTHDATES

Child support payments shall continue until the youngest of said minor children reaches age 18 years, marries, becomes self supporting, or until further order of the court.

That the \_\_\_\_\_ (1) pay to the \_\_\_\_\_ (2)  
 the sum of \$ \_\_\_\_\_ (B) per \_\_\_\_\_ (3) as  
 alimony until \_\_\_\_\_ or further order of  
 this court.

Each domestic support payment shall include the statutory 3% fee, but will not exceed \$10.00 per payment. The fee is \$ \_\_\_\_\_ (C).

The first payment totaling \$ \_\_\_\_\_ (D) shall be made on \_\_\_\_\_ (3) and shall continue each and every \_\_\_\_\_ thereafter, as ordered by the Court.

Each payment shall be made to the Domestic Relations Department of the Clerk of the Circuit Court of this county and by it disbursed.

The statutory fee shall be deducted from each payment by the Clerk. Each payment shall be made in U.S. currency, money order, cashier's check, or certified check. No credit will be given by the court for payments made directly to the person to whom payments are directed. Money orders and checks shall be made payable to the Clerk of Circuit Court, and if mailed, shall be addressed as follows:

In Gadsden County:

Domestic Relations Department  
 Clerk of Circuit Court  
 P. O. Box 231  
 Quincy, Florida 32351

In Jefferson County:

Domestic Relations Department  
 Clerk of Circuit Court  
 Jefferson County Courthouse - Room 10  
 Monticello, Florida 32344

In Leon County:

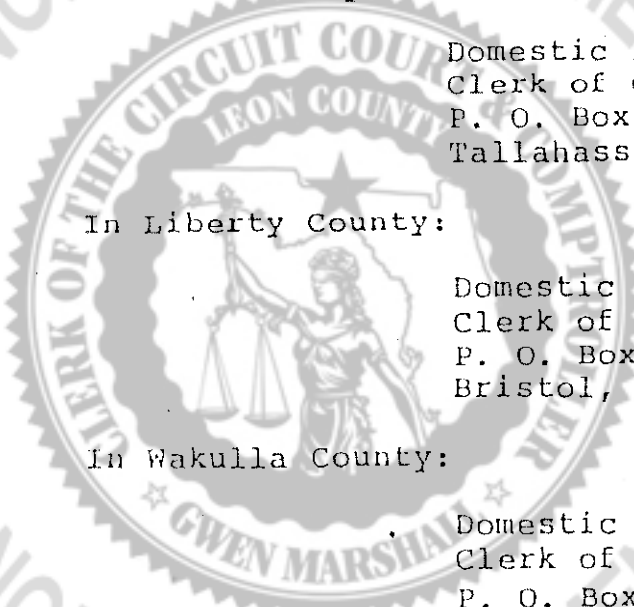
Domestic Relations Department  
 Clerk of Circuit Court  
 P. O. Box 11336  
 Tallahassee, Florida 32302

In Liberty County:

Domestic Relations Department  
 Clerk of Circuit Court  
 P. O. Box 398  
 Bristol, Florida 32321

In Wakulla County:

Domestic Relations Department  
 Clerk of Circuit Court  
 P. O. Box 337  
 Crawfordville, Florida 32327



UNOFFICIAL DOCUMENT

In Franklin County:

Domestic Relations Department  
Clerk of Circuit Court  
P. O. Box 340  
Apalachicola, Florida 32320

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01805  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

Payments made by mail shall be identified by the payor's name, address, and case number. When the Domestic Relations Department assigns an account number it will then be used to identify all payments.

It has been represented to the court that the parties present mailing addresses, dates of birth, social security numbers and current employers are:

	<u>WIFE</u>	<u>HUSBAND</u>
Address:		
DOB		
SS#		
Current Employer:		

That both parties shall, effective immediately, keep the Domestic Relations Department of the court advised in writing of any change of the above information until such time as they have fully complied with each and every condition of this judgment, and should either of them fail to do so, an order for their arrest may be issued without notice, and proper punishment imposed.

NOTE: (Blanks as indicated should be completed as follows:)

- (1) Husband, Wife, Father, Mother
- (2) Wife, Husband, Mother, Father
- (3) Weekly, Biweekly, Semimonthly, Monthly
- (A) Periodic Child Support Amount
- (B) Periodic Alimony Amount
- (C) Collection Fee
- (D) Total of A + B + C

ALL ORDERS SHOULD CONTAIN ONLY ONE PERIODIC PAYMENT SCHEDULE.



EXHIBIT "B"



R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01806  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

IN THE CIRCUIT COURT OF THE  
SECOND JUDICIAL CIRCUIT, IN  
AND FOR LEON COUNTY, FLORIDA

DOMESTIC RELATIONS DEPT.

CASE NO. \_\_\_\_\_

VS

Delinquency Amount \_\_\_\_\_  
Court Date \_\_\_\_\_  
Time \_\_\_\_\_  
Courtroom # \_\_\_\_\_  
Judge Presiding \_\_\_\_\_

NOTICE TO APPEAR

TO:

It appears of record that you have failed to make child support (and/or alimony) payments as directed by the Court and that you are currently delinquent in these payments in the amount shown above.

You are hereby summoned to appear before the court at the time and place shown above to SHOW CAUSE why you should not be held in contempt of court for your failure to make said payments.

Court appearance may be avoided if you pay the above amount through the DOMESTIC RELATIONS DEPARTMENT, together with ALL PAYMENTS that may be due before the time and date scheduled for your appearance.

If you wish to contest the delinquency amount, it is suggested that you bring with you any items of proof that can be submitted in your behalf to the court, such as cancelled checks, receipts, doctor's statements, etc. IF YOU ARE ADJUDGED TO BE IN CONTEMPT, YOU MAY BE IMPRISONED AND/OR ASSESSED A FINE AND COSTS.

SHOULD YOU FAIL TO APPEAR OR FAIL TO MAKE FULL PAYMENT BEFORE THE HEARING, AN ORDER FOR YOUR ARREST MAY BE ENTERED BY THE COURT.

CLERK OF CIRCUIT COURT

BY: \_\_\_\_\_  
Deputy Clerk

CERTIFICATE OF MAILING

I certify that a copy of the above was served on the Petitioner and Respondent by U.S. Mail on \_\_\_\_\_, 19\_\_

\_\_\_\_\_  
Deputy Clerk

Form 1

PAYOR COPY

EXHIBIT "C"-1

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01807  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

IN THE CIRCUIT COURT OF THE  
SECOND JUDICIAL CIRCUIT, IN  
AND FOR LEON COUNTY, FLORIDA

DOMESTIC RELATIONS DEPT.

CASE NO. \_\_\_\_\_

Delinquency Amount \_\_\_\_\_  
Court Date \_\_\_\_\_  
Time \_\_\_\_\_  
Courtroom # \_\_\_\_\_  
Judge Presiding \_\_\_\_\_

VS

NOTICE TO APPEAR

TO:

It appears of record that you have failed to make child support (and/or alimony) payments as directed by the Court and that you are currently delinquent in these payments in the amount shown above. It further appears that three or more Notices to Appear have been entered against you in the past 12 months.

You are hereby summoned to appear before the court at the time and place shown above to SHOW CAUSE why you should not be held in contempt of court for your failure to make said payments. YOU MUST APPEAR BEFORE THE COURT EVEN IF YOU HAVE MADE ALL PAYMENTS THAT ARE DUE AND OWING PRIOR TO THE COURT DATE, SHOULD YOU FAIL TO APPEAR, AN ORDER FOR YOUR ARREST MAY BE ENTERED BY THE COURT.

If you wish to contest the delinquency amount, it is suggested that you bring with you any items of proof that can be submitted in your behalf to the court, such as cancelled checks, receipts, doctor's statements, etc. IF YOU ARE ADJUDGED TO BE IN CONTEMPT, YOU MAY BE IMPRISONED AND/OR ASSESSED A FINE AND COSTS.

CLERK OF CIRCUIT COURT'

BY: \_\_\_\_\_  
Deputy Clerk

CERTIFICATE OF MAILING

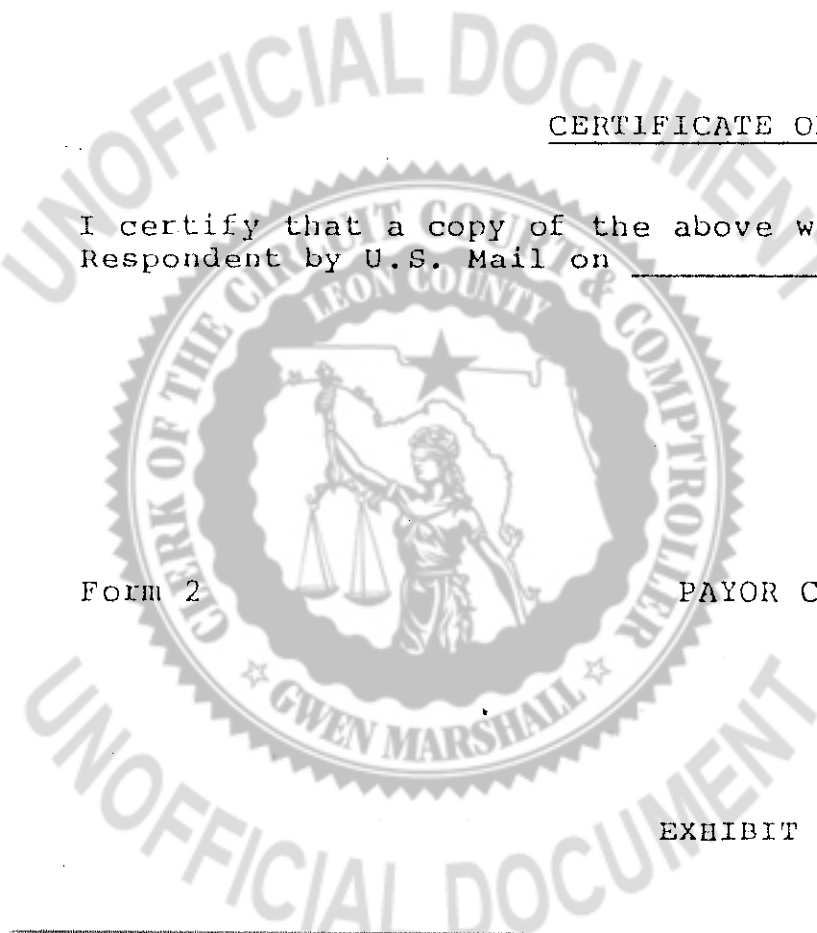
I certify that a copy of the above was served on the Petitioner and Respondent by U.S. Mail on \_\_\_\_\_, 19\_\_

\_\_\_\_\_  
Deputy Clerk

Form 2

PAYOR COPY

EXHIBIT "C"-2



SECOND JUDICIAL CIRCUIT, IN  
AND FOR LEON COUNTY, FLORIDA

DOMESTIC RELATIONS DEPT.

CASE NO. \_\_\_\_\_

Delinquency Amount
Court Date
Time
Courtroom #
Judge Presiding

R20030001359  
RECORDED IN  
PUBLIC RECORDS LEON CNTY FL  
BK: R2791 PG: 01808  
JAN 06 2003 03:51 PM  
BOB INZER, CLERK OF COURTS

VS

NOTICE OF OUT-OF-STATE  
ENFORCEMENT OFFICER

TO:

The defendant in the above-styled cause has failed to keep current his child support (and/or alimony) payments to this office. The amount of the arrearage is as stated above.

Your cooperation is requested with reference to enforcement in this matter.

CLERK OF CIRCUIT COURT

BY: \_\_\_\_\_  
Deputy Clerk

CERTIFICATE OF MAILING

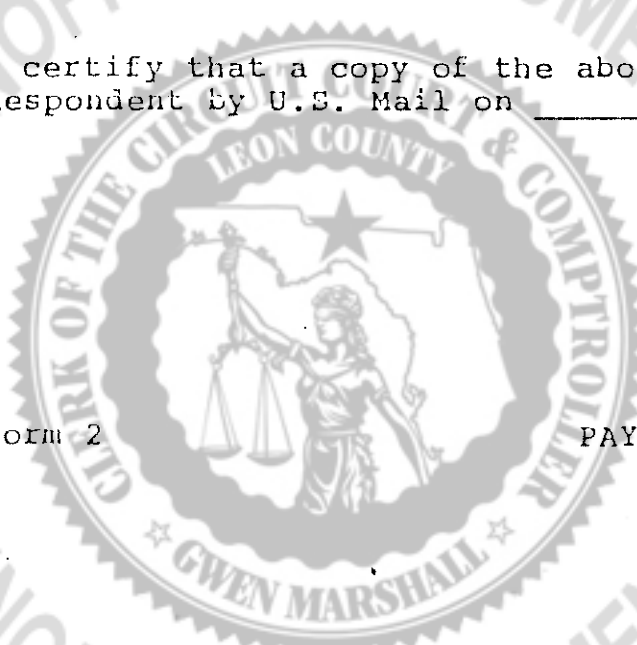
I certify that a copy of the above was served on the Petitioner and Respondent by U.S. Mail on \_\_\_\_\_, 19\_\_

\_\_\_\_\_  
Deputy Clerk

Form 2

PAYOR COPY

EXHIBIT "C"-3



UNOFFICIAL DOCUMENT