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

FILED
DEC 4 11 53 AM '85
CLERK OF CIRCUIT COURT
LEON COUNTY, FLA.

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.

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LEON COUNTY, FLORIDA
GWEN MARSHALL
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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 substantually 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).

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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.

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LEON COUNTY
GWEN MARSHALL
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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.

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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 substantually 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.

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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.

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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 4th day of January, 1985.

Donald O. Hartwell

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

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CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
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IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA

IN AND FOR LEON COUNTY

DOMESTIC RELATIONS INFORMATION AFFIDAVIT

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

RESPONDENT

E:_____, 19_____ CASE NUMBER:_____

E OF RESPONDENT_____
FIRST MIDDLE LAST

E ADDRESS:_____

LING ADDRESS:_____

LOYMENT: (PRESENT_____, LAST KNOWN_____)_____
NAME OF EMPLOYER

_____
ADDRESS OF EMPLOYER

EPHONE NUMBER OF EMPLOYER:_____

THDATE:_____(_____) COMPLEXION:_____
AGE

IAL SECURITY NUMBER:_____ HAIR COLOR:_____

IGHT: _____FT._____INCHES WEIGHT_____ EYE COLOR:_____

LD:_____ RACE:_____

STACHE AND/OR BEARD_____ PHYSICAL DEFECTS:_____
(MISSING FINGERS,TATOOS,SCARS)

OTHER IDENTIFYING MARKS:_____

IVER'S LICENSE NUMBER:_____

TACH CURRENT PHOTOGRAPH (IF AVAILABLE)

EASE LIST ANY ALIAS OR NICKNAMES:_____

EASE LIST PARENTS NAMES AND CURRENT ADDRESS:_____

_____

ST OTHER INFORMATION THAT WOULD HELP LOCATE OR IDENTIFY OPPOSING PARTY:

_____

_____

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

_____, _____
SIGNATURE DATE

ORN TO AND SUBSCRIBED ON _____, 19_____.

OTARY PUBLIC, STATE OF FLORIDA AT LARGE MY COMMISSION EXPIRES:_____

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
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EXHIBIT "A"
Part II

IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT OF FLORIDA

IN AND FOR LEON COUNTY

DOMESTIC RELATIONS INFORMATION AFFIDAVIT

R20030001359
RECORDED IN
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BK: R2791 PG: 01803
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BOB INZER, CLERK OF COURTS

PLAINTIFF

TE: _____, 19_____ CASE NUMBER: _____

ME OF PLAINTIFF _____
FIRST MIDDLE LAST

ME ADDRESS: _____

ILING ADDRESS: _____

PLOYMENT: (PRESENT_____, LAST KNOWN_____) _____
NAME OF EMPLOYER

_____
ADDRESS OF EMPLOYER

LEPHONE NUMBER OF EMPLOYER: _____

R..DATE: _____(_____) COMPLEXION: _____
AGE

CIAL SECURITY NUMBER: _____ HAIR COLOR: _____

IGHT: _____FT._____INCHES WEIGHT_____ EYE COLOR: _____

ILD: _____ RACE: _____

STACHE AND/OR BEARD_____ PHYSICAL DEFECTS: _____
(MISSING FINGERS,TATOOS,SCARS)

Y OTHER IDENTIFYING MARKS: _____

RIVER'S LICENSE NUMBER: _____

TACH CURRENT PHOTOGRAPH (IF AVAILABLE)

LEASE LIST ANY ALIAS OR NICKNAMES: _____

LEASE LIST PARENTS NAMES AND CURRENT ADDRESS: _____

_____

IST OTHER INFORMATION THAT WOULD HELP LOCATE OR IDENTIFY OPPOSING PARTY:

_____

_____

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

_____, _____
SIGNATURE DATE

WORN TO AND SUBSCRIBED ON _____, 19_____.

OTARY PUBLIC, STATE OF FLORIDA AT LARGE MY COMMISSION EXPIRES: _____

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
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EXHIBIT "A"
Part I

WORDING TO BE CONTAINED IN COURT ORDERS

R20030001359
RECORDED IN
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BOB INZER, CLERK OF COURTS

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 _____ and shall continue each and every _____(3)_____ 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

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CLERK OF THE CIRCUIT COURT LEON COUNTY FLORIDA COMPTROLLER GWEN MARSHALL
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In Franklin County:

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

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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 currect employers are:

	WIFE	HUSBAND
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.

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CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
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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

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT COMPTROLLER
GWEN MARSHALL
UNOFFICIAL DOCUMENT

R200030001359
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. _____

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. 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

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
UNOFFICIAL DOCUMENT

SECOND JUDICIAL CIRCUIT, IN AND FOR LEON COUNTY, FLORIDA

DOMESTIC RELATIONS DEPT.

CASE NO. _____

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

VS

Delinquency Amount
Court Date
Time
Courtroom #
Judge Presiding

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

UNOFFICIAL DOCUMENT
CLERK OF THE CIRCUIT COURT & COMPTROLLER
LEON COUNTY
GWEN MARSHALL
UNOFFICIAL DOCUMENT