INSTRUCTIONS FOR COMPLETING PETITION TO CONTEST NOTICE OF DELINQUENCY AND INTENT TO SUSPEND DRIVER'S LICENSE AND/OR VEHICLE REGISTRATION

For Child Support Enforcement (Department of Revenue) Proceedings
§ 61.13016, Florida Statutes

Important: Use this petition ONLY if you have received a notice of delinquency and intent to suspend driver's license and/or vehicle registration AND you are filing the petition to contest the notice LESS THAN 20 DAYS from the mailing date that appears on the notice.

Please read all of the instructions carefully before completing the petition.

1. This petition is to be used when a person who is obligated to pay child support (the obligor) has received a **notice of delinquency and intent to suspend driver's license and/or vehicle registration** and wants to contest the notice**.** The notice usually comes from the Department of Revenue, but the notice also may come from another agency or an attorney.

2. Use this petition ONLY if you have received a notice of delinquency and intent to suspend driver's license and/or vehicle registration AND you are filing the petition less than 20 days from the mailing date that appears on the notice.

3 **THIS IS A TIME SENSITIVE PETITION.** You have **20 days** from the mailing date that appears on the notice to pay the amount of the delinquency in full, **or** enter into a written agreement for payment of the delinquency, **or** file this petition contesting the notice. If you do not take one of these actions within the 20 days, procedures to suspend of your driver's license will go into effect. **If you received a notice MORE THAN 20 DAYS AGO, filing this petition WILL NOT STOP the suspension of your driver's license and/or vehicle registration.**

4. Filing this petition to contest the notice within the 20 days will postpone procedures for suspension of your driver's license and/or vehicle registration until the court enters an order that resolves the matter. The **original petition** must be filed in the family division of the Clerk of the Circuit Court in the county in which this case is located. You **MUST ATTACH A COPY OF THE NOTICE to the original petition for filing with the Clerk and pay the required fee for copies.** You will need to make **two more copies of the filed notice that you must attach to copies of the petition** that must be served on the Department of Revenue and the other party in this case. Keep the **original notice** for your records.

5. Section 1. You MUST enter the mailing date that appears on the notice of delinquency and intent to suspend driver's license and/or vehicle registration.

6. Section 2. You may contest the notice of delinquency based on one or more of the following grounds that may apply to your situation:

    a. There is a mistake, and you are not delinquent.
    b. There is a mistake, and the amount of delinquency is more than you owe.
    c. There is a mistake, and you are not the person who owes support.
    d. You agree that you are delinquent in the amount stated but you cannot afford to pay the total amount of the delinquency.

    You MUST date and sign the petition AND provide your email address, street address or post office box number, and telephone number.

7. Section 3. Select which type of service you will use to deliver copies of the petition and copies of the notice to the other party and to the Department of Revenue. To deliver (serve) these documents, you may mail them, or fax and mail them, or hand deliver them.

You MUST provide the name and address of the other party in the case. You also MUST provide the address of the local Department of Revenue Child Support Enforcement Office. **See the Instructions for Service on Department of Revenue below for the address and location of the correct Child Support Enforcement Office.**

You MUST date and sign the Certificate of Service AND provide your Email address, street address or post office box number, and telephone number.

Next you MUST **attach a copy of the notice to a copy of the petition and serve both documents on the other party in this case using the type of service you have selected**.

You also MUST **attach a copy of the notice to a copy of the petition and then serve both documents on the Department of Revenue Child Support Enforcement Office at the address/location of the local office using the type of service you have selected.**

8. Section 4. A person who is not a lawyer is called a nonlawyer. If a nonlawyer helped you fill out this petition, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a) before he or she helps you. A nonlawyer helping you fill out this form **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

INSTRUCTIONS FOR SERVICE ON DEPARTMENT OF REVENUE

If your case is located in:	**The mailing address is:**
INDIAN RIVER COUNTY, OKEECHOBEE COUNTY, MARTIN COUNTY & ST. LUCIE COUNTY	Department of Revenue Child Support Enforcement 337 North US Highway 1, Suite C Ft. Pierce, FL 34950-4255