

FILING YOUR (JOINT) MOTION TO TERMINATE CHILD SUPPORT PAPERWORK

Please follow the steps below to ensure that you file correctly:

FIRST:

- a. Complete the **Joint Motion to Terminate Child Support or Motion to Terminate Child Support** in black ink or type it. The petitioner in the Child Support case will also be the petitioner in the **(Joint) Motion** and you will use the same Case Number.
- b. Both parties sign the **(Joint) Motion** in front of a Notary Public.
- c. Fill out the **Order Terminating Child Support** with the names, case number and addresses only. The judge's office will fill out the rest.
- d. The petitioner should also fill out and file the Notice that Case is at Issue by following the instructions entitled *Requesting a Hearing in a Family Court Case in Alachua County, Florida. For more information regarding procedure in the regional counties, please contact the Regional Pro Se Case Manager by phone at (352) 374-3665 or by e-mail at danaherk@circuit8.org.*
- e. Provide evidence or proof for terminating child support (birth certificate, marriage license, etc.).

SECOND:

Make **2*** complete copies of **all** of your paperwork (including evidence). Do not copy the instruction sheets.

ONE is for **YOU**.

ONE is for the **OTHER PARTY**.

* If your case involves the Department of Revenue, Division of Child Support Enforcement, you will also need to make a copy of all forms and send the copy to Florida Department of Revenue, Division of Child Support Enforcement, 5719 NW 13th Street, Gainesville, FL 32653-2130. *For more information regarding procedure in the regional counties, please contact the Regional Pro Se Case Manager at the contact information provided above.*

THIRD:

Take your **ORIGINAL** documents (without instruction sheets) to the **CLERK OF THE COURT, Civil Division, of the county where your case is pending** and tell them you want to **FILE** a motion.

You may also submit documents by mail to the Clerk of Court of the County where your case is pending. Mailing addresses for the Clerk of Court of each county within the Eighth Judicial Circuit can be found at www.circuit8.org

Remember: Originals must always be filed in your Court file. When you file an original document, you should keep a copy for your records and certify in writing that you either mailed or hand-delivered a copy to the other party and to DOR, if applicable.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PRO SE HELP CENTER FOR ALACHUA COUNTY CASES AT (352) 548-3781, OR THE REGIONAL PRO SE CASE MANGER FOR REGIONAL COUNTY CASES AT (352) 374-3665 OR AT DANAHERK@CIRCUIT8.ORG.

IN THE CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

CASE NO.:
DIVISION:

Petitioner,

and

Respondent.

_____/

MOTION TO TERMINATE CHILD SUPPORT

The petitioner/respondent (circle one) _____, files this Motion to Terminate Child Support for the following child, _____, and states (**check all that apply**):

- The child has reached the age of majority.
- The child has reached the age of majority and does not intend to graduate from high school before reaching the age of nineteen.
- The child has been emancipated (i.e. married).
- The child has been legally adopted.
- The child is deceased.
- Child is self-supporting.

WHEREFORE, the Petitioner, _____, asks the Court:

To enter an order terminating child support.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing Motion to Terminate Child Support was ___ Mailed, ___ Hand delivered to:

List the other party in this case or their attorney.

Name: _____

Address: _____

on this ___ day of _____, 20__.

Petitioner's signature

Petitioner's address: