

DIRECTIONS FOR MOTION TO REDUCE PARENTING EDUCATION CLASS FEE

1. Fill out the **Motion to Reduce fee for Mandated Parenting Education Class**. You must fill out the Certificate of Service which is where you are stating that you will be mailing or hand delivering a copy to the other party in your case. You must include the names and addresses for all other parties to the case on the lines provided. *You do not have to get your signature notarized.*
2. Make **two** photocopies of the **Motion to Reduce Fee**. Mail or hand deliver one of the photocopies to the other party in your case.
3. Fill out the **Order Reducing Fee for Mandated Parenting Education Class**. Be sure to fill in all the blanks (except for the date and judge's signature). You must fill in the certificate of service with the names and addresses of all parties to your case.
4. Make **two** photocopies of the **Order Reducing Fee for Mandated Parenting Education Class** after you have filled out the upper portion. Prepare two envelopes with stamps and address one to yourself and one to the other party in your case. If you are unable to locate the other party in the case and you do not have their address you will only need one copy and one envelope addressed to yourself. If you have provided the court with an e-mail address, you need not provide a copy and envelope to receive a copy, as it will be e-mailed to you. You need not provide a copy or envelope for any party that has provided the court with an e-mail address.
5. Hand Deliver or Mail the original **Motion to Reduce Fee** to the **Clerk of Court of the county where your case is pending**. The address for the Clerk of Court of each county within the Eighth Judicial Circuit can be found at www.circuit8.org.
6. Hand Deliver or Mail to the Judge assigned to your case:
 - ____ A copy of the **Motion to Reduce Fee**...
 - ____ the original **Order Reducing Fee**...
 - ____ two photocopies of the **Order**... *
 - ____ two addressed stamped envelopes to yourself and the other party.*

* See #4. Copies and envelopes need not be provided for those who have provided e-mail addresses.

7. Wait a few days to receive your signed copy of the **Order Reducing Fee**. Show a copy of the signed order to the staff at the parenting class to prove that you only have to pay the \$5.00 fee instead of the \$40.00 fee.

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 MANAGER FOR REGIONAL COUNTY CASES AT (352) 374-3665 OR AT DANAHERK@CIRCUIT8.ORG. YOU COULD ALSO CONTACT SOMEONE AT THE PARENTING CLASS YOU HAVE SELECTED.

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

CASE NO:
DIVISION:

Petitioner,
vs.

Respondent.

_____/

MOTION TO REDUCE FEE FOR MANDATED PARENTING EDUCATION CLASS

COMES NOW the Petitioner/Respondent, _____,
(Your Name) and moves the court as follows:

1. Pursuant to Eighth Judicial Circuit Administrative Order No. 5.05, the undersigned is required to attend a Parenting Education class. The fee for this class is \$40.00.
2. The undersigned is indigent, as evidenced by the Clerk's Certificate of Indigency issued for the signer of this document in this case.
3. Payment of the entire fee will be a hardship on the below signer. The organizers of this class will reduce the fee to \$5.00 if the court so directs.

Signature of Petitioner

CERTIFICATE OF SERVICE

I certify that a true and correct copy of the forgoing instrument was furnished by o U. S. Mail or by o email on _____ to: _____
(Date) (Name and address of other party to case)

_____.

Signature

Address

Telephone Number

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

Petitioner,

CASE NO:
DIVISION:

and

Respondent.

_____ /

ORDER REDUCING FEE FOR MANDATED PARENTING EDUCATION CLASS

THIS ACTION came before the Court for review of the Motion for Reduction of Fee for Mandated Parenting Education Class filed by _____.
(Your Name)

This Court finds that _____,
(Your Name)

is indigent and unable to pay the required fee of \$40.00 without creating a hardship.

ACCORDINGLY, it is ADJUDGED that the fee is reduced to \$5.00.

DONE and ORDERED in _____ County, Florida on this _____ day of _____, 20____.

Circuit Judge

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing Order Reducing Fee for Mandated Parenting Education Class has been furnished by U.S. Mail or e-mail on _____ (date) to:

(Names and addresses of other parties to case)

Judicial Assistant