

INSTRUCTIONS TO THE PARTY REQUESTING
CREDIT FOR DIRECT PAYMENTS

OBLIGOR: Person ordered to make payments

OBLIGEE: Person receiving payments

If payments have been made directly to obligee, the Clerk cannot adjust the payment record without approval from the Court. If you wish to receive credit for payments made directly to obligee, you must motion the Court.

Enclosed are three forms:

LAW 421 MOTION FOR CREDIT FOR DIRECT PAYMENTS

LAW 422 AFFIDAVIT REGARDING DIRECT PAYMENTS

LAW 423 ORDER GRANTING MOTION FOR CREDIT FOR DIRECT PAYMENTS

1. Complete the Motion for Credit for Direct Payments (Motion). A sample form is included for your assistance.
2. If the obligee is willing to complete and sign the Affidavit Regarding Direct Payments (Affidavit), the process will proceed quicker. If the other party is unwilling to sign the Affidavit, you may complete and sign it. You must attach copies of cancelled checks, receipts, or some documentation to support your Motion. A sample form is included for your assistance.

NOTE: YOU MUST FILE THE MOTION AND THE AFFIDAVIT TOGETHER.

3. Complete the top portion of the Order Granting Motion for Credit for Direct Payments (Order).
4. Return to this office:
 - a. the completed Motion
 - b. the completed Affidavit and attachments
 - c. the proposed Order and two copies of the proposed Order
 - d. a stamped, addressed envelope for you and the other party
5. If both parties agree to the credit, your Motion will be forwarded to the Court without a hearing. However, if the Obligee has received any Aid to Families with Dependent Children (AFDC) monies, the Clerk will schedule a hearing and all parties will be notified.
6. Upon receipt of an Order Granting Motion for Credit for Direct Payments, the Clerk will adjust your case.
7. If you have any questions, please contact the Child Support Department at 637-5413, option 2.

CLERK OF COURT: P. O. Box 219, Titusville, FL 32781-0219

TITUSVILLE - North Brevard Government Complex - 400 South Street, 2nd Floor, West

VIERA - Moore Justice Center - 2825 Judge Fran Jamieson Way

MELBOURNE - 51 S. Nieman Avenue

Law 631 / 20190430

**IN THE CIRCUIT COURT, EIGHTEENTH JUDICIAL
BREVARD COUNTY, FLORIDA**

DIVISION: FAMILY

CASE CASE
CASE NUMBER: 05YEAR-**DR** NUMBER-**XXXX-XX**

OBLIGOR

TYPE OBLIGOR'S NAME

OBLIGEE

TYPE OBLIGEE'S NAME

MOTION FOR CREDIT FOR DIRECT PAYMENTS

COMES NOW, the above named Obligor Obligee,
TYPE YOUR NAME _____, and hereby moves for credit for payments made directly
to Obligee, TYPE OBLIGEE'S NAME _____, and as grounds therefore alleges as follows:

1. That by an Order of this Court dated DATE OF COURT ORDER, Obligor was directed to pay \$PAYMENT AMT, per FREQUENCY, to the Clerk of Court for disbursement to Obligee, TYPE OBLIGEE'S NAME _____.
2. That, pursuant to the attached Affidavit, the Obligor, made payments totaling \$ TOTAL PAID directly to Obligee.

WHEREFORE, Obligor Obligee requests this Court enter an Order directing the Clerk of Court to credit the above referenced support record in the amount of \$ TOTAL PAID .

I certify that a copy of this document was:

(check one only) mailed emailed faxed hand delivered couriered
to the person(s) listed below on: {date} DATE COPY SENT

Obligor/Obligee Signature:

SIGNATURE OF PERSON FILING MOTION
Obligor/Obligee Name Typed (Printed):

TYPED NAME OF SIGNER

Oligor/Obligee Address:

YOUR ADDRESS

Obligor/Obligee Telephone Number:

YOUR COMPLETE PHONE NUMBER

Obligor/Obligee Email Address:

YOUR EMAIL ADDRESS

Sent to
Party or Attorney Name:

TYPED NAME OF OTHER PARTY OR ATTORNEY

Party or Attorney Address:

ADDRESS OF OTHER PARTY / ATTORNEY

Party or Attorney Telephone Number:

OTHER PARTY PHONE NUMBER

Party or Attorney Email Address:

OTHER PARTY EMAIL ADDRESS

OBLIGOR/OBLIGEE

YOUR NAME

CASE NUMBER

05-CASE -DR- CASE -XXXX-XX
YEAR NUMBER

AFFIDAVIT REGARDING DIRECT PAYMENTS

I, YOUR NAME, the above named Obligor Obligee, under penalty of perjury, do hereby swear and/or affirm that I received paid direct the following payments on the dates indicated:

PAYMENT DATE PAYMENT AMOUNT

IDENTIFY DATES AND AMOUNTS OF EACH PAYMENT

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The total amount received paid (as evidenced by copies of cancelled checks) through direct payment is \$_____.

Neither of the parties hereto have previously received any monies from the Aid to Families with Dependent Children (AFDC) program.

Dated this DAY # day of MONTH, 20 YR.

YOUR SIGNATURE

Affiant's Signature

YOUR TYPED NAME

Printed Name

YOUR ADDRESS

Address

YOUR PHONE NUMBER

Phone Number

Sworn to and subscribed before me this LEAVE BLANK day of LEAVE BLANK, 20LEAVE BLANK.

LEAVE BLANK FOR NOTARY

Notary Public/Deputy Clerk

Law 422 / 20190430

**IN THE CIRCUIT COURT, EIGHTEENTH JUDICIAL CIRCUIT,
BREVARD COUNTY, FLORIDA**

DIVISION: FAMILY

CASE NUMBER: 05-CASE-DR - CASE -XXXX-XX
YEAR NUMBER

OBLIGEE

OBLIGOR

ORDER GRANTING MOTION FOR CREDIT FOR DIRECT PAYMENTS

THIS CAUSE coming before the Court on the Motion for Credit for Direct Payments and after review of the General Magistrate/Hearing Officer' s Report, it is

ORDERED AND ADJUDGED:

1. The Clerk of Court, Brevard County, Florida, is hereby directed to credit the above referenced child support record in the amount of \$ _____, for payments made directly to the Obligee.
2. Unless otherwise directed by the Court, the Obligor shall make all future court ordered payments to the State Disbursement Unit, P.O. Box 8500, Tallahassee, Florida 32314-8500.

xc: Obligor
Obligee

BY:

DONE AND ORDERED this LEAVE BLANK day of LEAVE BLANK, 20LEAVE BLANK, Brevard County, Florida.

LEAVE BLANK FOR JUDGE'S SIGNATURE

SELECT OR ENTER JUDGE/GM/HO

**IN THE COURT, EIGHTEENTH JUDICIAL
BREVARD COUNTY, FLORIDA**

DIVISION: _____ **CASE NUMBER: 05-** - - - **XXX-XX**

OBLIGOR

OBLIGEE

MOTION FOR CREDIT FOR DIRECT PAYMENTS

COMES NOW, the above named Obligor Obligee,
_____, and hereby moves for credit for payments made directly
to Obligee, _____, and as grounds therefore alleges as follows:

1. That by an Order of this Court dated _____, Obligor was directed to pay \$ _____, per _____, to the Clerk of Court for disbursement to Obligee, _____.
2. That, pursuant to the attached Affidavit, the Obligor, made payments totaling \$ _____ directly to Obligee.

WHEREFORE, Obligor Obligee requests this Court enter an Order directing the Clerk of Court to credit the above referenced support record in the amount of \$ _____.

I certify that a copy of this document was:

(check one only) mailed emailed faxed hand delivered couriered
to the person(s) listed below on: {date}

Obligor/Obligee Signature:

Obligor/Obligee Name Typed (Printed): _____ Sent to
Party or Attorney Name:

Oligor/Obligee Address: _____ Party or Attorney Address:

Obligor/Obligee Telephone Number: _____ Party or Attorney Telephone Number:

Obligor/Obligee Email Address: _____ Party or Attorney Email Address:

OBLIGOR/OBLIGEE

CASE NUMBER
05- -DR- -XXXX-XX

AFFIDAVIT REGARDING DIRECT PAYMENTS

I, _____, the above named Obligor Obligee,
under penalty of perjury, do hereby swear and/or affirm that I received paid direct the
following payments on the dates indicated:

| PAYMENT DATE | PAYMENT AMOUNT |
|---------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The total amount received paid (as evidenced by copies of cancelled checks) through
direct payment is \$_____.

Neither of the parties hereto have previously received any monies from the Aid to
Families with Dependent Children (AFDC) program.

Dated this _____ day of _____, 20__.

Affiant's Signature

Printed Name

Address

Phone Number

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public/Deputy Clerk
Law 422 / 20190430

**IN THE COURT, EIGHTEENTH JUDICIALCIRCUIT,
BREVARD COUNTY, FLORIDA**

DIVISION: CASE NUMBER: 05- - - - XXX-XX

OBLIGEE

OBLIGOR

ORDER GRANTING MOTION FOR CREDIT FOR DIRECT PAYMENTS

THIS CAUSE coming before the Court on the Motion for Credit for Direct Payments and after review of the General Magistrate/Hearing Officer' s Report, it is

ORDERED AND ADJUDGED:

1. The Clerk of Court, Brevard County, Florida, is hereby directed to credit the above referenced child support record in the amount of \$, for payments made directly to the Obligee.
2. Unless otherwise directed by the Court, the Obligor shall make all future court ordered payments to the State Disbursement Unit, P.O. Box 8500, Tallahassee, Florida 32314-8500.

xc: Obligor
Obligee

BY:

DONE AND ORDERED this _____ day of _____, 20____, Brevard County, Florida.