

**INSTRUCTIONS FOR FILING TO REQUEST A DEFAULT BE ENTERED**

This packet is to be used when a Petition or Supplemental Petition was served on the other party in a family case by a Deputy Sheriff or private process server and the other party **has not filed** a written response within 20 calendar days.

**Procedure:**

1. Complete the Request for Default, [Florida Supreme Court form 12.922(a)], and the Default, [Florida Supreme Court form 12.922(b)]. *Do not leave anything blank.* Both forms in this packet apply and need to be completed.
2. Once the forms are completed, make 4 copies of each form.
3. Stamp and address 3 envelopes, one envelope addressed to you and two envelopes addressed to the other party. (If you served the other party by publication, address his envelopes to his/her **last known** address).
4. Mail one copy of the completed forms to the other party immediately.
5. Retain one copy for your records.
6. Submit to the Clerk of Court the original completed Motion and Order, the two remaining copies of the two forms and remaining envelope stamped and addressed to you, and the remaining envelope stamped and addressed to the other party. You may submit the paperwork either by U. S. mail to P.O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

**NORTH BREVARD SERVICE COMPLEX**

400 South Street, 2<sup>nd</sup> Floor  
Titusville, Florida

**MELBOURNE COURTHOUSE**

51 S. Nieman Avenue  
Melbourne, Florida

**MOORE JUSTICE CENTER**

**Viera Complex**  
2825 Judge Fran Jamieson Way  
Viera, Florida

**MERRITT ISLAND OFFICE**

2575 North Courtenay Parkway  
Room 129  
Merritt Island, FL

**PALM BAY OFFICE**

450 Cogan Drive S. E.  
Palm Bay, FL

7. The Clerk will review the file to see if a Default should be entered. They will send you information in the envelope addressed to you telling you if the default was entered or if not, why not. Once you receive this envelope and information, contact the Family Pro Se Coordinator at 321-617-7254 or email [prosecoordinator@brevardclerk.us](mailto:prosecoordinator@brevardclerk.us) for the next step.