

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*.
- 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.

THIRD:

Take your **ORIGINAL** documents (without instruction sheets) to the **CLERK OF THE COURT, Civil Division, Alachua County Courthouse (First Floor)** and tell them you want to **FILE** a motion.

You may also submit documents by mail to **Alachua County Clerk of the Court, Civil Division, P.O. Box 600, Gainesville, FL 32602**. You may reach the Clerk of Court by phone at (352) 374-3636.

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 FAMILY COURT CASE MANAGEMENT PROGRAM AT (352) 374-3694.

IN THE CIRCUIT COURT, EIGHTH JUDICIAL CIRCUIT,
IN AND FOR ALACHUA 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:

- 1. The child has reached the age of majority.
- 2. The child has reached the age of majority and does not intend to graduate from high school before reaching the age of nineteen.
- 3. The child has been emancipated (i.e. married).
- 4. The child has been legally adopted.
- 5. The child is deceased.
- 6. 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:

