

**Setting Supplemental Petitions/Modifications
For Final Hearing before the
St Petersburg Child Support Hearing Officer**

1. Complete the enclosed Notice of Non-Jury Trial.
2. Return the completed form to the St Pete Child Support Hearing Officer's assistant along with **4 STAMPED, ADDRESSED ENVELOPES**.
3. Address the 4 envelopes as follows:
 - Office of the Attorney General/ Child Support Enforcement
P.O. Box 3342
St Petersburg, FL 33731
 - Department of Revenue
11351 Ulmerton Road, Suite 207
Largo, Florida 33778
 - Your Name and Address
 - The Other Party's Name and Address (Custodial Parent/Relative or Non-Custodial Parent) or their attorney. It is your responsibility to notice this party. If you do not know their address, visit the clerk's office and review the court file for the other party's address. The Hearing Officer's assistant does not have this information. You may need to conduct a diligent search to obtain this information (i.e. public records, phone book, etc).
4. Mail the *completed* Notice of Non-Jury Trial and 4 envelopes to::

Bama Tearney
Child Support Hearing Officer
501 1st Avenue North, Room A212
St Petersburg, FL 33701
5. The Hearing Officer's Assistant will complete the forms, send the original to the Clerk of the Court and mail copies to all parties in the envelopes provided.

If you have any questions, please call **(727) 582-7732**.

All hearings are conducted at:

501 First Avenue N, 2nd Floor Annex, Courtroom K, St Petersburg, FL 33701.

Where can I look for more information? Further information is available in the *General Information for Self-Represented Litigants* found at: www.flcourts.org or contact Pinellas Clerk of Court's Self-Help Center at (727) 821-0726. **See Rule 12.941, Florida Family Law Rules of Procedure.**

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT, IN
AND FOR PINELLAS COUNTY, FLORIDA**

CASE NO: _____

_____,
Petitioner,
and

_____,
Respondent.

**NOTICE THAT ACTION IS AT ISSUE:
MOTION FOR NON-JURY TRIAL/FINAL HEARING**

COMES NOW _____, pursuant to Fla. Fam. Law R.P. 12.440, and shows that this action is ready for a non-jury trial/final hearing. The trial is on a supplemental pleading. It is estimated that the trial will require _____ minutes. Therefore, the undersigned requests the court schedule the non-jury trial in this action.

Dated: _____

YOUR SIGNATURE

Cc: Office of the Attorney General, P.O. Box 3342, St Petersburg, FL 33731-3342
Dept. of Revenue, 11351 Ulmerton Road, Suite 207, Largo, Florida 33778
Petitioner's Address: _____
Respondent's Address: _____

(All portions below this line will be completed by Hearing Office)

NOTICE SCHEDULING NON-JURY TRIAL
(Fla. Fam. Law R.P. 12.440)

THIS ACTION is at issue and is ready to be set for trial. Therefore, all parties are **NOTIFIED** that this action is set for Non-Jury Trial on _____, 20____, at _____ a.m./p.m. (____ minutes being reserved), at: **501 First Avenue N, 2nd Floor Annex, Courtroom K, St Petersburg, FL 33701.** All parties are ordered to appear at said time and place.

You are hereby advised that an electronic recording is provided by the court. A party may provide a court reporter at that party's expense. If you are represented by an attorney or plan to retain an attorney for this matter, you should notify the attorney of this nonjury trial/final hearing. If this matter is resolved, the moving party shall contact the undersigned Child Support Hearing Officer's office to cancel this hearing (727) 582-7732.

DONE this ____ day of _____, 20____.

HEARING OFFICER

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy hereof has been furnished by U.S. Mail to addresses provided by the Moving Party in the above "Notice", this ____ day of _____, 20____.

ASSISTANT TO THE HEARING OFFICER

If you are a person with a disability who needs an accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact: Human Rights Office 400 S. Ft. Harrison Ave., Ste. 500, Clearwater, FL 33756; Phone: 727.464.4062 V/TDD Or 711 for the hearing impaired. Contact should be initiated at least seven days before the scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than seven days.