

Instructions to Moving Party for Setting Hearings via U.S. Mail:

Your request for hearing has been received by the resource center. You are required to complete your own notices of hearing and send them to the other party.

1. Enclosed with this letter is a Notice of Hearing form appropriate to your case. Complete the form with the hearing date, time, and location listed below.
2. Make a copy(s) of the fully completed original notice, this will be sent to the other party in the case. If there is more than one other party, you must send copies to all parties in the case.
3. Take or mail the original notice of hearing to the clerk of court at 315 Court Street, Room 170, Clearwater, FL 33756 at least ten (10) business days prior to the court date. Mail copies of the notice of hearing to all others who are a party to the case at the same time. Notices of Hearing can be sent regular mail, certified mail return receipt (post office charges a fee for this service), hand delivered, or, served by sheriff (additional fees required).

Please note: Notices must be properly delivered in advance or it can cause a delay at your hearing.

Your hearing date is set for: _____ at ____: ____ ☐ AM ☐ PM

Location: _____ Room: _____

Your case will be heard before: _____

and is set for _____ Hours _____ Minutes hearing time.

Enclosed: ☐ Notice of Hearing General 12.923
☐ Notice of Hearing for Contempt or Enforcement 12.961
☐ Other Notice of hearing: _____
☐ Other: _____

Note to parties that may require translator services: Unless you have a disability or have been found indigent, you may be required to provide your own Neutral translator at the hearing. The translator may not be a friend or family member and must speak your language and English fluently. If you have been found indigent, or have a disability you may contact this office to find out if you qualify to have the court provide you a translator free of charge: Court's Fiscal Office, Attn: Carlie, 14250 49th Street North, Clearwater FL 33762 or phone: 727-453-7088.