

## INSTRUCTIONS FOR MOTION FOR INCOME DEDUCTION ORDER

### **When should this form be used?**

This form should be used when the court has ordered the other party to pay **child support** through the State of Florida Disbursement Unit and child support is past due. It may not be used to modify a final judgment to impose a new requirement on the person paying child support to make payments through the State of Florida Disbursement Unit. If the court order allows payments directly to a parent or legal custodian, either parent or the legal custodian may file a **supplemental petition** to modify child support, Florida Family Law Rules of Procedure Form 12.905(b), to require future payments through the Disbursement Unit. This form should be typed or printed in black ink.

### **What should I do next?**

After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the child support was ordered. You must pay the appropriate **filing fees** to the clerk of the circuit court at the time you file your motion. You should keep a copy for your records.

You must serve a copy of the **motion** on the other parent by mail and schedule a **hearing** so that the court can consider your motion. You should contact family law case management, family law intake staff, or the judicial assistant to schedule a hearing. Once you have scheduled the hearing date and time, you will need to complete and send out a **Notice of Hearing (General)**,  Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form.

### **Where can I look for more information?**

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms.** The words that are in **“bold underline”** in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and Rule 1.100(b), Florida Rules of Civil Procedure.