

**FAMILY COURT SERVICES - ROOM 2150  
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202  
(904) 255-1060**

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**CHECKLIST FOR:  
MOTION TO REINSTATE YOUR DRIVERS LICENSE**

Use this form if you have received a notice from the Department of Revenue/Child Support Enforcement (DOR/CSE) informing you that they have suspended your Drivers License.

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You may obtain the following forms at:

[www.flcourts.gov](http://www.flcourts.gov) - (select) – Self Help, Family Law Forms

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.928
  - Cover Sheet for Family Court Cases
  
- Local Form (attached)
  - Motion to Reinstatement Driver's License
  
- Form 12.900(h) (Must be Filed)
  - Notice of Related Cases
  
- PRINTOUT of your 'Pay History' from the Domestic Relations Depository (DRD)**  
**1<sup>st</sup> Floor – Room 1053**

**INSTRUCTIONS:**

1. **Fully complete** the above forms.
2. Make **three (3) copies** of each form.
3. File your **original documents** with the **Family Law Clerk of Courts Room 1191 – 1<sup>st</sup> floor.**  
**NEXT** the (3) copies you made...
  - (1) COPY - YOU KEEP FOR YOURSELF
  
  - (1) COPY – OTHER PARTY
  
  - (1) COPY – **\*Instructions on next page**
    - CERTIFIED MAIL WITH A RETURN RECEIPT to:  
**DEPARTMENT OF REVENUE/CHILD SUPPORT ENFORCEMENT UNIT**  
**ATTN: Service Center Manager**  
Bldg. A – Room 150  
921 N. Davis Street  
Jacksonville, FL 32209

## HOW TO NOTIFY BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Make sure you obtain the following with your form and follow instructions:

- (1) Envelope
- (1) 'Green Card' for certified mail
- (1) 'White Receipt' for return receipt requested
- Local Form  
**\*Notice of Service to Department of Revenue/Child Support Enforcement (DOR/CSE)**

### INSTRUCTIONS:

1. Go to the nearest U.S. Post Office with your envelope with attached green card and receipt.
2. After the copy of your motion has been delivered to DOR/CSE, the Post Office will send you back the 'Green Card' to inform you that it was received.
3. Attach this green card along with the local form and file it with the Clerk of the Courts, Family Law, Room 1191.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT  
IN AND FOR DUVAL COUNTY, FLORIDA

CASE NO.: \_\_\_\_\_

DIVISION: \_\_\_\_\_

\_\_\_\_\_

Petitioner,

And

\_\_\_\_\_

Respondent,

**MOTION TO REINSTATE DRIVER'S LICENSE**

COMES NOW the ( ) Petitioner ( ) Respondent \_\_\_\_\_  
in this matter, and requests the Court to direct the Department of Revenue/Child Support  
Enforcement (DOR/CSE) to reinstate the suspension of my Florida Driver's License. In support  
of this motion, I state the following as grounds:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy of this document was ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-delivered to the person(s) listed below on {date} \_\_\_\_\_.

Other party or his/her attorney:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this answer and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Party

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

