

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

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**CHECKLIST FOR:  
MOTION FOR CIVIL CONTEMPT/ENFORCEMENT**

Use this form to ask the court to enforce a prior court order for the other party who is failing to comply with the court order in your case.

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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 12.960 (Attached)**
  - Motion for Civil Contempt/Enforcement
- ☐ **Form 12.900(h) (Must be Filed)**
  - Notice of Related Cases

**INSTRUCTIONS:**

1. **Fully complete** the above forms.
2. Make sure the appropriate forms are **notarized**.
3. Make **three (2) copies** of each form.
4. 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



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

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**MOTION FOR CIVIL CONTEMPT/ENFORCEMENT**

\_\_\_\_\_ Petitioner \_\_\_\_\_ Respondent requests that the Court enter an order of civil contempt/enforcement against \_\_\_\_\_ Petitioner \_\_\_\_\_ Respondent in this case because:

1. A final judgment or order *{title of final judgment or order}* \_\_\_\_\_  
in this case was entered on *{date}* \_\_\_\_\_, by *{court, city, and state}* \_\_\_\_\_

\_\_\_\_\_ Please indicate here if the judgment or order is not from this Court and attach a copy.

2. This order of the Court required the other party in this case to do or not do the following:  
*{Explain what the other party was ordered to do or not do.}* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Please indicate here if additional pages are attached.

3. The other party in this case has willfully failed to comply with this order of the Court: *{Explain what the other party has or has not done.}* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Please indicate here if additional pages are attached.

4. I respectfully request that the Court issue an order holding the above-named person in civil contempt, if appropriate, and/or providing the following relief:
- a. \_\_\_\_\_ enforcing or compelling compliance with the prior order or judgment;
  - b. \_\_\_\_\_ awarding a monetary judgment;
  - c. \_\_\_\_\_ if a monetary judgment was included in the prior order, issuing a writ of execution or garnishment or other appropriate process;
  - d. \_\_\_\_\_ awarding prejudgment interest;
  - e. \_\_\_\_\_ requiring the other party to pay costs and fees in connection with this motion;
  - f. \_\_\_\_\_ if the other party is found to be in civil contempt, ordering a compensatory fine;
  - g. \_\_\_\_\_ if the other party is found to be in civil contempt, ordering a coercive fine;
  - h. \_\_\_\_\_ if the other party is found to be in civil contempt, ordering incarceration of the other party with a purge;
  - i. \_\_\_\_\_ issuing a writ of possession for real property, writ for possession of personal property, or other appropriate writ;
  - j. \_\_\_\_\_ issuing a writ of bodily attachment if the other party fails to appear at the hearing set on this motion;
  - k. \_\_\_\_\_ requiring the other party to make payments through the central governmental depository;
  - l. \_\_\_\_\_ requiring the support payments to be automatically deducted from the other party's income or funds;
  - m. \_\_\_\_\_ requiring the other party to seek employment;
  - n. \_\_\_\_\_ awarding make-up time-sharing with minor child(ren) as follows {explain}: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
  - o. \_\_\_\_\_ awarding other relief{explain} \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:**

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

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

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

Telephone Number: \_\_\_\_\_

Designated E-mail Address(es): \_\_\_\_\_

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party or his/her attorney

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

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

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

Telephone Number: \_\_\_\_\_

Designated E-mail Address(es): \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary or deputy clerk.]

\_\_\_\_\_ Personally known

\_\_\_\_\_ Produced identification

Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: {choose only one} ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_

{name of business} \_\_\_\_\_

{address} \_\_\_\_\_

{city} \_\_\_\_\_, {state} \_\_\_\_\_, {zip code} \_\_\_\_\_ {telephone number} \_\_\_\_\_.