

# FILING YOUR (JOINT) MOTION TO TERMINATE CHILD SUPPORT PAPERWORK

**Please follow the steps below to ensure that you file correctly:**

## **FIRST:**

- a. -Complete the **Joint Motion to Terminate Child Support or Motion to Terminate Child Support** in black ink or type it. The petitioner in the Child Support case will also be the petitioner in the **(Joint) Motion** and you will use the same Case Number.
- b. -Both parties sign the **(Joint) Motion** in front of a Notary Public.
- c. -Fill out the **Order Terminating Child Support** with the names, case number and addresses only. The judge's office will fill out the rest.
- d. -The petitioner should also fill out and file the **Notice that Case is at Issue** by following the instructions entitled Requesting a Hearing in a Family Court Case in Alachua County, Florida.
- e. -Provide evidence or proof for terminating child support (birth certificate, marriage license, etc.).

## **SECOND:**

Make **2\*** complete copies of **all** of your paperwork (including evidence). Do not copy the instruction sheets.

**ONE** is for **YOU**.

**ONE** is for the **OTHER PARTY**.

\* If your case involves the Department of Revenue, Division of Child Support Enforcement, you will also need to make a copy of all forms and send the copy to Florida Department of Revenue, Division of Child Support Enforcement, 5719 NW 13th Street, Gainesville, FL 32653-2130.

## **THIRD:**

Take your **ORIGINAL** documents (without instruction sheets) to the **CLERK OF THE COURT, Civil Division, Alachua County Courthouse (First Floor)** and tell them you want to **FILE** a motion.

You may also submit documents by mail to **Alachua County Clerk of the Court, Civil Division, P.O. Box 600, Gainesville, FL 32602**. You may reach the Clerk of Court by phone at (352) 374-3636.

**Remember: Originals must always be filed in your Court file.** When you file an original document, you should keep a copy for your records and certify in writing that you either mailed or hand-delivered a copy to the other party and to DOR, if applicable.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE FAMILY COURT CASE MANAGEMENT PROGRAM AT (352) 374-3694.**

IN THE CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT  
IN AND FOR ALACHUA COUNTY, FLORIDA

CASE NO: \_\_\_\_\_  
DIVISION: \_\_\_\_\_

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

vs.

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

\_\_\_\_\_ /

**JOINT MOTION TO TERMINATE CHILD SUPPORT**

The parties to this action file this Motion to Terminate Child Support for the following child, \_\_\_\_\_, and state:

- 1. The child has reached the age of majority and is not enrolled in high school.
- 2. The child has reached the age of majority and does not intend to graduate from high school before reaching the age of nineteen.
- 3. The child has been emancipated (for example -married).
- 4. The child has been legally adopted.
- 5. The child is deceased.
- 6. The parties have reconciled/remarried and reside together.
- 7. Child is self-supporting.

WHEREFORE, the parties ask the Court to enter an order terminating child support.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Petitioner Signature

\_\_\_\_\_  
Respondent Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**Page 2 JOINT MOTION TO TERMINATE CHILD SUPPORT**

Notarized Signatures:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_  
NOTARY PUBLIC—STATE OF FLORIDA

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

Personally known  
 Produced identification: Type of identification produced \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_  
NOTARY PUBLIC—STATE OF FLORIDA

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

Personally known  
 Produced identification: Type of identification produced \_\_\_\_\_