

INSTRUCTIONS FOR FLORIDA FAMILY LAW FORM 12.961,  
NOTICE OF HEARING ON MOTION FOR CONTEMPT

**When should this form be used?**

Use this form anytime you have set a **hearing** on a **Motion for Contempt**, O Florida Family Law Form 12.960, for a support matter under rule 12.615, Florida Family Law Rules of Procedure. Before you fill out this form, you should coordinate a hearing time and date with the **judge** or **hearing officer** and the other party. If the Department of Revenue is a party to the case, you may need to schedule your hearing time with the attorney for the Department of Revenue.

If your case is to be heard by a child support enforcement hearing officer, the following information applies: A child support enforcement **hearing officer** is an attorney who has been appointed by administrative order of the court to take testimony and recommend decisions in cases involving the establishment, enforcement, and/or modification of **child support**, and the enforcement of alimony in conjunction with an ongoing child support arrearage order. If your case only involves issues pertaining to child support, you cannot object to the referral of your case to a hearing officer. If your case is going to be heard by a **general master**, you should use **Notice of Hearing Before General Master**, O Florida Family Law Form 12.920(c).

This form should be typed or printed in black ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your case was filed and keep a copy for your records.

**What should I do next?**

A copy of this form must be **personally served** by a sheriff or private process server or mailed **or** hand delivered to any other party(ies) in your case. Please note that if notice is mailed, the court in certain circumstances may not consider mailing to be adequate notice. This is a technical area of the law; if you have any questions about it, you should consult a lawyer. For more information on personal service, see the instructions for **Summons: Personal Service on an Individual**, O Florida Family Law Form 12.910(a).

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

**Before proceeding, you should read “General Information for Pro Se Litigants” found at the beginning of these forms.** For further information, see rules 12.615 and 12.941, Florida Family Law Rules of Procedure.

**Special notes...**

An attorney who has been appointed by the court to serve as a child support enforcement hearing officer can also be appointed to serve as a general master. If your case involves only child support issues, your case properly may be referred to a general master acting as a child support enforcement hearing officer.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, O Florida Family Law Form 12.900, before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.



IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

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

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

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

and

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

**NOTICE OF HEARING  
ON MOTION FOR CONTEMPT IN SUPPORT MATTERS (RULE 12.615)**

TO: *{name of other party}* \_\_\_\_\_

There will be a hearing before \_\_\_\_\_ *{name of judge or hearing officer}*, on  
*{date}* \_\_\_\_\_, at *{time}* \_\_\_\_\_ m., in room \_\_\_\_\_ of the \_\_\_\_\_  
Courthouse, on the ( ) Petitioner's ( ) Respondent's Motion for Contempt on support matters.  
\_\_\_\_\_ hour(s)/\_\_\_\_\_ minutes have been reserved for this hearing.

**FAILURE TO APPEAR AT THE HEARING MAY RESULT IN THE COURT ISSUING A  
WRIT OF BODILY ATTACHMENT FOR YOUR ARREST. IF YOU ARE ARRESTED, YOU  
MAY BE HELD IN JAIL UP TO 48 HOURS BEFORE A HEARING IS HELD.**

**This part to be filled out by the court or to be filled in with information you obtained from the court:**  
If you are a person with a disability who needs any accommodation in order to participate in this proceeding,  
you are entitled, at no cost to you, to the provision of certain assistance. Please contact  
*{name}* \_\_\_\_\_,  
*{address}* \_\_\_\_\_, *{telephone}* \_\_\_\_\_,  
within 2 working days of your receipt of this Notice of Hearing. If you are hearing or voice impaired, call  
TDD 1-800-955-8771.

\_\_\_\_\_ If you are represented by an attorney or plan to retain an attorney for this matter, you should notify  
the attorney of this hearing.

\_\_\_\_\_ If this matter is resolved, the moving party shall contact the judge or hearing officer's office to  
cancel this hearing.

\_\_\_\_\_ I certify that a copy of this document was [ / **one** only ] ( ) mailed ( ) faxed and mailed ( )  
hand delivered to the person(s) listed below on *{date}* \_\_\_\_\_.

**Other party or his/her attorney:**

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

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

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

Fax Number: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Party

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

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

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

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

Fax Number: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE  
BLANKS BELOW: [ N fill in **all** blanks]**

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_,  
a nonlawyer, located at *{street}* \_\_\_\_\_, *{city}* \_\_\_\_\_,  
*{state}* \_\_\_\_\_, *{phone}* \_\_\_\_\_, helped *{name}* \_\_\_\_\_,  
who is the [ / **one** only] \_\_\_\_\_petitioner **or** \_\_\_\_\_respondent, fill out this form.