



2560-102 BARRINGTON CIRCLE ✦ TALLAHASSEE, FLORIDA 32308 ✦ PHONE 850.386.2223 ✦ FAX 850.386.2224 ✦ WWW.FLCCOC.ORG

NEW CASE COUNTING BUSINESS RULES
Monthly Outputs Report - Subcases
Effective October 1, 2022

The goal of these rules is to ensure clerks are counting new cases consistently and accurately capturing clerk new case workload; therefore, instructions for counting both SRS and certain non-SRS cases are set forth below. In many instances, SRS rules are referenced for additional clarity; however, it is not the intent to use SRS rules to determine what should or should not be counted.

In order for the CCOC Budget Committee to incorporate weighted workload measures into the budget process, the monthly outputs must be reported correctly at the subcase type level. Accordingly, these Rules include instructions for reporting at the subcase type level.

Reporting Guidelines

1. Audit detail reports must be maintained at the local level and include, at a minimum, the following:

Case Type	Filed Date
Subcase Type	Case Number
Reporting Category	Citation Number, If Applicable

Audit details should be retained for a minimum of 3 years.

2. Do not include Non-Court functions. Examples include, but are not limited to:
 - a. Tax Deed Sales
 - b. Home Solicitation Permits

If unsure whether a function is court-related, please contact CCOC for clarification.

3. Parking tickets – Be sure to count parking tickets written under a county or municipal ordinance in the Misdemeanor division. Only count Parking Tickets in the Civil Traffic division if the ticket is written on a Uniform Traffic Citation (UTC.)
4. Civil and Criminal Traffic – The correct unit of count is the Uniform Traffic Citation (UTC), where the UTC is the charging document. Be sure to count the number of citations, not the number of cases. A single UTC should only be counted once, in the appropriate Court Type.
5. An explanation should be provided in the corresponding Notes section to describe any cases entered as Unable to be Categorized.

CIRCUIT CRIMINAL

General Reporting Rules

1. Include cases filed in your office during the reporting period regardless of whether an Information or Petition has been filed.
2. Include arrest warrant cases, sometimes referred to as Bench Warrants, at the time the case is opened even though the warrant has not yet been served.
3. Multiple counts arising out of the same incident should be counted as one case, except for counts that are associated with the rules for counting criminal traffic UTC's.
4. If a defendant has multiple cases filed in the same month that arose out of different incidents, count each incident as a separate case.
5. Co-Defendants should each be counted separately as an individual case, (Example: 2010 CF 000123A, 2010 CF 000123B, 2010 CF 000123C = 3 cases). *Note – if a case previously identified as a separate case is later identified as being a co-defendant case, it is correct to count the original case as well as the “B” case. Example 2010 CF 000555 A is later found to be a co-defendant to 2010 CF 000500 A and 2010 CF 000500 B is created, 2010 CF 000555 A and 2010 CF 000500 B should both be counted.*
6. Include cases that are transferred to Circuit Court from County Court based on upgraded charges.
7. Include cases that are transferred from other counties for specialty courts, e.g., Veterans' Court, Drug Court.
8. Include *only* new AP (Appeal) cases that are created in the Circuit Court as described in the *Case Types with Appeals Staying in Circuit Court* article published by the Office of the State Courts Administrator. Refer to the Florida Courts' website at <https://www.flcourts.org/Know-Your-Court> for more detailed information.
 - a. This unit of count represents the Appeal (AP) case created in the Circuit Court where the Circuit Court has appellate jurisdiction.
 - b. Do not count the individual Notice of Appeal in this subcase category. The Notice of Appeal is to be reported under Section B3, NOAs, on the “Outputs Monthly” tab, under the Court Type of the case being appealed.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the subcase type level as described below.
 - a. Felony Cases, including
 - i. Capital Murder
 - ii. Non-Capital Murder
 - iii. Sexual Offenses
 - iv. Robbery
 - v. Other Crimes Against Persons

BUSINESS RULES – NEW CASE COUNTING

- vi. Burglary
- vii. Theft, Forgery, Fraud
- viii. Worthless checks
- ix. Other Crimes Against Property
- x. Drugs
- xi. Other Felony crimes not included in the above-described case types
- b. Appeals (AP case) as described in #8, General Reporting Rules above, if processed in this division.
- c. Include cases where a defendant was arrested/picked up on an out of state fugitive warrant, if processed in this division.
- 2. Do NOT include
 - a. A Circuit Criminal case if the *only* counts are UTC's. The UTC(s) will be counted in the Criminal or Civil Traffic category, as appropriate.
 - b. Failures to Appear, unless a new Information is filed by the State Attorney.
 - c. Violations of Probation/Community Control.
 - d. Investigative Subpoenas.
 - e. Investigative Motions.
 - f. Hunter Hearings.
 - g. Witness Extraditions.
 - h. Cases where a defendant was arrested/picked up on a warrant from another Florida county.
 - i. Cases transferred for supervision.
 - j. An arrest resulting from a Civil or Family Pick Up Order, e.g., Order of Commitment/Writ of Bodily Attachment for Failure to Pay Child Support.

COUNTY CRIMINAL

General Reporting Rules

1. Include cases filed in your office during the reporting period regardless of whether an Information or Petition has been filed.
2. Include arrest warrant cases, sometimes referred to as Bench Warrants, at the time the case is opened even though the warrant has not yet been served.
3. Multiple counts arising out of the same incident should be counted as one case, except for counts that are associated with the rules for counting criminal traffic UTC's.
4. If a defendant has multiple cases filed in the same month that arose out of different incidents, count each incident as a separate case.
5. Co-Defendants should each be counted separately as an individual case, (Example: 2010 MM 000123A, 2010 MM 000123B, 2010 MM 000123C = 3 cases). *Note – if a case previously identified as a separate case is later identified as being a co-defendant case, it is correct to count the original case as well as the “B” case. Example 2010 MM 000555 A is later found to be a co-defendant to 2010 MM 000500 A and 2010 MM 000500 B is created, 2010 MM 000555A and 2010 MM 000500 B should both be counted.*
6. Include municipal and county ordinance (MO, CO) violations, regardless of whether the case goes before the court.
7. Include municipal and county ordinance parking violations when filed with a \$10.00 filing fee and included in Article V funding.
8. Include non-criminal infractions (IN).
9. Include Direct Contempt of Court cases, where the finding of contempt did not occur within an existing criminal case.
10. Include cases that are transferred to County from Circuit Court, based on downgraded charges, unless the case was sentenced in Circuit Court and is only being transferred for supervision.
11. Include cases that are transferred from other counties for specialty courts, e.g., Veterans' Court, Drug Court.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the subcase type level as described below. Note that some categories have been combined for ease of reporting. For more detailed case type definitions, please refer to the County Criminal section of the SRS Manual.
 - a. Misdemeanors and Worthless Checks.
 - b. County and Municipal Ordinances, regardless of whether the case goes before the court.
 - c. Non-Criminal Infractions, including non-criminal (1st offense) juvenile sexting cases if filed in this division.

BUSINESS RULES – NEW CASE COUNTING

2. Include cases where a defendant was arrested/picked up on an out of state fugitive warrant, if processed in this division.
3. If a citation is the initial charging document, count the citation only one time. For example, if a defendant comes in and pays the financial obligations, based on a copy of the citation before the Clerk has received the original citation from the officer, only count the citation once.
4. Do NOT include
 - a. A County Criminal case if the *only* counts are UTC's. The UTC(s) will be counted in the Criminal or Civil Traffic category, as appropriate.
 - b. Failures to Appear, unless a new Information is filed by the State Attorney.
 - c. Violations of Probation.
 - d. Investigative Subpoenas.
 - e. Investigative Motions.
 - f. Hunter Hearings.
 - g. Witness Extraditions.
 - h. Cases where a defendant was arrested/picked up on a warrant from another Florida county.
 - i. Cases transferred for supervision.
 - j. An arrest resulting from a Civil or Family Pick Up Order, e.g., Order of Commitment/Writ of Bodily Attachment for Failure to Pay Child Support.

JUVENILE DELINQUENCY

General Reporting Rules

1. Include cases filed in your office regardless of whether an Information or Petition has been filed.
2. Multiple counts arising out of the same incident should be counted as one case.
3. If a defendant has multiple cases filed in the same month that arose out of different incidents, count each incident as a separate case.
4. Co-Defendants should each be counted separately as an individual case, (Example: 2010 CJ 000123A, 2010 CJ 000123B, 2010 CJ 000123C = 3 cases). *Note – if a case previously identified as a separate case is later identified as being a co-defendant case, it is correct to count the original case as well as the “B” case. Example 2010 CJ 000555 A is later found to be a co-defendant to 2010 CJ 000500 A and 2010 CJ 000500 B is created, 2010 CJ 000555A and 2010 CJ 000500 B should both be counted.*
5. Include non-criminal (1st offense) juvenile sexting cases if filed in this division.
6. Include criminal (2nd and subsequent offenses) sexting violations.

Counting Cases

1. Count the number of cases filed during the reporting period.
 - a. Complaints filed, including cases transferred from another county or state for disposition.
 - b. Non-criminal (1st offense) juvenile sexting cases, if filed in this division.
2. Include cases transferred from another county or state for jurisdiction/supervision only.
3. Do NOT include
 - a. Failures to appear, unless a new Information is filed by the State Attorney.
 - b. Violations of Probation/Community Control.
 - c. Cases where a juvenile was arrested/picked up on a warrant/pick-up order from another Florida county.
 - d. Instances where a Detention Hearing was held at the Juvenile Assessment Center on an Out of County case.

CRIMINAL UNIFORM TRAFFIC CITATIONS

1. Count the number of criminal traffic charges filed in your office during the reporting period, where a Uniform Traffic Citation (UTC) will be filed in accordance with Rule 6.165, Fla. R. Traf. Ct., regardless of the division where the charge is filed. Report at the subcase type level as described below.
 - a. Count the number of citations filed for Driving Under the Influence.
 - b. Count the number of citations filed for all other charges.
2. Do NOT include the following:
 - a. Instances where a UTC is filed in conjunction with certain drug charges or other felony violations in the commission of which a motor vehicle is used. Refer to the Uniform Traffic Citation Manual, published by the Department of Highway Safety and Motor Vehicles, and commonly referred to as Appendix C, and to Sections 322.055, 322.056, and 322.26(3), Florida Statutes, for further details.
 - b. Failures to Appear, unless a new Information is filed by the State Attorney.
 - c. Violations of Probation.
 - d. Cases where a defendant was arrested/picked up on a warrant from another Florida county.
3. Additional Notes:
 - a. Do include if a UTC does not accompany the charging document at the time of filing, but is expected to follow.
 - b. Only count a UTC one time, in the appropriate category as outlined in these rules.
 - c. Do not count a Circuit or County Criminal case separately if the only counts in said criminal case are UTC's. Count the criminal UTC(s) in this category and the civil UTC(s) in the Civil Uniform Traffic Citation section, as appropriate. Count any surviving criminal case, after the UTC rules have been applied, in the appropriate court type.

UNIFORM TRAFFIC CITATIONS

1. Count the number of non-criminal Uniform Traffic Citations (UTC) filed in your office during the reporting period, regardless of the division where the UTC is filed.
2. The unit of count is citations. Be sure to count the number of citations, not the number of cases.
3. Include Parking Tickets only if written on a UTC.
4. Only count a UTC one time, in the appropriate category as outlined in these rules.
5. Do not include anything other than UTC's.
6. Do not include non-criminal infractions not written on a UTC. Report non-criminal infractions in County Criminal.

CIRCUIT CIVIL**General Reporting Rules**

1. For more detailed case type definitions, please refer to the Circuit Civil section of the SRS Manual. Note that some categories have been combined for ease of reporting.
2. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Counting Cases

1. Count the number of cases, or number of parcels in Eminent Domain cases, filed during the reporting period and report at the subcase type level as described below.
 - a. Professional Malpractice, including
 - i. Business
 - ii. Medical
 - iii. Other
 - b. Products Liability
 - c. Auto Negligence
 - d. Condominium
 - e. Contract and Indebtedness
 - f. Eminent Domain (Note – Count the number of parcels.)
 - g. Other Negligence, including
 - i. Business Governance
 - ii. Business Torts
 - iii. Environmental/Toxic Tort
 - iv. Third party Indemnification
 - v. Construction Defect
 - vi. Mass Tort
 - vii. Negligent Security
 - viii. Nursing Home Negligence
 - ix. Premises Liability – Commercial
 - x. Premises Liability – Residential
 - xi. Other Negligence not falling within above subcategories.
 - h. Commercial Foreclosure
 - i. Homestead Residential Foreclosure
 - j. Non-Homestead Residential Foreclosure
 - k. Other Real Property Actions
 - l. Other Civil, including
 - i. Antitrust/Trade Regulation
 - ii. Business Transactions
 - iii. Constitutional Challenge, Statute or Ordinance
 - iv. Constitutional Challenge, Proposed Amendment

- v. Corporate Trust
 - vi. Discrimination Employment or Other
 - vii. Insurance Claim
 - viii. Intellectual Property
 - ix. Libel/Slander
 - x. Shareholder Derivative Action
 - xi. Securities Litigation
 - xii. Trade Secrets
 - xiii. Trust Litigation
 - xiv. Other. Examples including but not limited to:
 - 1. Declaratory judgments
 - 2. Injunctions
 - 3. Administrative Agency Appeals
 - 4. Bond Estreatures
 - 5. Replevins
 - 6. Habeas Corpus Proceedings
 - 7. Forfeitures
 - 8. Interpleader
 - m. Involuntary Civil Commitment of Sexually Violent Predators (FKA Jimmy Ryce) if processed in this division.
 - n. Include *only* new AP (Appeal) cases that are created in the Circuit Court as described in the *Case Types with Appeals Staying in Circuit Court* article published by the Office of the State Courts Administrator. Refer to the Florida Courts' website at <https://www.flcourts.org/Know-Your-Court> for more detailed information.
 - i. This unit of count represents the appeal (AP) case created in the Circuit Court where the Circuit Court has appellate jurisdiction.
 - ii. Do not count the individual Notice of Appeal in this subcase category. The Notice of Appeal is to be reported under Section B3, NOAs, on the "Outputs Monthly" tab, under the Court Type of the case being appealed.
 - o. Include Writs of Certiorari, whether filed as a CA case or an AP case.
2. Include the following cases filed that are not reported to SRS. Report these cases in the categories outlined below.
- a. Medical Extensions, also referred to as Petitions to Extend
 - b. Transfers of Lien to Security
 - c. Civil Contempt for Failing to Appear for Jury Duty
 - d. Confirmation of Arbitration
 - e. Foreign Judgments
3. Do NOT include
- a. Clerk's Satisfactions of Judgment even if a separate case is created.
 - b. Out of State Commissions for Foreign Subpoenas.

COUNTY CIVIL**General Reporting Rules**

1. For more detailed case type definitions, please refer to the County Civil section of the SRS Manual.
2. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the subcase type level as described below.
 - a. Small Claims (Up to \$5,000)
 - i. Complaints for Interpleader
 - ii. Claims up to and including \$5,000 in damages
 - b. Smalls Claims (\$5,001 - \$8,000)
 - i. Complaints for Interpleader
 - ii. Claims from \$5,001 to \$8,000
 - c. Civil (\$8,001 - \$15,000)
 - i. Complaints for Interpleader
 - ii. Mortgage Foreclosures (less than \$15,000)
 - iii. Equity Matters (Monetary)
 - iv. Claims ranging from \$5,001 through \$15,000)
 - d. Civil (\$15,001 - \$30,000)
 - i. Complaints for Interpleader
 - ii. Mortgage Foreclosures (\$15,001 - \$30,000)
 - iii. Equity Matters (Monetary)
 - iv. Claims ranging from \$15,001 through \$30,000)
 - e. Civil (\$30,001 - \$50,000) **Effective January 1, 2023**
 - i. Complaints for Interpleader
 - ii. Mortgage Foreclosures (\$30,001 - \$50,000)
 - iii. Equity Matters (Monetary)
 - iv. Claims ranging from \$30,001 through \$50,000)
 - f. Replevins
 - g. Evictions
 - h. Other Civil (Non-Monetary), includes but is not limited to
 - i. Equity Matters (non-monetary)
 - ii. Control of Animals
 - iii. Interred Bodies
 - iv. Injunctive Relief
 - v. Declaratory Judgments
2. Include the following cases filed that are not reported to SRS as outlined below.

- a. Foreign Judgments
- b. Applications for Voluntary Binding Arbitration
- 3. Do NOT include
 - a. An additional case for multiple counts within a case.
 - b. A Clerk's Satisfaction of Judgment even if a separate case is created.
 - c. Registry deposits without an underlying case. Examples include, but are not limited to
 - i. Motor Vehicle Repair Act
 - ii. Report of Sale/Notice of Compliance (F.S. 713.585), if processed in the courts area.
 - iii. Towing/Storage of Vehicles
 - iv. Release of Vessel
 - v. Bond to Release Possessory Lien
 - vi. Transfer of Lien to Security, if processed in the courts area.
 - vii. Sale of Repair Materials

PROBATE

General Reporting Rules

1. For more detailed case type definitions, please refer to the Probate section of the SRS Manual.
2. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the subcase type level as described below.
 - a. Probate
 - i. All matters relating to the validity of wills and their execution; distribution, management, sale, transfer, and accounting of estate property; and ancillary administration.
 - ii. Disposition of Personal property without Administration under Fla. Prob. R. 5.420.
 - iii. Notes:
 1. When one of the above-described cases is converted, e.g., a Summary Administration to a Formal Administration, do not count the converted case as a new case.
 2. Count a petition to determine heirs as a probate filing only when a petition for administration has not been filed. If a petition for administration is filed after the petition to determine heirs, the petition for administration would not be reported, as it would be considered a continuation of the case initiated from the filing of the petition to determine heirs.
 3. Count a petition to determine homestead as a probate filing only when a petition for administration has not been filed. If a petition for administration is filed after the petition to determine homestead, the petition for administration would not be reported, as it would be considered a continuation of the case initiated from the filing of the petition to determine homestead.
 - b. Guardianship
 - i. All matters relating to determination of status; contracts and conveyances of incompetents; maintenance custody of wards and their property interests; control and restoration of rights; appointment and removal of guardians pursuant to Chapter 744, Florida Statutes.
 - ii. Appointment of guardian advocates for individuals with developmental disabilities pursuant to Section 393.12, Florida Statutes.
 - iii. Actions to remove the disabilities of non-age minors pursuant to Sections

743.08 and 743.09, Florida Statutes.

- c. Probate Trust
 - i. All matters relating to the right of property, real or personal, held by one party for the benefit of another pursuant to Chapter 737, Florida Statutes. Report petitions to establish a trust or to appoint or remove a trustee. Do not include a Notice of Trust filed pursuant to section 736.05055, Florida Statutes in this section. See Section 2 below.
 - d. Baker Act
 - i. All matters relating to the care and treatment of individuals with mental, emotional, and behavioral disorders pursuant to Sections 394.463 and 394.467, Florida Statutes.
 - 1. Count petitions for examination and placement separately.
 - 2. Include subsequent petitions filed on the same respondent only if the individual has completed treatment.
 - ii. Do not include an Incident Report submitted by a Law Enforcement Agency.
 - e. Vulnerable Adult. Do not include if the petition is filed in a guardianship case.
 - f. Risk Protection Order. Only include one case per incident, even if the Temporary and Final are filed as separate petitions.
 - g. Substance Abuse Act
 - i. All matters related to the involuntary assessment/treatment of substance abuse pursuant to Sections 397.6811 and 397.693, Florida Statutes.
 - 1. Count petitions for assessment and treatment separately.
 - 2. Include subsequent petitions filed on the same respondent only if the individual has completed treatment.
 - h. Other Social
 - i. Tuberculosis control cases pursuant to Sections 392.55, 395.56, and 392.57, Florida Statutes.
 - ii. Developmental disability cases under Section 393.11, Florida Statutes.
 - iii. Review of surrogate or proxy's health care decisions pursuant to Section 765.105, Florida Statutes, and Fla. Prob. R. 5.900.
 - iv. Incapacity determination cases pursuant to Sections 744.3201, 744.3215, and 744.331, Florida Statutes.
 - v. Adult Protective Services Act cases pursuant to Section 415.104, Florida Statutes.
 - vi. Petitions for Relief from Firearm Prohibition pursuant to Section 790.065, Florida Statutes.
 - i. Involuntary Civil Commitment of Sexually Violent Predators (FKA Jimmy Ryce) if processed in this division.
2. Include the following cases filed that are not reported to SRS, unless such filings

occur after and are docketed within an existing probate case. Report these cases in the categories outlined below. If multiple cases are filed on the same party, count each case separately.

- a. Wills on Deposit
 - b. Pre-need Guardianships. Count each application for pre-need guardianship, even if filed in an existing case.
 - c. Notices of Trust filed pursuant to section 736.05055, Florida Statutes.
 - d. Petitions to Open Safe Deposit Box
 - e. Caveats
 - f. Petitions to Gain Entry to Apartment or Dwelling
 - g. Physician's Certification of Person's Imminent Dangerousness pursuant to Section 790.065, Florida Statutes.
3. Do NOT include the following:
- a. Professional Guardian files maintained by the Clerk as directed in Section 744.2003, Florida Statutes.
 - b. Baker Act Incident Reports filed by a Law Enforcement Agency.
 - c. Vulnerable Adult petitions if filed in a guardianship case.

FAMILY

General Reporting Rules

1. For more detailed case type definitions, please refer to the Circuit Family section of the SRS Manual.
2. Only count separate petitions filed within the same case if each petition represents a new SRS reportable case type.
3. It is suggested, as a reasonableness verification, to review the numbers reported under Section 1 below for consistency with those reported to SRS.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the subcase type level as described below. Note that some categories have been combined for ease of reporting.
 - a. Simplified Dissolution
 - i. Petitions for the termination of marriage filed pursuant to Fla. Fam. L. R. P. 12.105.
 - b. Dissolution
 - i. Petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.
 - c. Injunctions for Protection, including:
 - i. Domestic Violence, pursuant to F.S. 741.30
 - ii. Dating Violence, pursuant to F.S. 784.046
 - iii. Repeat Violence, pursuant to F.S. 784.046
 - iv. Sexual Violence, pursuant to F.S. 784.046
 - v. Stalking Violence, pursuant to F.S. 784.0485
 - d. Support IV-D/ Support NON-IV-D
 - i. All matters relating to child support, except for such matters relating to dissolution of marriage petitions, paternity, or UIFSA.
 - e. UIFSA IV-D/UIFSA NON-IV-D
 - i. Matters relating to UIFSA petitions filed under Chapter 88, Florida Statutes, which are filed to **determine** child support and/or paternity obligations.
 - f. Other Family Court, including
 - i. Time sharing and/or parenting plans relating to minor children
 - ii. Annulment
 - iii. Delayed birth certificates pursuant to Section 382.0195, Florida Statutes
 - iv. Expedited affirmation of parental status pursuant to Section 742.16, Florida Statutes
 - v. Termination of parental rights proceedings pursuant to Section 63.087, Florida Statutes
 - vi. Declaratory judgment actions related to premarital or post-marital

- agreements
- vii. Other matters not included in other case types described in this section
- g. Adoption Arising out of Chapter 63
 - i. All matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.
- h. Name Change
 - i. All matters relating to name change, pursuant to Section 68.07, Florida Statutes.
- i. Paternity/Disestablishment of Paternity
 - i. All matters relating to paternity pursuant to Chapter 742, Florida Statutes.
- 2. Include the following cases filed that are not reported to SRS as new cases.
 - a. Family Foreign Judgments, from another county or state.
 - b. Department of Revenue, Child Support Enforcement, filings that are not reported to SRS as new cases. See Appendix A for samples.
 - i. Notices or Registrations of Administrative Support Order, pursuant to Subsection 409.2563(8), Florida Statutes.
 - ii. Initial Requests for depository number for an Interstate action (also known as Depository Only).
 - iii. Requests to Establish Account - Interstate.
 - iv. UIFSA Requests to Register Support Order and UIFSA Petitions and Foreign Judgments in which the initial support issue or other complaint matter has already been determined, and modifications or supplemental petitions arise.

JUVENILE DEPENDENCY

General Reporting Rules

1. Count the number of cases, not the number of children. If multiple children are named on one petition, only count one case.
2. If a subsequent petition names additional children, only count a new case if the original case has had supervision terminated and jurisdiction was relinquished.
3. Report a case only once, at case initiation, even though various types of petitions are filed within the case. To further clarify, only count a case upon filing of the first petition, even if any subsequent petition on the same matter creates a separate case.
4. Include cases transferred from another jurisdiction for disposition in the appropriate category.
5. Note that the reporting rules for this case count vary from the reporting rules for SRS.

Counting Cases

1. Count the number of cases filed during the reporting period and report at the subcase type level as described below.
 - a. Dependency Initiating Petitions. (See Rule 3 above.) Count a new case whenever the *first* of the following petitions is filed:
 - i. Shelter Hearing Petition
 - ii. Dependency Petition
 - iii. Termination of Parental Rights Petition Arising out of Chapter 39, Florida Statutes
 - iv. Adoption Petition, Arising out of Chapter 39, Florida Statutes
 - v. Cases transferred from another jurisdiction for disposition
 - b. Petitions to Remove the Disabilities of Nonage Minors filed pursuant to Section 743.015.
 - c. Petitions for Children in Need of Services and Families in Need of Services (CINS/FINS).
 - d. Parental Notice of Abortion cases.
2. Include the following cases filed that are not reported to SRS:
 - a. Truancy Cases.
 - b. Transfers from another jurisdiction for jurisdiction/supervision only.
 - c. DCF Dependency Petitions for Injunction pursuant to Chapter 39, Florida Statutes.
 - d. Other Motions, when a case doesn't already exist, including but not limited to
 - i. Motion for Order to Take into Custody, when a case doesn't already exist.
 - ii. Motion to Gain Entry into the Residence, when a case doesn't already exist.

APPENDIX A

- A.1 **Registration of Administrative Support Order**
- A.2 **Initial Request – Interstate**
- A.3 **Request to Establish Account – Interstate**
- A.4 **Request to Register Support Order**



Appendix A.1: Notice/Registration of Administrative Support Order

Child Support Program

Clerk of Court Action Request

CS-OA86
R. 05/23/2016

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☒ Open a case, assign and provide a depository number for an administrative establishment action.
- ☐ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☐ Other:

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet
- ☐ Notice of Termination of Administrative Proceeding
- ☐ Final Order of Administrative Support



Child Support Program

CS-OA01
Rule 12E-1.036
Florida Administrative Code
Effective 04/05/16

<<Option 1>> Notice of Proceeding to Establish
Administrative Support Order

<<Option 35>>

Child Support Case Number. <<CSE Case #>>
<<date>>

1. We have started a proceeding to establish an administrative support order that may require you, <<NCP Name>> to pay child support and/or provide health insurance and noncovered medical expenses for your child(ren) named below. The name and date of birth of the child(ren) is:

<<Child1Name>>

<<Child1DOB>>

<<Child2Name>>

<<Child2DOB>>

<<option 10>>

We have done this because public assistance has been received for the child(ren) or because the other parent or caregiver has asked for our help in establishing support. Our records show that there is no support order for the child(ren). You have a legal duty to contribute to the support of the child(ren) named above because you are the <<Option 11>> and the noncustodial parent. <<Option 8>>

The name of the other parent is <<OtherParentName>>.

<<Option 24>>

Based on public assistance records or a statement by the other parent or caregiver, you also may owe past child support.

2. You are required by law to fill out and sign the enclosed Financial Affidavit and Parent Information Form. You must return the filled out forms to the address below no later than 20 days after you receive this notice.

Florida Department of Revenue
Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have already given support for the child(ren), send us written proof of this support with your Parent Information Form. If the information on this form changes you must let us know the changes in writing. <<InsertWebText:2>>.

The other parent/caregiver is also being sent this notice and has the same amount of time to complete and return these forms.

3. We will review the financial affidavits we receive and will use all available, reliable information about your income and the other parent's income to figure the monthly amount you should be required to pay to support the child(ren). If we cannot determine the correct monthly support amount, we may refer the proceeding to the Division of Administrative Hearings for an administrative law judge to conduct a hearing. Otherwise, this amount will be placed in a Proposed Administrative Order (Proposed Order) and computed using the child support guidelines found in section 61.30, Florida Statutes. Sometimes the support amount may be changed to an amount more or less than the amount shown by the guidelines. A list of the reasons for making this change or deviation is included. If you believe any of the reasons on the list apply to you then give us detailed information about that reason along with your Financial Affidavit.

If we know what your actual monthly income is, we will use that amount. We may ask for copies of your credit report, employment records, state wage data, or information from other sources to compute or verify your monthly income. If you do not tell us your income we will use this other information to calculate a monthly income.

We will mail you the Proposed Order. We will include the worksheet(s) used to compute the support amount and any financial affidavits we received or prepared. We will send the same documents to the other parent/caregiver.

4. After you receive the Proposed Order you need to review it closely to be sure you agree with the information included in the order. You will have the opportunity to discuss the proposed order with us or to request an administrative hearing. Directions about how to request an informal discussion or administrative hearing are included in the Proposed Order.
5. If a Final Administrative Support Order is issued, it can be enforced in any way the law allows.
6. You must by law, tell us your current mailing address and send us any changes to your mailing address. All proposed and final administrative support orders, notices of hearing, and any other papers will be mailed to you at the address on page one of this notice and we will presume you have received any documents we send you. You must provide us written notice of changes to your address right away. If you do not provide us address changes, you may miss a deadline and lose your right to ask for a hearing or file an appeal.
7. You or the other parent/caregiver may file a civil action in an appropriate circuit court of this state at any time to determine your paternity and/or support obligations, if any. If, within 20 days after you were served with this notice, you file an action in circuit court and serve us with a copy of the petition, this administrative proceeding will end and the action will proceed in circuit court. If you file a petition, you must serve us at:

Deputy Agency Clerk
<<P.O.LegalAddress>>

Only the circuit court has jurisdiction to grant a divorce, resolve a paternity dispute, or to award or change custody, visitation, alimony or make name changes. If you want a hearing on any of these issues, you must file a petition in circuit court.

A support order from a circuit court that changes the support obligation(s) takes the place of or supersedes a DOR administrative support order. However, any unpaid support due under the administrative order is still owed.

If you choose to file a court action and do not have a lawyer, you can check to see if there is a self-help center in the county courthouse where you live. For availability, locations, forms, and other information go to www.flcourts.org.

8. If you want us to proceed in circuit court to address your support obligation you must file a written request with us within 20 days after you receive this notice.

If we receive your request within that time we will file an action in circuit court to determine your support obligations, if any, and will mail you a copy of the court petition and a waiver of service form. You must then sign and return the waiver of service form within 10 days after you receive it. Upon receipt of your signed waiver of service form, we will end this administrative proceeding and proceed with the circuit court action.

9. Call us if you are now in a bankruptcy or Chapter 13 proceeding. Parts of this notice may not apply to you.
10. This proceeding is authorized by section 409.2563, Florida Statutes.
11. If you have any questions call <<Option 31>>.

Enclosures:

Financial Affidavit
Parent Information Form

Notice to Non-English Speaking Respondents

The Department of Revenue, Child Support Program (DOR) has begun a legal proceeding to establish paternity or a child support order for the child(ren) named on page one of the enclosed notice. To fully understand your rights and obligations you need to read the enclosed notice and order. If you do not understand English, ask someone you know to help translate the notice and order for you. If you have questions, call 1-800-622-5437 for further assistance.

Aviso Para Demandados Que No Hablen Inglés

El Ministerio de Hacienda (Department of Revenue) del Estado de la Florida, Programa Para Sustento de Menores, ha iniciado un procedimiento Legal para establecer una orden de paternidad/de sustento para el niño(s) nombrado en la primera página del documento incluido. Para entender sus derechos y obligaciones completamente usted necesita leer el documento y la orden incluida. Si usted no entiende Inglés, pídale a alguien conocido que le ayude a traducir el documento y la orden. Si tiene preguntas adicionales, llame al 1-800-622-5437.

Mesaj Pou Moun Ki Pa Ka Reponn An Angle

The Department of Revenue, Child Support Program (DOR) komanse aksyon legal pou etabli patenite/yon dekre pou timoun/timoun-yo ki lonmen nan yon paj sou notis ki enfemen a. Pou konprann konpletman tout dwa-ou avek obligasyon-ou, fok ou li notis avek dekre ki enfemen a. Si ou pa konprann Angle, mande yon moun ou konnen pou tradui notis avke dekre-a pou ou. Si ou gen kesyon, rele 1-800-622-5437 pou asistans.

NOTE: For tag <<InsertWebText2:>> We want the following text to be a condition that FDOR can turn on when the form is available on WSS:

You can complete this form online if you register at <<InsertAppropriateFDORInternetAddr>>.

Option 1 (When applicable):

- A. AMENDED (use in heading only)
- B. Amended

Option 8 Jurisdiction/Long Arm for noncustodial parent/alleged father

A. When served in Florida

DOR has personal jurisdiction over the Respondent because he/she was properly served notice in Florida on <<Date Served With Initial Notice>>.

B. When NCP served in another state or country (long-arm); if 8B is selected, select one or more from 8B1-8B6.

The Respondent is subject to DOR's jurisdiction in this proceeding under sections 48.193(1)(e), (h), or 88.2011, Florida Statutes. The Respondent was properly served notice outside the State of Florida, however, he/she

1. resided in this state with the child(ren) and/or the Petitioning parent before this proceeding started.
2. resided in this state and provided prenatal expenses or support for the child(ren) before this proceeding started.
3. maintained a matrimonial domicile in this state before this proceeding started.
4. acknowledged paternity of the child(ren) in this state before this proceeding started.
5. had sexual intercourse in this state, which may have resulted in conception of the child(ren).
6. submitted to the jurisdiction of this state by consent, by entering a general appearance, or by filing a responsive document having the effect of waiving any objection to personal jurisdiction.

Option 10 One entry for each child. (A-F Based on paternity codes associated with individual child BP record. H based on existence of ZGT activity involving the child associated with the parent activity)

- A. Paternity has been legally established for <<Child Z>>by affidavit or voluntary acknowledgment.
- B. Paternity has been established for<<Child Z>>through a court order issued within the State of Florida.
- C. Paternity is presumed for <<Child Z>>because the Respondent was married to the mother when the child was born or conceived.
- D. Paternity has been established for <<Child Z>>in another state by a court, other tribunal, or voluntary acknowledgment.
- E. Paternity is not an issue for <<Child Z>>because the Respondent and the mother married after the child's birth.
- F. Paternity has been established for <<Child Z>>by an administrative order based on a positive genetic test.
- G. Paternity is not an issue for <<Child Z>> because the Respondent is the mother to the child.

H. Paternity has been established for <<Child Z>> based on the attached genetic test results that equal or exceeds a 99 percent probability of paternity.

Option 11 (role/relationship of party to child[ren])

- A. *father*
- B. *mother*
- C. *caregiver*

Option 24 (in caretaker cases only)

<<CP/CTR Name>> is the child(ren)'s caregiver.

Option 31 (based on the office handling the case)

- A. 1-305-530-2600 (if case is handled in Miami-Dade County)
- B.
- C. 1-800-622-KIDS (5437) (if A. Conditions are not met, [all other sites])

Option 35 (Notice goes to both NCP and CP)

- A. <<NCP Name>>
<<NCP Address1>>
<<NCP Address2>>
- B. <<CP/CTR Name>>
<<CP/CTR Address>>
<<CP/CTR Address2>>



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Custodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State FL Zip _____

Residential Address (if different): _____

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____

Child(ren) Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on the child's record to prohibit the release of personal information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Noncustodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State MA Zip _____

Residential Address (if different): _____

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____



Child Support Enforcement
Notice of Social Security Number

CS-ES15
R. 11/08

Instructions to the Clerk for Safeguarding Social Security Numbers

Under section 61.13 (7)(b) and (8), Florida Statutes, all Social Security numbers required by statute must be provided to the tribunal by the parties and kept by the depository as a separate attachment in the file. Disclosure of Social Security numbers provided pursuant to this requirement is limited to the purpose of administration of the Title IV-D program for child support enforcement.

Court case number: _____

Date: _____

Custodial Parent Information:

Name: _____

SS Number: _____

Child(ren) Information:

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Noncustodial Parent Information:

Name: _____

SS Number: _____



Appendix A.2: Initial Request for Depository Number

CS-OA86
R. 05/23/2016

Child Support Program Clerk of Court Action Request

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☐ Open a case, assign and provide a depository number for an administrative establishment action.
- ☒ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☐ Other:

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet
- ☐ Notice of Termination of Administrative Proceeding
- ☐ Final Order of Administrative Support



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Custodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State FL Zip _____

Residential Address (if different): _____

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____

Child(ren) Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on the child's record to prohibit the release of personal information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Noncustodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State MA Zip _____

Residential Address (if different): _____

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____

**Notice of Social Security Number****Instructions to the Clerk for Safeguarding Social Security Numbers**

Under section 61.13 (7)(b) and (8), Florida Statutes, all Social Security numbers required by statute must be provided to the tribunal by the parties and kept by the depository as a separate attachment in the file. Disclosure of Social Security numbers provided pursuant to this requirement is limited to the purpose of administration of the Title IV-D program for child support enforcement.

Court case number: _____

Date: _____

Custodial Parent Information:

Name: _____

SS Number: _____

Child(ren) Information:

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Noncustodial Parent Information:

Name: _____

SS Number: _____



Child Support Program
Clerk of Court Action Request

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☐ Open a case, assign and provide a depository number for an administrative establishment action.
- ☐ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☒ Other: PLEASE UPDATE CASE WITH NEW INITIATING ORDER
ONGOING SET AT \$xxxx PER WEEK EFF 00/00/0000
ARREARS SET AT \$xxxx AS OF 00/00/0000
ARREARS REPAY SET AT \$xxxx PER WEEK EFF 00/00/0000
ORDER FROM (STATE OF ORDER)

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet

- ☐ Notice of Termination of Administrative Proceeding
- ☐ Final Order of Administrative Support



Appendix A.3: Request to Establish Account - Interstate

CS-OA86
R. 05/23/2016

Child Support Program Clerk of Court Action Request

Brevard County COC
Po Box 219
Titusville Florida 32781-0219

Date

Child Support Case Number: CSE Case Number

Depository Number: Depository Number

Activity No.: Activity Number

Parent Who Owes Support: Parent's Name

Parent Due Support: Parent's Name

Please take the following action(s) in this case:

- ☐ Open a case, assign and provide a depository number for an administrative establishment action.
- ☒ Open a case, assign and provide a depository number for an interstate action.
- ☐ The Administrative Proceeding referenced above has been terminated. Please close your file.
- ☐ File the enclosed Final Order.
- ☐ File the enclosed
- ☐ Provide a payment history.
- ☐ Provide a Certificate of Arrears.
- ☐ Provide a certified copy of
- ☐ Close the case based on the attached documentation.
- ☐ Credit the current arrears balance based on the attached documentation.
- ☒ Other: REQUEST TO OPEN ACCOUNT - STATE ORDER DATED 00/00/0000
TERMS: SUPPORT \$XXX.XX MONTHLY
ARREARS \$XXXX.XX AS OF 00/00/0000 REPAY \$XX.XX PER MONTH
COUNTY, STATE ORDER ATTACHED

Please provide a depository case number or the requested documents by returning this form and the requested information to:

Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

If you have any questions, please call our office at Choose One or write to us at the address above.

Enclosed:

- ☐ Notice of Proceeding
- ☐ Demographic Information Sheet
- ☐ Notice of Termination of Administrative Proceeding

☐ Final Order of Administrative Support



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Custodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State FL Zip _____

Residential Address (if different): _____

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____

Child(ren) Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on the child's record to prohibit the release of personal information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Noncustodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City State Zip

Residential Address (if different): _____

City State Zip

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City State Zip



Child Support Enforcement
Notice of Social Security Number

CS-ES15
R. 11/08

Instructions to the Clerk for Safeguarding Social Security Numbers

Under section 61.13 (7)(b) and (8), Florida Statutes, all Social Security numbers required by statute must be provided to the tribunal by the parties and kept by the depository as a separate attachment in the file. Disclosure of Social Security numbers provided pursuant to this requirement is limited to the purpose of administration of the Title IV-D program for child support enforcement.

Court case number: _____

Date: _____

Custodial Parent Information:

Name: _____

SS Number: _____

Child(ren) Information:

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Noncustodial Parent Information:

Name: _____

SS Number: _____



Appendix A.4: UIFSA Request to Register Support Order for Enforcement or Modification

CS-IS07
R. 01/08/13

Child Support Enforcement

Request to Register Support Order

☒ Enforcement ☐ Modification
☐ Enforcement / Modification

CSE Case Number:

Petitioner:

Respondent:

Do not serve copies of this form on the Respondent

☐ We are safeguarding location information due to a request for nondisclosure. Please keep this information confidential.

Please register the enclosed support order(s) or income withholding order(s) as required by sections 88.6021 and 88.6091, Florida Statutes. Send all payments received on this case to Florida State Disbursement Unit, P.O. Box 8500, Tallahassee, Florida 32314-8500. This is a Title IV-D case.

The following documents are enclosed:

- Two copies (including one certified copy) of all orders, including any modifications to be registered.
- Sworn statement by the party seeking registration or a certified statement by the custodian of the records showing the amount of any arrearage (registration statement).
- Demographic information sheet for the parties and child(ren).

The depository account number for this case is

Order Provisions:

Current Child Support	\$	Select One
Alimony	\$	Select One
Past Due/Arrears Payments	\$ 0.00	Select One
Other	\$	Select One
Total Past Due:	\$	as of
Next Payment Due:		

- ☐ Poundage/Fees percent per payment.
- ☐ Administratively ordered arrears payment per State law at the rate of percent of current support.
- ☐ Continuation of support through graduation from high school.
- ☐ Arrears only.
- ☐ Collection of arrears after emancipation continues at the rate of current support plus arrears.
- ☐ Collection of arrears after emancipation continues at the same rate as current support.
- ☐

Please see second page for more information.

CSE Case Number:

☐ We are safeguarding location information due to a request for nondisclosure. Please keep this information confidential.

☐ This is a registration for modification only. The Department's attorney will be filing a petition to modify the order. Please provide us with the civil case number when one is assigned. You can provide it to the local Child Support Enforcement office or mail it to the address below. Do not create a support payment account(s) at this time.

☐ Please establish a depository number for payment processing as required by section 61.181(1)(b), Florida Statutes. Write the depository number below and return this notice to us. You can provide it to the local Child Support office or mail it to the address below.

Florida Department of Revenue
Child Support Enforcement Program
5050 West Tennessee Street, Building L
Tallahassee, FL 32399-0195

To contact us call
1-800-622-KIDS (5437)
1-305-530-260 (if case is handled in Miami-Dade County)

LETTER OF TRANSMITTAL REQUESTING REGISTRATION

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE.

The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

To open an intergovernmental IV-D case, attach a Transmittal #1 and the Child Support Agency Confidential Information Form.

Responding IV-D Case Identifier: _____ Initiating IV-D Case Identifier: _____

Responding Tribunal Number: _____ Initiating Tribunal Number: _____

NOTE:

☐ Nondisclosure Finding/Affidavit attached

☐ This form sent through EDE

Action: ☐ Register for Enforcement

☐ Register for Enforcement of Arrears Only

☐ Assigned Arrears

☐ Non-assigned Arrears

☐ Register for Modification

☐ Register for Modification and Enforcement

Section I. Case Summary: (Background of this matter: court / administrative actions)

Date of support order: _____

State and county/tribe issuing order: _____

Tribunal number: _____

Current Obligation

Amount

Frequency (per)

Current child support \$ _____

Current medical support \$ _____

Current spousal support \$ _____

Other: _____ \$ _____

Type of Arrears

Amount

Total child support arrears \$ _____

Total medical support arrears \$ _____

Total spousal support arrears \$ _____

Total interest \$ _____

Other: _____ \$ _____

Total amount of arrears: \$ _____

Period of computation: from _____ to _____

Assigned arrears only: \$ _____ (Attach documentation of TANF time periods.)

Section II. Obligor Information: ☐ Parent ☐ Caretaker

Obligee's legal name (first, middle, last, suffix): _____

Obligee's address: _____

If caretaker, relationship to child(ren): _____ ☐ Has legal custody/guardianship of the child(ren)

Section III. Obligor Information:

Obligor's legal name (first, middle, last, suffix): _____

Obligor's address: _____

SSN: _____ Employer Name: _____

Employer address: _____

LETTER OF TRANSMITTAL REQUESTING REGISTRATION, PAGE 2

Section IV. Other Pertinent Information:

This order is registered in the following states: _____

Attach description and location of any property not exempt from execution.

Identify any source of income of the obligor in addition to employment: _____

Other: _____

Section V. Attachments: Required – Two copies, including one certified copy, of the order to be registered, including any modification of the order.

The following documents are also attached and part of this Letter of Transmittal Requesting Registration:

☐ Certified statement of arrears (IV-D agency or other government entity record)

☐ Sworn statement of arrears (direct payments)

☐ Order determining arrears

☐ Description and location of any property not exempt from execution

☐ Other attachments: _____

NOTE: If requesting registration for modification, also attach a Uniform Support Petition, General Testimony, and a Personal Information Form for UIFSA § 311.

Section VI. Declaration:

Under penalty of perjury, all information and facts stated in this Letter of Transmittal Requesting Registration are true to the best of my knowledge, information, and belief.

_____ Date	_____ Name <input type="checkbox"/> Party seeking registration <input type="checkbox"/> IV-D representative/title	_____ Signature
_____ Date	_____ Printed name of petitioner's private attorney and attorney/bar number (if applicable)	_____ Signature of petitioner's private attorney

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).

INSTRUCTIONS FOR LETTER OF TRANSMITTAL REQUESTING REGISTRATION

PURPOSE OF THE FORM:

The Letter of Transmittal Requesting Registration is completed by the initiating jurisdiction to request registration of an existing order for enforcement and/or modification in the responding jurisdiction. The purpose of the form is to provide specific order information to the responding jurisdiction. This form can be used in IV-D and non-IV-D intergovernmental cases. It should be included with the other appropriate forms and, in IV-D cases, directed to the responding jurisdiction's central registry.

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE.

This form includes information that may pose a significant risk to an individual if made available in a public forum or inappropriately disclosed. This form may be filed with the tribunal, but should not be filed or included in a record available to the general public. The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

To open an intergovernmental IV-D case, attach a Transmittal #1 and the Child Support Agency Confidential Information Form.

Italicized text that appears within a "box" refers to policy or provides additional information.

For an address outside the United States, be sure to include the foreign country and postal code.

Tribal IV-D programs may choose to use the federal Intergovernmental forms. However, they are not required to use or accept such forms. If you have any questions, contact the tribal IV-D agency directly using the contact information on the OCSE website.

Where forms request a locator code, note that tribal locator codes uniquely identify tribal cases with "9" in the first position, 0 (zero) in the second position, and then a 3-character tribal code defined by the Bureau of Indian Affairs (BIA).

HEADING/CAPTION:

In the appropriate spaces, if applicable and if known, enter the responding jurisdiction's IV-D case identifier and tribunal number.

The responding jurisdiction is the jurisdiction that is working the case at the request of the initiating jurisdiction. Under "IV-D case identifier," enter the number/identifier identical to the one submitted on the Federal Case Registry, which is a left-justified up to 15-character alphanumeric field, allowing all characters except asterisk and backslash, and with all characters in uppercase. Under "tribunal number," you may enter the docket number, cause number, or any other appropriate reference number that the responding tribunal may use to identify the case, if known.

In the appropriate spaces, enter the Initiating jurisdiction's IV-D case identifier, and, if applicable, tribunal number.

The initiating jurisdiction is the jurisdiction that referred the case to the responding jurisdiction for services. Under "IV-D case identifier," enter the number/identifier identical to the one submitted on the Federal Case Registry, which is a left-justified up to 15-character alphanumeric field, allowing all characters except asterisk and backslash, and with all characters in uppercase. Under "tribunal number," you may enter the docket number, cause number, or any other appropriate reference number that the initiating tribunal has assigned to the case.

ACTION:

Check the appropriate box indicating whether you are registering this order for enforcement, enforcement of arrears only, modification, or modification and enforcement. If registering the order for enforcement of arrears only, check the appropriate box(es) for assigned arrears and/or non-assigned arrears.

In the "NOTE" section, check any of the following that apply:

- **Nondisclosure Finding/Affidavit attached** - If there is a finding prohibiting disclosure of a party's or child(ren)'s address/identifying information or an affidavit alleging that disclosure of such information would result in risk of harm, check the box for "Nondisclosure Finding/Affidavit attached" and attach a copy of the finding/affidavit in accordance with section 312 of UIFSA. If there is a finding/affidavit prohibiting disclosure, the information must be sealed and may not be disclosed to the other party or the public. You may provide the address of the IV-D agency as a substitute address for the protected party.

UIFSA requires that the petition or accompanying documents include certain identifying information regarding the parties and child(ren) (e.g., residential address, Social Security Number) unless a party alleges in an affidavit or a pleading under oath that the health, safety, or liberty of a party or child would be jeopardized by disclosure of such information. In that event, the information must be sealed.

If a jurisdiction has reason to believe that information should not be released because of safety concerns, it should ensure that there is a nondisclosure finding or an allegation in an affidavit or the pleading that disclosure of identifying information would result in a risk of harm, as provided under section 312 of UIFSA. In addition to identifying information included on this form, it may be appropriate to submit certain financial information under seal.

- **This form sent through EDE** - Check if this form was sent through the Electronic Document Exchange (EDE).

CSENet and EDE transactions are the recommended methods for making requests or sending information to another state. If CSENet is not listed as an option on the form, then it cannot be used to convey any of the requests or information provided on the form.

Supporting documentation should be sent through EDE, whenever possible.

Section I. Case Summary:

Complete the following information for the tribunal order being registered for enforcement and/or modification in the responding jurisdiction.

Provide the date of the support order; the state and county or tribe where the issuing tribunal is located; and the tribunal number.

Provide the following information (as appropriate) under "Current Obligation": dollar amount and frequency of ordered current child support; dollar amount and frequency of ordered current medical support; dollar amount and frequency of ordered current spousal support; and dollar amount and frequency of other ordered ongoing support obligations. (For example, "other" may include separate obligations, such as child care costs.)

Provide the dollar amount of arrears (as appropriate) under "Type of Arrears." List separately the total arrears due for child support, medical support, spousal support, interest, and/or other support obligations. Total these arrears amounts and enter the sum in the field titled "Total amount of arrears." (If the order only specifies a single arrears amount, enter that amount in the field titled "Total amount of arrears.") For the "Period of Computation," enter the month, day, and year for both the beginning and the end date of the arrears computation.

Only complete the "Assigned arrears only" field if you are requesting enforcement of assigned arrears exclusively. In this situation, enter the total amount of assigned arrears and also complete the "Period of Computation" field. Leave the other arrears fields blank. Attach documentation showing the time period that the obligee received TANF.

Section II. Obligor Information:

This section provides basic information about the obligor. Check the appropriate box to indicate if the obligor is the parent or caretaker. Provide the obligor's full legal name (first, middle, last, suffix) and address. If the obligor is the caretaker, fill in the relationship of the caretaker to the child(ren). Check "Has legal custody/guardianship of child(ren)" if the custodian has legal custody or guardianship of the children.

Section III. Obligor Information:

This section provides basic information about the obligor required by section 602 of UIFSA. Provide the obligor's full legal name (first, middle, last, suffix), address, Social Security Number, employer name, and employer address.

Section IV. Other Pertinent Information:

In this section provide a list of all states where the child support order has been registered previously and any source of income of the obligor in addition to employment. Use this portion of the form also to provide other information that may assist the responding jurisdiction in its efforts to register the order. Attach a description and the location of any property or assets of the obligor in the responding jurisdiction that are not exempt from execution.

Section V. Attachments:

This section lists all documents that are attached. **NOTE:** You must attach two copies, including one certified copy, of the order to be registered, including any modification of the order.

Check the "Certified statement of arrears" box if you are providing a statement of arrears completed by a IV-D agency or other government entity. UIFSA requires that the statement must be certified by the custodian of the records.

Check the "Sworn statement of arrears (direct payments)" box if you are providing a statement of payments received outside of the IV-D agency or other government entity, which are not included within an attached certified statement of arrears.

Check the "Order determining arrears" box if you are providing a tribunal order determining arrears.

For attachments other than those listed, check "Other attachments" and list the names of the documents in the space provided.

NOTE: For registration for modification, you must attach a Uniform Support Petition, General Testimony, and a Personal Information Form for UIFSA § 311.

Section VI. Declaration:

The Letter of Transmittal Requesting Registration must be signed under penalty of perjury and dated. Check the appropriate box to indicate who has signed this form. In a IV-D case, the person requesting registration or a IV-D representative may sign the Letter of Transmittal. If the person requesting registration is represented by a private attorney, then the person's attorney may sign and date the form. The attorney should provide the applicable bar number.

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).

The Paperwork Reduction Act of 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 0.10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Custodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State _____ Zip _____

Residential Address (if different):

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____

Child(ren) Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on the child's record to prohibit the release of personal information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____



Child Support Enforcement
Demographic Information Sheet

CS-ES15
R. 11/08

This form provides information to the tribunal and the State Case Registry as required by section 61.13 (7) and (8), Florida Statutes.

Court case number: _____ Date: _____

Noncustodial Parent Information:

☐ If checked, the Department of Revenue has placed a family violence indicator on this person's record to prohibit the release of personal or employer information in accordance with 42 U.S.C. 654(26) and section 409.2579(3) and (4), Florida Statutes.

Name: _____ Date of Birth: _____

Mailing Address: _____

City _____ State MA Zip _____

Residential Address (if different): _____

City _____ State _____ Zip _____

Telephone Number: _____ Driver's License Number: _____

Employer Name: _____ Employer Phone Number: _____

Employer Address: _____

City _____ State _____ Zip _____

**Notice of Social Security Number****Instructions to the Clerk for Safeguarding Social Security Numbers**

Under section 61.13 (7)(b) and (8), Florida Statutes, all Social Security numbers required by statute must be provided to the tribunal by the parties and kept by the depository as a separate attachment in the file. Disclosure of Social Security numbers provided pursuant to this requirement is limited to the purpose of administration of the Title IV-D program for child support enforcement.

Court case number: _____

Date: _____

Custodial Parent Information:

Name: _____

SS Number: _____

Child(ren) Information:

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Name: _____

SS Number: _____

Noncustodial Parent Information:

Name: _____

SS Number: _____