



# Clerk of the Circuit Court Jackson County, FL

Packet \$12.00

Filing Fee: \$0

Other fees due at the time of filing include: Copies to be served: \$1.00/page approx. \$6.00  
Issuance of Summons: \$10.00

Other fees not due at the time of filing: Fee to Sheriff or Process Server: varies starting at \$40.00

## **PRO SE PROCEDURES FOR COMPLETING A MOTION AND NOTICE OF HEARING FOR CIVIL CONTEMPT**

### **THIS PACKET CONTAINS THE FOLLOWING FORMS:**

- [CIVIL COVER SHEET](#)
- [PERSONAL INFORMATION SHEET](#)
- [DISCLOSURE FROM A NON-LAWYER](#)
- [NOTICE OF LIMITED SERVICES PROVIDED](#)
- [NOTICE OF RELATED CASES](#)
- [MOTION FOR CIVIL CONTEMPT/ENFORCEMENT](#)
- [PROCESS SERVICE MEMORANDUM](#)
- [EMAIL SERVICE ADDRESS \(REQUIRED-CHOOSE ONE\)](#)
  - [DESIGNATION OF EMAIL ADDRESS \(REQUIRED\)](#)
  - [REQUEST TO BE EXCUSED FROM E-MAIL SERVICE](#)

**\*\*\*DO NOT SIGN THESE FORMS UNLESS YOU ARE IN THE PRESENCE OF  
A NOTARY PUBLIC.\*\*\*** We can notarize your signature in the Circuit Civil/Family Law Department.

1. The pro se litigant must complete the motion for civil contempt and notice of hearing for contempt form, with the exception of the hearing date and time. **Just a reminder, some of the paperwork must be notarized.**
2. After the packet is given to the Clerk, the Program Specialist will review the file for compliance. You must contact the clerk's office to follow up on your case. It will take approximately 2 weeks or more to know if your paperwork is in compliance. If the forms are in compliance you will be given a date and time for the hearing. If there are problems with your file, you will be provided a checklist of the item(s) that must be corrected before the file can be reviewed again.
3. After the file has been approved, a hearing date and time will be set at least one month from the date of approval. This length of time allows ample time for the paperwork to be served on the other party.
4. The Clerk will give the paperwork to you, the pro se litigant, and it will be your responsibility to deliver the paperwork to the appropriate Sheriff's Office for service. **Proof of service must be in the file prior to the hearing date.** It is your responsibility to ensure the Sheriff's office sends a copy of the return of service to the Clerk's office.