

Requesting a Hearing/Non-Jury Trial in a Family Court Case in Alachua County, Florida

DO NOT SUBMIT THE NOTICE THAT ACTION IS AT ISSUE.

Until:

- 1. All the appropriate forms or documents have been filed to include financial affidavits, child support worksheet, parenting stabilization course, etc.**
- 2. You have filed Proof of Service of Process Or Proof of Publication AND the Clerk has entered a default .**
- 3. Or the Respondent has filed a response or an Answer and Waiver.**
- 4. AND Mediation (352) 491-4417 has been completed if necessary.**

You will use the combined form titled “*Notice that Action is at Issue and Request for a Hearing/Non-Jury Trial*” to request a Hearing/Non-Jury Trial on your motion or petition. If you do so before the above has taken place a Hearing/Non-Jury Trial will **not** be scheduled.

Fill in the following information:

- Parties’ names (Petitioner and Respondent)
- Case number and Division
- Your name (Comes Now _____)
- Amount of time you think necessary for the judge to hear all the issues in your case. If your case has no disputed issues, it may take only ten minutes.
- Today’s date
- Your signature (no Notary needed)
- The Respondent’s name and address

Make 2 copies of the original:

- File the original with the clerk’s office.
- Mail or hand deliver one copy to the Respondent.
- Mail or hand deliver one copy to the **Case Manager in Room 400** (Family Courts) in the Alachua County Family/Civil Justice Center along with 2 stamped business size envelopes, one addressed to you and the other addressed to the Respondent. You may submit these items by mail to the Case Manager at the Alachua County Family/Civil Justice Center, 201 E. University Avenue, Room 400, Gainesville, FL 32601.

In about **three weeks**, you should receive a response from the judge’s office. If not, you may call Family Courts at (352) 374-3694 to ask about the status of your request for a court hearing. In the event your case is not ready for a hearing/non-jury trial you will be informed by mail as what actions are needed for your case to proceed.

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

Petitioner,

CASE NO: _____

DIVISION: _____

vs.

Respondent.

_____ /

NOTICE THAT ACTION IS AT ISSUE AND REQUEST FOR HEARING/NON-JURY TRIAL

COMES NOW _____, and shows that this action is at issue and ready for a hearing/non-jury trial. The hearing/trial is on the original action. It is estimated that the trial will require _____ minutes. Therefore, the undersigned requests the court schedule a hearing/non-jury trial in this action.

Dated: _____ (today's date)

YOUR SIGNATURE

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing Notice of Action has been furnished by U.S. Mail or hand delivery this _____ day of _____, 20____, to:
(Print the respondent's name and address below)

Your Signature

"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 Jan Phillips, ADA Coordinator, Alachua County Courthouse, 201 East University Ave., Gainesville, FL 32601 at (352) 337-6237 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired call 711."