

**INSTRUCTIONS FOR NOTARIZED STIPULATION**  
**Mediation & Diversion Services**

800 East Twiggs Street, Room 208, Tampa, FL 33602

Phone: (813) 272-5642

- 1) Notarized stipulations are used only where one or both parties lives more than 50 miles from Hillsborough County. At the top of page 1 insert the style of your case and the case number. This information appears on your final judgment or most recent court order.
- 2) The matters agreed upon must be specifically defined and clearly handwritten or typed on page 1. If child support is being modified or suspended, state the date such modification or suspension is to begin, the amount of any modified payment, and if there is any amount in arrears, state how it is to be treated. For example, how much the payment will be, if any, to reduce the arrearage?
- 3) Both parties must sign the notarized stipulation, or both parties can sign separate identical stipulations. Furnish the current address of all parties involved, and furnish the name and address of any employer who will need to be contacted to change any income deduction amounts. The notary should complete the notary block for each party.
- 4) If the Department of Revenue (D.O.R.) is involved, it is necessary to obtain consent from them for modifications to support. We will be required to contact the DOR before we process your agreement, but you should determine in advance whether the modification can be processed.

Department of Revenue (1-800-622-5437) [www.myflorida.com/dor](http://www.myflorida.com/dor)

- 5) Mail to Mediation Services at the address above:
  - a) Check or money order in the amount of **\$80.00** payable to: **Clerk of Circuit Court.**
  - b) Completed and signed Notarized Stipulation Form.
  - c) Copy of your final judgment (**FJ**) or most recent court order (**CO**).

To obtain copies of final judgments or court orders from the Clerk of Circuit Court: visit website [www.myfloridacounty.com](http://www.myfloridacounty.com) (credit card orders) OR CALL:

276-8100, extension 1, 4367/Recording Department\* (**FJ only**) OR  
276-8100, extension 1, 4658/File Room/Family Law Dept\* (**FJ & CO**)  
\*accepts payments in person (cash, checks, Visa, Master Card, Discover)  
or mail (money orders/checks)

We will process your stipulation and submit the appropriate order to the judge in your case for his or her signature. You will then receive a conformed dated copy directly from the judge's office.

CASE STYLE (Title of Case when first filed):

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

\_\_\_\_\_ Petitioner

vs

\_\_\_\_\_ Respondent

**NOTARIZED STIPULATION**

The undersigned hereby agree to the following matters:

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5. All other orders of the Court which are not addressed herein remain unchanged. We also both agree to waive any waiting period and agree to have this stipulation presented to the Court immediately.

Complete if above stipulation refers to an income deduction order change:

Employer Name: \_\_\_\_\_ Payroll Representative: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

SWORN TO and SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
who is personally known to me, or who has produced the following identification: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
Commission Expiration Date or stamp

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )

SWORN TO and SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
who is personally known to me, or who has produced the following identification: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
Commission Expiration Date or stamp