

INSTRUCTIONS FOR NOTARIZED STIPULATION

Mediation & Diversion Services

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

Phone: (813) 272-5642 E-mail: mediation@fljud13.org

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 as it appears on your Final Judgment or Court Order and the case number with the division. 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. All stipulations that involve the starting, or changing of child support must be accompanied by a completed **Child Support Guidelines Worksheet** or else the Judge will reject it. Worksheets can be obtained at www.fljud13.org or from the Court Business Center on the 6th floor of the Edgecomb Courthouse.
4. Both parties must sign the notarized stipulation, or both parties can sign separate identical stipulations. Furnish the current address of all parties involved, if there is an existing Income Deduction/Withholding Order in place and monies are currently being deducted from your paycheck to pay child support, then you must 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. Please submit the completed **original copy** to our office.
5. If the Department of Revenue (D.O.R.) is involved, then you must contact the **DEPARTMENT OF REVENUE**.
6. Mail to Mediation & Diversion Services at the address above:
 - a) Check or money order in the amount of **\$120.00** payable to: **Clerk of Circuit Court**.
 - b) Completed and signed Notarized Stipulation Form, and Child Support Guidelines Worksheet, as applicable.
 - 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 (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	Division: _____

NOTARIZED STIPULATION

The undersigned hereby agree to the following matters:

1. _____

2. _____

3. _____

4. _____

5. Name of Minor child _____ SS# _____ DOB _____
Name of Minor child _____ SS# _____ DOB _____
6. 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: _____	

SS# _____	SS# _____
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:

