

**INSTRUCTIONS FOR FILING FOR A MOTION FOR TEMPORARY RELIEF  
WITH MINOR CHILDREN – In a Dissolution of Marriage ONLY**

This motion can be used **ONLY** when a petition to dissolve the marriage has been filed. **This motion CANNOT be used alone.** Use this motion when there are minor children common to the parties of the marriage that is being dissolved. The motion is filed in the same case as the dissolution of marriage, and that case number should be reflected on all of the documents filed.

**Procedure:**

1. Complete the Motion, [Florida Supreme Court form 12.947(a)]. *If you have not already completed a Financial Affidavit, either [Florida Supreme Court form 12.902(b) or 12.902(c)], you will need to complete and file one. You do not need both Financial Affidavits. For child support you must also complete the Child Support Guidelines Worksheet, [Florida Supreme Court form 12.902(e)].*
2. Once the forms are completed and notarized, make 2 copies of each form.
3. Retain one set of copies for your records.
4. Complete only the basics on the Temporary Order of Support With Dependent or Minor Children, [Florida Supreme Court form 12.947(b)].
5. File **ALL** the originals with the Clerk of Court. You may submit the paperwork either by U.S. mail to P.O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

**NORTH BREVARD SERVICE COMPLEX**

400 South Street, 2<sup>nd</sup> Floor  
Titusville, Florida

**MELBOURNE COURTHOUSE**

51 S. Nieman Avenue  
Melbourne, Florida

**MOORE JUSTICE CENTER**

**Viera Complex**  
2825 Judge Fran Jamieson Way  
Viera, Florida

**MERRITT ISLAND OFFICE**

2575 North Courtenay Parkway  
Room 129  
Merritt Island, FL

**PALM BAY OFFICE**

450 Cogan Drive S. E.  
Palm Bay, FL

6. Once the Motion has been filed, contact the office of the judge assigned to your case and set your hearing for temporary relief. **Some judges will require you to attend mediation for temporary relief .** If this is the case, the mediation will be set by the judge's office and you will be notified in writing of the date and time of the mediation. Send the other party one copy of the Motion for Temporary Relief. **Some judges may require that the other party be served with the dissolution of marriage papers before a hearing can be set.** If this is the case, you must wait until the other party has been served, then call for your hearing. **Some judges refer temporary relief to the General Magistrate.** If this is the case, contact the Family Pro Se Coordinator at 321-617-7254 for information regarding these hearings.
7. When the judge's office sets a hearing, complete the Notice of Hearing, [Florida Supreme Court form 12.923].

8. Make 2 copies of the completed hearing notice.
9. File the original completed Notice of Hearing with the Clerk of Court.
10. Retain one copy of the completed hearing notice for your records.
11. Send one copy of the motion, the notice of hearing, and any other forms that were recently filed to the other party.
12. If a hearing has been set, attend the hearing and bring 2 stamped envelopes with you to the hearing.

*If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email [prosecordinator@brevardclerk.us](mailto:prosecordinator@brevardclerk.us) to set an appointment.*