

STATE OF FLORIDA
DEPARTMENT OF REVENUE
CHILD SUPPORT PROGRAM

To: <<Resp or Atty name>>
<<Resp or Atty Address>>

Court Case No. <<Courtcase#>>
Child Support Case No. <<CSECaseNo>>

NOTICE OF COMMENCEMENT OF ACTION AND
REQUEST FOR WAIVER OF SERVICE OF PROCESS
ADMINISTRATIVE <<Option 1>> PROCEEDING

<<Option 2>>

At your request, we commenced a lawsuit against you. A copy of our <<Option 3>> is enclosed with this Notice. The Petition has been filed in the Circuit Court for <<CountyName>> County and assigned Case Number <<Courtcase#>>.

This is not a formal summons or notification from the court, but a process permitted by section 409.2563, Florida Statutes, which allows you to request that we begin a judicial action to establish paternity and/or support obligations, rather than continuing with the administrative paternity and/or support proceeding. To continue with the court action, you must sign and return the enclosed Waiver of Service of Process form (Waiver) so that we receive it within 10 days after the date you receive this Notice, the Petition, and the Waiver. Enclosed is a stamped envelope and an extra copy of this Notice, including the Waiver, for your records.

If you return the signed Waiver within the time limit, it will be filed with the court and no summons will be served on you. The administrative proceeding will end without prejudice. The lawsuit will proceed as if you had been served on the date the Waiver is filed in court, except you will not be required to respond to the Petition until 60 days after the date you received this Notice and the Waiver. By law, our participation in the court action will be limited to issues concerning your paternity and/or support obligations. If you wish to have the court hear and consider other issues such as child custody or rights of parental contact, you must file your own pleadings concerning those issues in the court action, and have a summons issued and served on the other parent.

If we do not receive the signed Waiver within 10 days from the date you received this Notice, the Petition, and the Waiver, we may dismiss the lawsuit and continue the administrative proceeding, or may choose to continue the lawsuit.

I hereby certify that this Notice of Commencement of Action and Request for Waiver of Service of Process has been sent to you by certified mail, return receipt requested, on behalf of the Department of Revenue this <<dd>> day of <<month>>, <<calendar year>>.

<<ElectronicSignature>>
<<AttyName>> (<<Attye-mailAddr>>)
Florida Bar Number: <fl bar #>
Attorney for Department of Revenue
<<FirmName>>
<<atty address line 1>>
<<atty address line 2>>
<<atty phone #>>

This document has been electronically signed as authorized by s. 668.004, F.S.

Enclosures:

<<Option 3>>

Copies of this Notice of Commencement of Action and Request for Waiver of Service of Process and Waiver of Service of Process form (two)
Stamped Envelope Addressed to DOR

Option 1 (Auto populate)

- A. SUPPORT
- B. PATERNITY
- C. PATERNITY AND SUPPORT

Option 2 [Auto populate - Option if addressed to attorney for respondent]

This letter is being addressed to you as the attorney for the Respondent, <<RespName>>. References to “you” and “your” mean the Respondent, except that references to signing the enclosed Waiver of Service of Process refer to you if you are authorized to execute the Waiver on behalf of your client.

Option 3 (Auto populate)

- A. Petition for Support and Other Relief
- B. Petition to Establish Paternity and Other Relief
- C. Petition to Establish Paternity, Support and Other Relief

If Option 1A populates with Option 3A.

If Option 1B populates with Option 3B.

If Option 1C populates with Option 3C.