

INSTRUCTIONS

NOTICE OF CURRENT MAILING AND E-MAIL ADDRESS

SELF-REPRESENTING LITIGANTS ONLY

If you represent yourself in the Child Support Enforcement Division (#46), and you wish to receive notices of Hearing via your email address, please download the document titled **Notice of Current Mailing and E-mail Address**.

You must completely fill out this Notice, including the case number, include the e-mail you are designating as your e-mail for service of electronic documents, phone number and the most current physical address. This is important so that we may contact you to set any future hearing.

Once your notice has been completed please e-file your document on the Florida Courts E-Filing Portal <https://www.myflcourtsaccess.com/> . Please be sure to send a copy to the opposing side, and/or the State Attorney's Office at ChildSupportService@MiamiSAO.com, as well as, to the Child Support Magistrate's office at 11thFCGM46@jud11.flcourts.org

In the event you do not know how to E-File your notice, please send it to 11thFCGM46@jud11.flcourts.org. Your email must include the following information on the subject line:

EXAMPLE: (Notice of Current Mailing and E-mail Address Case #XXXX-XXXXX SMITH Vs. SMITH)

Be sure to attach your completed Notice to your e-mail. Incomplete and/or unsigned notices will not be accepted. **If you are filling out the fillable form on-line, typing your name on the signature line is all that is needed to satisfy the signature requirement.**

Once your Notice is received you will be contacted with a hearing date and time, once the proper Motions have been filed.

Please be aware that due to growing concerns about the safety of our community and the spread of the Coronavirus and COVID-19 disease, the General Magistrate's Office for Child Support Enforcement is closed to the public.

However, our division remains open. The General Magistrates and staff are working and available. We can address most matters remotely via telephone conferences and ZOOM.

If you have any questions, please feel free to contact us at:
Office of the General Magistrates
Eleventh Judicial Circuit of Florida
Child Support Enforcement
Phone: 786-469-3960
Or 11thfcgm46@jud11.flcourts.org

Please be sure state your case number on the e-mail subject line or on any voicemails and the questions you may have.