



Clerk of the Circuit Court & Comptroller

Office of Gary J. Cooney, Clerk & Comptroller

P.O. Box 7800 • 550 W. Main St. • Tavares, FL 32778-7800 • www.LakeCountyClerkFL.gov

NOTICE OF REQUIRED LANGUAGE FOR CHILD SUPPORT AND ALIMONY ORDERS

All orders for payment of child support or alimony through the Clerk's Office must include the following:

The (payor's name) shall pay (payee) (child support or alimony) the sum of \$ (dollar amount) dollars (monthly, semi-monthly, bi-weekly, or weekly) with the first payment becoming due on (month, day, year) . Said payments shall be made payable to the State of Florida Disbursement Unit, P.O. Box 8500, Tallahassee, FL 32314-8500, together with the statutory Clerk's service charge of 4% of the payment or \$5.25, whichever is less, except that no fee shall be less than \$1.00. Payments must include the case number, name of payor and name of payee for proper identification.

Both parties are required to immediately inform the Clerk of the Circuit Court and Comptroller at P.O. Box 7800, Tavares, FL 32778-7800 of any change of name or address. In addition, the payor shall also inform the Clerk in writing of any change of employment or other source of income, supplying the name of the employer, income source and mailing address.