

ATTENTION

TO ALL PEOPLE WHO WANT TO LIFT NO CONTACT ORDER:

1. Fill out the **top** of the form entitled *Motion to Allow Contact*.*
2. Contact the Judicial Assistant for the Judge assigned to the case and she will give you a hearing date and time to fill in the blanks in the *Notice of Hearing* on the **bottom** of the page. You must sign both the motion and the notice of hearing.
3. **YOU** must then have three copies made of the whole page and take or mail the original to the Clerk of the Court in Room 106 of this building. (The Clerk will make the copies for you at the cost of \$1.00 per page if you need them to make the copies.) *Address: Clerk of the Circuit Court, P.O. Box 338, New Port Richey, FL 34655.*
4. **You** deliver or mail copy #1 to the Office of the State Attorney in this building- room #205- *Address: West Pasco Judicial Center, 7530 Little Road, New Port Richey, Florida 34654.*
5. Deliver or mail a copy to Judge Handsel's office. Judge Handsel has a mailbox located on the 1st floor of the courthouse between the front information desk and courtroom 1A. *Address: West Pasco Judicial Center, 7530 Little Rd., New Port Richey, FL. 34654.*
6. Keep the 3rd copy for your own records and bring it to Court with you when you come for your hearing.
7. *If all of the above steps are not followed the Judge will not consider your request on the hearing date.*

***** If you are filing a Motion to Allow Contact, you MUST complete the two hour victim's course given by the Salvation Army before filing the motion. Please call 727-856-6498 and an Outreach Advocate will contact you back to schedule an appointment for this. Once completed, attach documentation that the course was completed to your Motion. The Court will not schedule a hearing without this documentation.*****