

Tenth Judicial Circuit

Self Help (Pro Se) Program



We are here to help you!

We can provide assistance with cases involving:

- ▶ Divorce
- ▶ Modification
- ▶ Paternity
- ▶ Step-Parent Adoption
- ▶ Name Changes
- ▶ Custody by Extended Family
- ▶ Enforcements



Let's get started.

The Clerk of Courts can provide you with the paperwork that you need to get started.

- ▶ Packets
- ▶ Forms
- ▶ Checklists
- ▶ Filing fees

You can also download forms from The Florida Supreme Court website!



Completing and Filing your Paperwork.

- ▶ Read the instructions carefully.
- ▶ Complete all paperwork relevant to your situation.
- ▶ Review for accuracy.
- ▶ Sign paperwork before a Notary Public.
- ▶ File with the Clerk of Courts.



V.I.P. Checklist

Very Important Procedures

- ▶ Service of Process/Return of Service
- ▶ Respondent has 20 days to file an answer
- ▶ Motion/Default
- ▶ Financial Disclosure
- ▶ Parenting Seminars
- ▶ Designation of Current Address



Contacting the Self-Help Program.

- ▶ Office hours: Monday-Friday from 8:30 a.m. – 5:00 p.m.;
- ▶ **Have your case number ready;**
- ▶ Requesting a Hearing;
- ▶ After filing documentation, please allow three business days to expire before contacting the Self-Help Program;



Other helpful Links

- ▶ Clerk of Courts:
 - Polk County - <http://www.polkcountyclerk.net/home/>
 - Highlands County – <http://www.hcclerk.org/Home.aspx>
 - Hardee County – <http://www.hardeeclerk.com/>

- ▶ Florida Courts - <http://www.flcourts.org>

- ▶ Department of Revenue - <http://dor.myflorida.com/dor/>
- ▶ Polk County Sheriff's Office - <http://www.polksheriff.org/Pages/default.aspx>

