

CHECKLIST FOR THE SELF-REPRESENTED LITIGANT



PLEASE READ CAREFULLY BEFORE PROCEEDING...

You have now purchased this packet or received this checklist to proceed as a self-represented (“pro se”) litigant. **You must follow the procedure of each required form.** Please read each form carefully.

After you have completed and filed the original forms with the Clerk of Court (Family Law Division), please contact the Self-Help Program at **(863) 534-4015** for a review of your file. A court specialist will inform you, at the time of your call, if your case is ready to be scheduled for hearing. If certain documents are missing or do not meet criteria, the court specialist will advise you of which forms are still required. **COURT DATES ARE ISSUED BY MAIL ONLY.**

NOTE: The Self-Help Program is only allowed to answer general questions and will not be able to tell you “how to fill out your forms.” (Please see *Notice of Limitation of Services Provided*). If you have legal questions or concerns about how to proceed, you are encouraged to seek advice from an attorney.

***Address Changes:** If your address changes at anytime during this proceeding, please complete a **Notice of Current Address** form and file with the Clerk of Court (Family Law Division). The Court will not rely on forwarding address information with the postal service.

FORM 12.982(c) PETITION FOR CHANGE OF NAME (MINOR CHILD(REN)) (6/10):

- ✓ Cover Sheet for Family Court Cases
- ✓ Notice of Limitation of Services Provided
- ✓ Notice of Related Cases
- ✓ Petition for Change of Name (Minor Child(ren))
- ✓ Supplemental Form for Petition for Change of Name (Minor Child(ren))
- ✓ Consent of Name Change (Minor Child(ren)) - (required by other parent, if only one parent is requesting name change)
- ✓ Proof of Service (Summons: Return of Service from Sheriff or process server) *OR* all affidavits required for *constructive service* (when whereabouts are unknown) *OR* notarized Answer, Waiver, and Consent forms
- ✓ Birth Certificate(s) for Minor Child(ren)
- ✓ Copy of Fingerprints by law enforcement agency (for state and national criminal records check)

The Clerk of Court can instruct you on the process for having the fingerprints taken and submitted, including information in law enforcement agencies or service providers authorized to submit fingerprints electronically to the Department of Law Enforcement.

FORM 12.982(c)

Petition for Change of Name (Minor Child(ren)) (6/10)

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