

**STOP! LOOK! PLEASE READ CAREFULLY!**



You have now obtained this packet or checklist to proceed as a pro se litigant.

You must follow the procedures listed within your packet before a final hearing date can be scheduled with the judge.

Below is a checklist of items that **MUST** be filed prior to a court date being issued. You must contact the Self-Help Office at (863) 534-5843 to request a review of your file. **Please have your case number available and advise the court specialist that your case is assigned to Highlands County.**

\*If your address changes at anytime during these proceedings, please file a **Notice of Current Address** form with the Clerk of Court.

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**CHECKLIST FOR FORM 12.982(a)  
PETITION FOR CHANGE OF NAME (ADULT):**

- Civil Cover Sheet
- BVS Form
- Notice of Limitation of Services Provided
- Petition for Change of Name (Adult)
- Fingerprint Card-Electronic (\$48.25 per person)
- Notice of Related Cases
- FDLE Background Check
- Proposed Final Judgment (**original and 3 copies**)

**Contact Sheriff's Office for Electronic Submissions**