

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA, IN AND FOR HIGHLANDS
SELF-HELP DIVISION**

STOP! LOOK! PLEASE READ CAREFULLY!



You have now purchased this packet or received this checklist to proceed as a pro se (self-represented) litigant.

You must follow the procedures listed on your forms before obtaining a final hearing date with the Self-Help Judge. If during the course of these proceedings one of the parties retains an attorney, your case will be assigned to a different judge.

The Self-Help Program may be contacted at (863) 534-5843 if you have any general questions; however, this office will not be able to give you legal advice about “how to fill out your paperwork.” Additional help may be sought from a document preparer or attorney.

Below is a checklist of items that **MUST** be filed prior to obtaining a court date. **After filing all required documents, please contact the Self-Help Program at (863) 534-5843 for a review of your case.** (Please allow 5 to 7 days before calling so that your pleading(s) will be scanned and available for review by the court specialist). If all criteria have been met, a court date will be mailed to you. **NO COURT DATES WILL BE GIVEN OVER THE PHONE**

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

CHECKLIST FOR FORM 12.982(c)

PETITION FOR CHANGE OF NAME (MINOR CHILD (REN)) (03/30/15)

- Civil Cover Sheet
- Notice of Limitation of Services Provided
- Petition for Change of Name (Minor Child (ren))
- Supplemental Form for Petition for Change of Name (Minor Child (ren))
- Fingerprints are required for the **adult(s)** petitioning on behalf of the minor.
 - **Please see the attached requirements for submission of fingerprints.**
 - **FDLE Background Check**
- Consent of Name Change (Minor Child (ren)) - (required by other parent, if only one parent is requesting name change)
- Proof of Service and/or Default (required if other parent does not consent to name change or cannot be located)
 - Memorandum for Certificate of Military Service/Affidavit of Military Service
- Birth Certificate(s) for Minor Child (ren)
- Notice of Related Cases
- Proposed Final Judgment (original and 3 copies)
 - BVS form

Revised: 02/14/2018