

# STOP! LOOK! PLEASE READ CAREFULLY!



You have now obtained this packet or checklist to proceed as a Self-Help 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 12.983(a) PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF (03/30/15)

- Civil Cover Sheet
- Petition to Determine Paternity and for Related Relief
- Notice of Limitation of Services Provided
- Notice of Social Security Number (**filed by both parties**)
- Uniform Child Custody Jurisdiction and Enforcement Act Affidavit
- Proof of Service, Answer or Waiver by Respondent, or Default
  - Memorandum for Certificate of Military Service/Affidavit of Military Service
- Settlement Agreement (signed by both parties if an agreement has been reached as to any or all of the issues) **original and 3 copies**
- Child Support Guidelines Worksheet
  - **Schedule A and IWO, if required, see attached colored cover sheet**
- Family Law Financial Affidavits (**filed by both parties**)
- Certificate of Completion of Parenting Course (**filed by both parties**) – required in divorce and paternity actions per F.S. 61.21
- Parenting Plan (**original and 3 copies**)
- Birth Certificate of Child (ren)
  - **Affidavit of Paternity**
- Notice of Related Cases
- BVS Form
- Proposed Final Judgment (**original and 3 copies**)