

**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 12.905(b)  
SUPPLEMENTAL PETITION FOR MODIFICATION  
OF CHILD SUPPORT (03/30/15)**

- Civil Cover Sheet
- Supplemental Petition for Modification of Child Support
- Notice of Limitation of Services Provided
- Notice of Social Security Number (if not previously filed in this case)
- 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 Affidavit(s)
- Notice of Related Cases
- BVS Form
- Proposed Final Judgment (**original and 3 copies**)

Revised: 02/14/2018  
Highlands County