

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.

CHECKLIST FOR FORM 12.905(a) SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/ TIME-SHARING SCHEDULE AND OTHER RELIEF (03/30/15):

- Civil Cover Sheet
- Notice of Limitation of Services Provided
- Supplemental Petition to Modify Parenting Plan/Time-Sharing Schedule and Other Relief
- 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 issues)
((Original and 3 copies))
- Parenting Plan **(original and 3 copies)**
- Child Support Guidelines Worksheet
 - **Schedule A and IWO , if required, see attached colored cover sheet**
- Family Law Financial Affidavits
- If not previously filed, Certificate of Completion of Parenting Course (filed by both parties) – required in divorce and paternity actions per F.S. 61.21;
- Notice of Related Cases
- BVS Form
- Proposed Final Judgment **(original and 3 copies)**