

C H E C K L I S T

FOR THE SELF-REPRESENTED LITIGANT



PLEASE READ CAREFULLY BEFORE PROCEEDING

You have now purchased this packet or received this checklist to proceed as a self-represented (“pro se”) litigant. **You must follow the procedure of each required form. Please read each form carefully.**

After you have filed your action with the Clerk of Court and completed the forms listed below, you may contact the Self-Help Program at **(863) 534-4015** for a review of your file. A court specialist will inform you, at the time of your call, if your case is ready to be scheduled for hearing. If certain documents are missing or do not meet criteria, the court specialist will advise you of which forms are still required. **COURT DATES ARE ISSUED BY MAIL AND WILL NOT BE GIVEN OVER THE PHONE.**

NOTE: The Self-Help Program is only allowed to answer general questions and will not be able to tell you “how to fill out your forms.” (Please see *Notice of Limitation of Services Provided*). If you have legal questions or concerns about how to proceed, you are encouraged to seek advice from an attorney.

***Form 12.915 - DESIGNATION OF CURRENT ADDRESS AND E-MAIL ADDRESS:** This form should be filed to keep the Court updated on your current and future addresses. The Court will not rely on forwarding address information from the U.S. Postal Service.

FORM 12.982(a), (c), or (f) (02/18)

❖ PETITION FOR CHANGE OF NAME (ADULT) (a), OR

❖ PETITION FOR CHANGE OF NAME (MINOR CHILD(REN)) (c), OR

❖ PETITION FOR NAME CHANGE (FAMILY) (f)

- ✓ Cover Sheet for Family Court Cases
- ✓ Notice of Limitation of Services Provided (www.jud10.flcourts.org)
- ✓ Notice of Related Cases
- ✓ Designation of Current Address & E-Mail Address
- ✓ Petition for Change of Name (*please select appropriate form*)
- ✓ Consent for Change of Name (Minor Child(ren)) – required by non-petitioning parent
- ✓ Applicant Waiver Agreement and Statement for Criminal History Record Checks -- *this form may be required by the Clerk of Court prior to submitting fingerprints.*
- ✓ Electronic Fingerprinting/Criminal History Record Check
- ✓ Copy of birth certificate (may be required)

***Fingerprinting/Background Check: At the time of filing, the Clerk of Court will furnish you with a list of authorized providers and required ORI number for electronic fingerprinting. **DO NOT SUBMIT FINGERPRINT CARDS OR THOSE TAKEN PRIOR TO THE FILING OF YOUR PETITION.** You must reside in the COUNTY where the name change is being sought.**

FORM 12.982(a), (c), or (f)

Petition for Change of Name (Adult) (a)

Petition for Name Change (Minor) (c)

Petition for Name Change Family (f)

(02/18)

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