

# CHECKLIST

## 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.

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#### FORM 12.970(a)

#### PETITION FOR TEMPORARY CUSTODY BY EXTENDED FAMILY (11/15):

- ✓ Cover Sheet for Family Court Cases
- ✓ Notice of Limitation of Services Provided
- ✓ Notice of Related Cases
- ✓ Petition for Temporary Custody by Extended Family
- ✓ Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit
- ✓ **Proof of Service:** Personal (Summons & Return); Constructive (Affidavit/Notice of Action/Posting); or Notarized Answer/Waiver/Consent/Acceptance of Service
- ✓ Affidavit of Diligent Search and Inquiry (if whereabouts of parent(s) unknown)
- ✓ Motion for Default/Default (if no response after service)
- ✓ Affidavit of Military Service
- ✓ Notarized Agreements (if any, signed by ALL parties)
- ✓ Certified copy of Death Certificate (if applicable)
- ✓ Copy of Birth Certificate for Child(ren)

# **FORM 12.970(a)**

## **Petition for Temporary Custody by Extended Family (11/15)**

[www.flcourts.gov](http://www.flcourts.gov)  
[www.jud10.flcourts.org](http://www.jud10.flcourts.org)

\*Please notify Department of Revenue (Child Support Enforcement), if either  
parent is currently ordered to pay child support.