

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 completed and filed the original forms with the Clerk of Court (Family Law Division), please 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.

***Address Changes:** If your address changes at anytime during this proceeding, please complete a **Notice of Current Address** form and file with the Clerk of Court (Family Law Division). The Court will not rely on forwarding address information with the postal service.

FORM 12.905(b)

SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT (11/15):

- ✓ Cover Sheet for Family Court Cases
- ✓ Notice of Limitation of Services Provided
- ✓ Notice of Related Cases
- ✓ Supplemental Petition for Modification of Child Support
- ✓ Family Law Financial Affidavit(s)
- ✓ Notice of Social Security Number (if not previously filed in this case)
- ✓ Uniform Child Custody Jurisdiction and Enforcement Act Affidavit
- ✓ Proof of Service (Summons: Return of Service from Sheriff or process server) *OR*
 ALL affidavits required for *constructive service* (when whereabouts are unknown) *OR*
 Notarized Acceptance of Service or Answer, Waiver, and Consent form
- ✓ Affidavit of Military Service
- ✓ Settlement Agreement (if any, signed by both parties)
- ✓ Child Support Guidelines Worksheet

Revised 8/17

Self-Help Program/10th Circuit, Polk County

FORM 12.905(b)

Supplemental Petition for Modification of Child Support (11/15)

www.flcourts.org

*If child support has previously been established by DOR, a copy of this petition must be SERVED to: Florida Department of Revenue-CSE, 115 South Missouri Avenue, Suite 102, Lakeland, FL 33815.