

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.

FORM 12.905(a) SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/ TIME-SHARING SCHEDULE AND OTHER RELIEF (11/15):

- ✓ Cover Sheet for Family Court Cases (Form 12.928)
- ✓ Notice of Limitation of Services Provided (www.jud10.flcourts.org)
- ✓ Notice of Related Cases
- ✓ 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 (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
- ✓ Family Law Financial Affidavits
- ✓ Parenting Plan
- ✓ If not previously filed, Certificate of Completion of Parenting Course (filed by both parties) –
 required per F.S. 61.21

Revised 5/23

Self-Help Program/10th Circuit

FORM 12.905(a)

Supplemental Petition to Modify Parenting Plan/Timesharing Schedule and Other Relief (11/15)

Family Law Forms

Visit www.flcourts.gov (Self-Help Information)

10th Judicial Circuit Court (Programs and Services)

Visit www.jud10.flcourts.org

*If child support has previously been established by DOR, a copy of this petition must be SERVED upon the Florida Department of Revenue (Child Support Enforcement).