

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.

FORMS 12.981 (A1 – D2) STEPPARENT ADOPTION

This can be a very complicated area of the law. You may wish to consult an attorney before proceeding as a self-represented litigant. Below is a list of most required forms. However, additional forms may be needed.

- Cover Sheet for Family Court Cases
- Notice of Related Cases
- Stepparent Adoption: Consent & Waiver by Parent
- Stepparent Adoption: Consent of Adoptee
- Affidavit of Nonpaternity
- Stepparent Adoption: Affidavit of Diligent Search
- Indian Child Welfare Affidavit Act
- Motion for Search of Putative Father Registry
- (Order Granting Motion for Search of the Putative Father Registry)

- Joint Petition for Adoption by Stepparent
- Final Judgment of Stepparent Adoption

- Petition for Adoption of Adult by Stepparent
- Stepparent Adoption: Consent of Adult Adoptee’s Spouse

FORM 12.981 (A1 – D2)

Stepparent Adoption (11/15)

www.flcourts.gov
www.jud10.flcourts.org

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