

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. Forms may be downloaded from www.flcourts.org – (Self-Help Information/Family Law Forms).**

After you have completed and filed the original forms with the Clerk of Court (Family Law Division), you must contact the Self-Help Program at **(863) 402-6618** or email ljbass@jud10.flcourts.org to request a review of your file. Be sure to have your case number available for reference.

***Address Changes:** If your address changes at any time during this proceeding, please complete **Form 12.915 (Designation of Current Address & Email Address)** and file with the Clerk of Court. The Court will not rely on forwarding address information with the U. S. Postal Service.

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 12.982(a)

PETITION FOR CHANGE OF NAME (ADULT) (2/18):

- Cover Sheet for Family Court Cases (Form 12.928)
- Notice of Limitation of Services Provided (www.jud10.flcourts.org)
- Notice of Related Cases
- Petition for Change of Name (Adult)
- Criminal History Record Check – Electronic Fingerprinting (submitted to the Clerk of Court by FDLE)
- Bureau of Vital Statistics (BVS) Form
- Proposed Final Judgment (with self-addressed stamp envelope)

***At the time of filing, the Clerk of Court will furnish you with a listing of authorized providers (and required ORI number) and will provide instructions on the process of electronic fingerprinting. DO NOT SUBMIT FINGERPRINT CARDS OR THOSE TAKEN PRIOR TO THE FILING OF YOUR PETITION.**

FORM 12.982(a)

Petition for Change of Name (Adult) **(2/18)**

www.flcourts.org

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10th Judicial Circuit, Highlands County

