

# 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](http://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](mailto: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.

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**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.

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### FORM 12.982(c)

#### PETITION FOR CHANGE OF NAME (MINOR CHILD/REN) (2/18):

- Cover Sheet for Family Court Cases (Form 12.928)
- Notice of Limitation of Services Provided ([www.jud10.flcourts.org](http://www.jud10.flcourts.org))
- Notice of Related Cases
- Petition for Change of Name (Minor Child(ren))
- Supplemental Form for Petition for Change of Name (Minor Child(ren)), if multiple children
- Consent of Name Change (Minor Child(ren)) - (required to be signed by other parent, not petitioner) **OR**
- Proof of Service (*Summons and Return of Service*) **OR** Constructive Service (*Notice of Action and all required affidavits, if other parent’s whereabouts are unknown*)
- Copy of Birth Certificate(s) for Minor Child(ren)
- 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 envelopes for each party)

**\*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.**

*Revised 7/2021, 10<sup>th</sup> Judicial Circuit, Highlands County*

**FORM 12.982(c)**

Petition for Change of Name  
(Minor Child/ren) (2/18)

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

*Revised 7/2021*

*10<sup>th</sup> Judicial Circuit, Highlands County*