

# 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 12.970(a)

#### PETITION FOR TEMPORARY CUSTODY BY EXTENDED FAMILY (2/18):

- Family Court Cover Sheet (Form 12.928)
- Notice of Limitation of Services Provided ([www.jud10.flcourts.org](http://www.jud10.flcourts.org))
- Notice of Related Cases
- Petition for Temporary Custody by Extended Family
- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) 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 Diligent Search and Inquiry (if whereabouts of parent(s) unknown)
- Motion for Default/Default (if no response after service of process or constructive service)
- Affidavit of Military Service
- Notarized Waiver/Agreements (if any)
- Certified copy of proof of Death (if a parent is deceased)
- Copy of Birth Certificate for Child(ren)
- Bureau of Vital Statistics (BVS) form
- Proposed Final Judgment (with self-addressed stamped envelopes for each party)

# **FORM 12.970(a)**

## **Petition for Temporary Custody by Extended Family (2/18)**

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

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