

# **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 12.951(a)**

#### **PETITION TO DISESTABLISH PATERNITY AND/OR TERMINATE CHILD SUPPORT OBLIGATION (6/18):**

- 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 to Disestablish Paternity and/or Terminate Child Support Obligation
- 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
- Copy of any judgment or order regarding paternity or child support
- Copy of any scientific test results
- Current printout of child support payments
- Bureau of Vital Statistics (BVS) form
- Proposed Final Judgment (with self-addressed stamped envelopes to each party)

*Revised 7/2021*

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

# FORM 12.951(a)

Petition to Disestablish Paternity and/or  
Terminate Child Support Obligation (6/18)

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

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\*If child support has previously been established by DOR, a copy of this petition must be SERVED to Florida Department of Revenue-CSE.

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