

Family Law Forms Package 1(a) Discovery

What	this	nackage	contains:
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u	Standard Family Law Interrogatories for Original or Enforcement Proceedings.
	Standard Family Law Interrogatories for Modification Proceedings.
	Forms concerning Mandatory Disclosure.
	Forms to subpoena records.
	this package may be used: At the beginning of a new case or the modification of an existing case.

The case must be filed and open to use these forms.

Last Update 6-2006

Forms for Use With

Discovery - 1(a)

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Information:

- Appendix General Information for Self-Represented Litigants
- How can I keep my address confidential in a court case if I am in fear of domestic violence?

• Address and telephone number list

Form No. Name of Form

Mandatory Disclosure:

FFLF 12.932 Certificate of Compliance With Mandatory Disclosure

FFLF-L Waiver of Mandatory Disclosure

Interrogatories:

FFLF 12.930(a) Notice of Service of Standard Family Law Interrogatories

FFLF 12.930(b) Standard Family Law Interrogatories for Original or Enforcement

Proceedings

FFLF 12.930(c) Standard Family Law Interrogatories for Modification Proceedings

Subpoena for Records:

FFLF 12.931(a)(b) **Notice of Production from Nonparty**

Subpoena for Production of Document from Nonparty

Service of Process:

FFLF 12.910(b) **Process Service Memorandum**

FFLF = Florida Supreme Court Approved Family Law Form/Florida Family Law Rules of Procedure Form FFLF-L = Sixth Judicial Circuit Local Form

FAMILY LAW FORMS, COMMENTARY, AND INSTRUCTIONS

GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS

You should read this General Information thoroughly before taking any other steps to file your case or represent yourself in court. Most of this information is not repeated in the attached forms. This information should provide you with an overview of the court system, its participants, and its processes. It should be useful whether you want to represent yourself in a pending matter or have a better understanding of the way family court works. This is not intended as a substitute for legal advice from an attorney. Each case has its own particular set of circumstances, and an attorney may advise you of what is best for you in your individual situation.

These instructions are not the only place that you can get information about how a family case works. You may want to look at other books for more help. The Florida Statutes, Florida Family Law Rules of Procedure, Florida Rules of Civil Procedure, and other legal information or books may be found at the public library or in a law library at your county courthouse or a law school in your area. If you are filing a petition for **Name Change** and/or **Adoption**, these instructions may not apply.

If the word(s) is printed in **bold**, this means that the word is being emphasized. Throughout these instructions, you will also find words printed in **bold** and **underlined**. This means that the definitions of these words may be found in the glossary of common family law terms at the end of this general information section.

Commentary

1995 Adoption. To help the many people in family law court cases who do not have attorneys to represent them (pro se litigants), the Florida Supreme Court added these simplified forms and directions to the Florida Family Law Rules of Procedure. The directions refer to the Florida Family Law Rules of Procedure or the Florida Rules of Civil Procedure. Many of the forms were adapted from the forms accompanying the Florida Rules of Civil Procedure. Practitioners should refer to the committee notes for those forms for rule history.

The forms were adopted by the Court pursuant to Family Law Rules of Procedure, 667 So. 2d 202 (Fla. 1995); In re Petition for Approval of Forms Pursuant to Rule 10-1.1(b) of the Rules Regulating the Florida Bar—Stepparent Adoption Forms, 613 So. 2d 900 (Fla. 1992); Rules Regulating the Florida Bar—Approval of Forms, 581 So. 2d 902 (Fla. 1991).

Although the forms are part of these rules, they are not all inclusive and additional forms, as necessary, should be taken from the Florida Rules of Civil Procedure as provided in Florida Family Law Rules of Procedure. Also, the following notice has been included to strongly encourage individuals to seek the advice, when needed, of an attorney who is a member in good standing of the Florida Bar.

1997 Amendment. In 1997, the Florida Family Law Forms were completely revised to simplify and correct the forms. Additionally, the appendices were eliminated, the instructions contained in the appendices were incorporated into the forms, and the introduction following the Notice to Parties was created. Minor changes were also made to the Notice to Parties set forth below.

NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A MEMBER IN GOOD STANDING OF THE FLORIDA BAR

If you have questions or concerns about these forms, instructions, commentary, the use of the forms, or your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you should call the lawyer referral service listed in the yellow pages of the telephone book under "Attorney." If you do not have the money to hire an attorney, you should call the legal aid office in your area.

Because the law does change, the forms and information about them may have become outdated. You should be aware that changes may have taken place in the law or court rules that would affect the accuracy of the forms or instructions.

In no event will the Florida Supreme Court, The Florida Bar, or anyone contributing to the production of these forms or instructions be liable for any direct, indirect, or consequential damages resulting from their use.

FAMILY LAW PROCEDURES

Communication with the court... <u>Ex parte</u> communication is communication with the judge with only one party present. Judges are not allowed to engage in ex parte communication except in very limited circumstances, so, absent specific authorization to the contrary, you should not try to speak with or write to the judge in your case unless the other <u>party</u> is present or has been properly notified. If you have something you need to tell the judge, you must ask for a <u>hearing</u> and give notice to the other party or file a written statement in the court file and send a copy of the written statement to the other party.

Filing a case... A case begins with the filing of a <u>petition</u>. A petition is a written request to the court for some type of legal action. The person who originally asks for legal action is called the <u>petitioner</u> and remains the petitioner throughout the case.

A petition is given to the <u>clerk of the circuit court</u>, whose office is usually located in the county courthouse or a branch of the county courthouse. A case number is assigned and an official court file is opened. Delivering the petition to the clerk's office is called <u>filing</u> a case. A <u>filing fee</u> is usually required.

Once a case has been filed, a copy must be given to (served on) the respondent. The person against whom the original legal action is being requested is called the **respondent**, because he or she is expected to respond to the petition. The respondent remains the respondent throughout the case.

Service... When one party files a <u>petition</u>, <u>motion</u>, or other <u>pleading</u>, the other party must be "served" with a copy of the document. This means that the other party is given proper notice of the pending action(s) and any scheduled hearings. <u>Personal service</u> of the petition and summons on the respondent by a deputy sheriff or private process server is required in all <u>original petitions</u> and <u>supplemental petitions</u>, unless <u>constructive service</u> is permitted by law. Personal service may also be required in other actions by some judges. After initial service of the original or supplemental petition and summons by a deputy sheriff or private process server, service of most motions and other documents or papers filed in the case generally may be made by regular U.S. mail or hand delivery. However, service by <u>certified mail</u> is required at other times so you have proof that the other party actually received the papers. The instructions with each form will advise you of the type of <u>service</u> required for that form. If the other party is represented by an attorney, you should serve the attorney and send a copy to the other party, except for original or supplemental petitions, which must be personally served on the respondent.

Other than the initial original or supplemental petitions, anytime you file additional pleadings or motions in your case, you must provide a copy to the other party and include a <u>certificate of service</u>. Likewise, the other party must provide you with copies of everything that he or she files. Service of additional documents is usually completed by U.S. mail. For more information, see the instructions for **Certificate of Service** (**General**), Florida Supreme Court Approved Family Law Form 12.914.

Forms for service of process are included in the Florida Family Law Forms, along with more detailed instructions and information regarding service. The instructions to those forms should be read carefully to ensure that you have the other party properly served. **If proper service is not obtained, the court cannot hear your case.**

Note: If you absolutely do not know where the other party to your case lives or if the other party resides in another state, you may be able to use **constructive service**. However, if constructive service is used, other than granting a divorce, the court may only grant limited relief. For more information on constructive service, see **Notice of Action for Dissolution of Marriage**, Florida Supreme Court Approved Family Law Form 12.913(a), and **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b). Additionally, if the other party is in the military service of the United States, additional steps for service may be required. See, for example, **Memorandum for Certificate of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(a). In sum, the law regarding constructive service and service on an individual in the military service is very complex and you may wish to consult an attorney regarding these issues.

<u>Default...</u> After being served with a petition or <u>counterpetition</u>, the other party has 20 days to file a response. If a response to a petition is not filed, the petitioner may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk. This means that you may proceed with your case and set a <u>final hearing</u>, and a <u>judge</u> will make a decision, even if the other party will not cooperate. For more information, see rule 12.080(c), Florida Family Law Rules of Procedure.

<u>Answer</u> and counterpetition... After being served, the respondent has 20 days to file an answer admitting or denying each of the allegations contained in the petition. In addition to an answer, the respondent may also file a counterpetition. In a counterpetition, the respondent may request the same or some other relief or action not requested by the petitioner. If the respondent files a counterpetition, the petitioner should then file an **Answer to Counterpetition**, Florida Supreme Court Approved Family Law Form 12.903(d), and either admit or deny the allegations in the respondent's counterpetition.

Mandatory disclosure... Rule 12.285, Florida Family Law Rules of Procedure, requires each party in a dissolution of marriage to exchange certain information and documents, and file a Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c). Failure to make this required disclosure within the time required by the Florida Family Law Rules of Procedure may allow the court to dismiss the case or to refuse to consider the pleadings of the party failing to comply. This requirement also must be met in other family law cases, except adoptions, simplified dissolutions of marriage, enforcement proceedings, contempt proceedings, and proceedings for injunctions for domestic or repeat violence. The Certificate of Compliance with Mandatory Disclosure, Florida Family Law Rules of Procedure Form 12.932, lists the documents that must be given to the other party. For more information see rule 12.285, Florida Family Law Rules of Procedure, and the instructions to the Certificate of Compliance with Mandatory Disclosure, Florida Family Law Rules of Procedure Form 12.932.

Setting a <u>hearing</u> or <u>trial...</u> Generally, the court will have hearings on motions, final hearings on <u>uncontested</u> or <u>default</u> cases, and trials on contested cases. Before setting your case for <u>final hearing</u> or trial, certain requirements such as completing mandatory disclosure and filing certain papers and having them served on the other party must be met. These requirements vary depending on the type of case and the procedures in your particular jurisdiction. For further information, you should refer to the instructions for the type of form you are filing.

Next, you must obtain a hearing or trial date so that the court may consider your request. You should ask the clerk of court, or <u>family law intake staff</u> about the local procedure for setting a hearing or trial, which you should attend. These family law forms contain <u>orders</u> and <u>final judgments</u>, which the judge may use. You should ask the clerk of court or family law intake staff if you need to bring one of these forms with you to the hearing or trial. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial.

Below are explanations of symbols or parts of different family law forms...

{specify}, {date}, {name(s)}, {street}, {city}, {state}, {phone}
Throughout these forms, you will find hints such as those above. These tell you what to put in the blank(s).

[✓ one only] [✓ all that apply]

These show how many choices you should check. Sometimes you may check only one, while other times you may check several choices. () This also shows an area where you must make a choice. Check the () in front of the choice that applies to you or your case.

IN THE CIRCUIT COURT OF THE	(1)JUDICIAL CIRCUIT,
IN AND FOR(2)	COUNTY, FLORIDA
	Case No.:(3)
	Division: (4)
(5),	
Petitioner,	

3			
and			
Respondent.			
Respondent			
Line 1 The clerk of court can tell you the number	of your judicial circuit. Type or print it here.		
Line 2 Type or print your county name on line (2)			
	ng, the Clerk of the Court will assign a case number after		
	this case number on all papers you file in this case.		
	e of the division in which your case is being filed, and you		
* 1	from court to court. For example, your case may be filed		
in the civil division, the family division, o	· ·		
	who originally filed the case on line 5. This person is the		
petitioner because he/she is the one who fi			
	on line 6. The other party is the respondent because he/she		
is responding to the petition.			
Lundarstand that Lam sweeping or offi	uming under eath to the touthfulness of the claims made		
	rming under oath to the truthfulness of the claims made owingly making a false statement includes fines and/or		
imprisonment.	wingly making a faise statement includes fines and/or		
mprisonment.			
Dated:(1)			
Dutcu(1)	(2)		
	Signature of Petitioner		
	Printed Name:(3)		
	Address:(4)		
	City, State, Zip:(5)		
	Telephone Number:(6)		
	Fax Number:(7)		
Some forms require that your signature be witner	ssed. You must sign the form in the presence of a notary		
- · · · · ·	he court's office). When signing the form, you must have a		
	s you personally. You should completely fill in all lines (1		
	applicable. Line 2, the signature line, must be signed in		
the presence of the <u>notary public</u> or <u>deputy cler</u>	<u>'k</u> .		
CTATE OF ELODIDA			
STATE OF FLORIDA			
COUNTY OF			
Sworn to or affirmed and signed before me on	by		
Sworn to or armined and signed before the on			
	NOTARY PUBLIC or DEPUTY CLERK		
n	Print, type, or stamp commissioned name of notary or		
=	lerk.]		
Personally known			
Produced identification			
Type of identification produced			
	ANY FORM. This section of the form is to be completed		
by the notary public who is witnessing your signat	ure.		
	OUT THIS FORM, HE/SHE MUST FILL IN THE		
BLANKS BELOW: [fill in all blanks]			
I, {full legal name and trade name of nonlawyer} _	(1),		

a nonlawyer, lo	ocated at {street}		(2), {city}	(3)
{state}(4	4), {phone}	(5)	, helped {name}	(6),
who is the petit	tioner, fill out this form.			

This section should be completed by anyone who helps you fill out these forms but is **not** an attorney who is a member in good standing of The Florida Bar, which means that he or she is not licensed to practice law in Florida.

Line 1 The **nonlawyer** who helps you should type or print his or her name on line 1.

Lines 2–5 The nonlawyer's address and telephone number should be typed or printed on lines 2–5.

Line 6 Your name should be typed or printed on line 6.

In addition, a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), should be completed if a nonlawyer assists you. The disclosure is available as a family law form and should be completed before the nonlawyer helps you. This is to be sure that you understand the role and limitations of a nonlawyer. You and the nonlawyer should keep a copy of this disclosure for your records.

FAMILY LAW GLOSSARY OF COMMON TERMS AND DEFINITIONS

Note: The following definitions are intended to be helpful, BUT they are not intended to constitute legal advice or address every possible meaning of the term(s) contained in this glossary.

Affidavit - a written statement in which the facts stated are sworn or affirmed to be true.

Answer - written response by a respondent that states whether he or she admits (agrees with) or denies (disagrees with) the allegations in the petition. Any allegations not specifically denied are considered to be admitted.

Appeal - asking a district court of appeal to review the decision in your case. There are strict procedural and time requirements for filing an appeal.

Asset - everything owned by you or your spouse, including property, cars, furniture, bank accounts, jewelry, life insurance policies, businesses, or retirement plans. An asset may be marital or nonmarital, but that distinction is for the court to determine if you and your spouse do not agree.

Attorney - a person with special education and training in the field of law who is a member in good standing of The Florida Bar and licensed to practice law in Florida. An attorney is the only person who is allowed to give you legal advice. An attorney may file your case and represent you in court, or just advise you of your rights before you file your own case. In addition to advising you of your rights, an attorney may tell you what to expect and help prepare you for court. In family law matters, you are not entitled to a court-appointed lawyer, like a public defender in a criminal case. However, legal assistance is often available for those who are unable to hire a private attorney. You may consult the yellow pages of the telephone directory for a listing of legal aid or lawyer referral services in your area, or ask your local clerk of court or family law intake staff what services are available in your area. You may also obtain information from the Florida Supreme Court's Internet site located at http://www.flcourts.org/courts/supct.

Bond - money paid to the clerk of court by one party in a case, to be held and paid to an enjoined party in the event that the first party causes loss or damage of property as a result of wrongfully enjoining the other party.

Central Governmental Depository - the office of the clerk of court that is responsible for collecting and disbursing court-ordered alimony and child support payments. The depository also keeps payment records and files judgments if support is not paid.

Certificate of Service - a document that must be filed whenever a form you are using does not contain a statement for you to fill in showing to whom you are sending copies of the form. Florida Supreme Court Approved Family Law Form 12.914 is the certificate of service form and contains additional instructions.

Certified Copy - a copy of an order or final judgment, certified by the clerk of the circuit court to be an authentic copy.

Certified Mail - mail which requires the receiving party to sign as proof that they received it.

Child Support - money paid from one parent to the other for the benefit of their dependent or minor child(ren).

Clerk of the Circuit Court - elected official in whose office papers are filed, a case number is assigned, and case files are maintained. The clerk's office usually is located in the county courthouse.

Constructive Service - notification of the other party by newspaper publication or posting of notice at designated places when the other party cannot be located for personal service. You may also be able to use constructive service when the other party lives in another state. Constructive service is also called "service by publication." However, when constructive service is used, the relief the Court may grant is limited. For more information on service, see the instructions for Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a).

Contested Issues - any or all issues upon which the parties are unable to agree and which must be resolved by the judge at a hearing or trial.

Contingent Asset - an asset that you **may** receive or get later, such as income, tax refund, accrued vacation or sick leave, a bonus, or an inheritance.

Contingent Liability - a liability that you **may** owe later, such as payments for lawsuits, unpaid taxes, or debts that you have agreed or guaranteed to pay if someone else does not.

Counterpetition - a written request to the court for legal action, which is filed by a respondent after being served with a petition.

Default - a failure of a party to respond to the pleading of another party. This failure to respond may allow the court to decide the case without input from the party who did not appear or respond.

Delinquent - late.

Dependent Child(ren) - child(ren) who depend on their parent(s) for support either because they are under the age of 18, they have a mental or physical disability that prevents them from supporting themselves, or they are in high school while between the ages of 18 and 19 and are performing in good faith with reasonable expectation of graduation before the age of 19.

Deputy Clerk - an employee of the office of the clerk of court, which is usually located in the county courthouse or a branch of the county courthouse.

Dissolution of Marriage - divorce; a court action to end a marriage.

Enjoined - prohibited by the court from doing a specific act.

Ex Parte - communication with the judge by only one party. In order for a judge to speak with either party, the other party must have been properly notified and have an opportunity to be heard. If you have something you wish to tell the judge, you should ask for a hearing or file information in the clerk of court's office, with certification that a copy was sent to the other party.

Family Law Intake Staff - a court's employee(s) who is (are) available to assist you in filing a family law case. Family law intake staff are not attorneys and cannot give legal advice. They may only assist you with filling out the form(s). Your local clerk's office can tell you if your county has such assistance available.

Filing – delivering a petition, response, motion, or other pleading in a court case to the clerk of court's office.

Filing Fee - an amount of money, set by law, that the petitioner must pay when filing a case. If you cannot afford to pay the fee, you must file an **Application for Determination of Civil Indigent Status**, to ask the clerk to file your case without payment of the fee. This form can be obtained from the clerk's office.

Final Hearing - trial in your case.

Financial Affidavit - a sworn statement that contains information regarding your income, expenses, assets, and liabilities.

Final Judgment - a written document signed by a judge and recorded in the clerk of the circuit court's office that contains the judge's decision in your case.

Guardian ad Litem - a neutral person who may be appointed by the court to evaluate or investigate your child's situation, and file a report with the court about what is in the best interests of your child(ren). Guardians do not "work for" either party. The guardian may interview the parties, visit their homes, visit the child(ren)'s school(s) and speak with teachers, or use other resources to make their recommendation.

Hearing - a legal proceeding before a judge or designated officer (general magistrate or hearing officer) on a motion.

Judge - an elected official who is responsible for deciding matters on which you and the other parties in your case are unable to agree. A judge is a neutral person who is responsible for ensuring that your case is resolved in a manner which is fair, equitable, and legal. A judge is prohibited by law from giving you or the other party any legal advice, recommendations, or other assistance, and may not talk to either party unless both parties are present, represented, or at a properly scheduled hearing.

Judicial Assistant - the judge's personal staff assistant.

Liabilities - everything owed by you or your spouse, including mortgages, credit cards, or car loans. A liability may be marital or nonmarital, but that distinction is for the court to determine if you and your spouse do not agree.

Lump Sum Alimony - money ordered to be paid by one spouse to another in a limited number of payments, often a single payment.

Mandatory Disclosure - items that must be disclosed by both parties except those exempted from disclosure by Florida Family Law Rule 12.285.

Marital Asset - generally, anything that you and/or your spouse acquired or received (by gift or purchase) during the marriage. For example, something you owned before your marriage **may** be nonmarital. An asset may only be determined to be marital by agreement of the parties or determination of the judge.

Marital Liability - generally, any debt that you and/or your spouse incurred during the marriage. A debt may only be determined to be nonmarital by agreement of the parties or determination of the judge.

Mediator - a person who is trained and certified to assist parties in reaching an agreement before going to court. Mediators do not take either party's side and are not allowed to give legal advice. They are only responsible for helping the parties reach an agreement and putting that agreement into writing. In some areas, mediation of certain family law cases may be required before going to court.

Modification - a change made by the court in an order or final judgment.

Motion - a request made to the court, other than a petition.

No Contact - a court order directing a party not speak to, call, send mail to, visit, or go near his or her spouse, ex-spouse, child(ren), or other family member.

Nonlawyer - a person who is not a member in good standing of The Florida Bar.

Nonmarital Asset - generally, anything owned separately by you or your spouse. An asset may only be determined to be nonmarital by either agreement of the parties or determination of the judge.

Nonmarital Liability - generally, any debt that you or your spouse incurred before your marriage or since your separation. A debt may only be determined to be nonmarital by either agreement of the parties or determination of the judge.

Nonparty - a person who is not the petitioner or respondent in a court case.

Notary Public - a person authorized to witness signatures on court related forms.

Obligee - a person to whom money, such as child support or alimony, is owed.

Obligor - a person who is ordered by the court to pay money, such as child support or alimony.

Order - a written decision signed by a judge and filed in the clerk of the circuit court's office, that contains the judge's decision on part of your case, usually on a motion.

Original Petition - see **Petition**.

Parenting Course - a class that teaches parents how to help their child(ren) cope with divorce and other family issues.

Party - a person involved in a court case, either as a petitioner or respondent.

Paternity Action - A lawsuit used to determine whether a designated individual is the father of a specific child or children.

Payor - an employer or other person who provides income to an obligor.

Permanent Alimony - spousal support ordered to be paid at a specified, periodic rate until modified by a court order, the death of either party, or the remarriage of the Obligee, whichever occurs first.

Personal Service - when a summons and a copy of a petition (or other pleading) that has been filed with the court are delivered by a deputy sheriff or private process server to the other party. Personal service is required for all petitions and supplemental petitions.

Petition - a written request to the court for legal action, which begins a court case.

Petitioner - the person who files a petition that begins a court case.

Pleading - a formal written statement of exactly what a party wants the court to do in a lawsuit or court action.

Primary Residence - the home in which the child(ren) spends most of his/her (their) time.

Pro Se Litigant - a person who appears in court without the assistance of a lawyer.

Pro Se Coordinator - see Family Law Intake Staff.

General Information for Self-Represented Litigants (7/05)

Reasonable Visitation - visitation between the nonresidential parent and child(ren) that provides frequent and unhampered contact with the child(ren). Such visitation is designed to encourage a close and continuing relationship with due regard for educational commitments of child(ren), any health or social factors of the child(ren), business and personal commitments of both parents, and home arrangements of both parents.

Rehabilitative Alimony - spousal support ordered to be paid for a limited period of time to allow one of the parties an opportunity to complete a plan of education or training, according to a rehabilitative plan accepted by the court, so that he or she may better support himself or herself.

Respondent - the person who is served with a petition requesting some legal action against him or her.

Rotating Custody - physical custody of child(ren) after divorce, which is alternated between the mother and father at specified periods of time, as determined by the court. Rotating custody allows each parent equal time with the child(ren).

Scientific Paternity Testing - a medical test to determine who is the father of a child.

Secondary Residential Responsibility (Visitation) - the time that the parent with whom the child(ren) does (do) not have primary residence spends with the child(ren).

Service - the delivery of legal documents to a party. This must be accomplished as directed by Florida Family Law Rules 12.070 and 12.080.

Shared Parental Responsibility - an arrangement under which both parents have full parental rights and responsibilities for their child(ren), and the parents make major decisions affecting the welfare of the child(ren) jointly. Shared Parental Responsibility is presumptive in Florida.

Sole Parental Responsibility - a parenting arrangement under which the responsibility for the minor child(ren) is given to one parent by the court, with or without rights of visitation to the other parent.

Specified Visitation - a parenting arrangement under which a specific schedule is established for the visitation and exchange of the child(ren).

Spouse - a husband or wife.

Supervised Visitation - a parenting arrangement under which visitation between a parent and his or her child(ren) is supervised by either a friend, family member, or a supervised visitation center.

Supplemental Petition - a petition that may be filed by either party after the judge has made a decision in a case and a final judgment or order has been entered. For example, a supplemental petition may be used to request that the court modify the previously entered final judgment or order.

Trial - the final hearing in a contested case.

Uncontested - any and all issues on which the parties are able to agree and which are part of a marital settlement agreement.

Administrative Office of the Courts The Sixth Judicial Circuit of Florida (727)582-7200

How can I keep my address confidential in a court case if I am in fear of domestic violence?

Question: I am in fear of domestic violence from my spouse or another party in my court case. What do I have to do if I want to keep my address confidential?

Answer: In a domestic or repeat violence injunction case, the clerk of court has procedures in place to keep your address confidential. If a party in the injunction case properly files their pleadings at the domestic violence desk, the clerk will send you the copies of their pleadings so that you are properly notified of the filing and the hearing.

<u>In most types of proceedings, the confidential address procedure through the clerk is not available</u> because parties are required to copy other parties with pleadings filed in the case. In addition to sending copies of all pleadings, the moving party must prepare a notice of hearing and send it to all parties in the case.

If you do not want the other party(s) to have your home address you can consider the following:

- 1. Obtain a post office box. The post office cannot reveal the true address of a post office box owner, who is a private person and not a business, without a court order.
- 2. Ask your employer if you may use your work address to receive mail on your court case and as your service address for personal service.
- 3. If you are a victim of domestic violence or the guardian of an adult, minor child or impaired person who is a victim of domestic violence, you may inquire about the Address Confidentiality Program (ACP) with the Florida Attorney General's Office. You will be interviewed for acceptance into the program. Please call the Florida Attorney General at 1-800-226-6667 (local # 850-414-3300, TDD/TTY users may use the Florida Relay service at 1-800-955-8771) for information on setting up the interview.

How the program works: If you are accepted into the ACP program you will be given a substitute address to use for your mailing and legal process service address. The Attorney General will be the only one who has your real address. All first class mail sent, or legal process served, to the substitute ACP address will be forwarded to you by the Attorney General's Office. Your acceptance into the program is for a set period of time, is revocable, and must be renewed upon expiration. If you are accepted into the ACP program you will be given an identification card. It is your responsibility to determine who will get your actual address and who will get your ACP address. Government agencies are required to accept your ACP address but if you have previously given your actual address, they may not have to replace it with your substitute address.

The courts may order you to reveal your true address during a court case. Be aware that many government agencies share information and if you have given your true address to one, it may be shared with other agencies. Federal agencies and private businesses are not required to accept your ACP address but many will do so. Certain agencies, such as law enforcement, have the right to access your true address for certain reasons. A false or incorrect application under this program constitutes a second degree misdemeanor.

Administrative Office of the Courts Φ The Sixth Judicial Circuit of Florida Φ 727-582-7200

Administra		Sixth Judicial Circuit of Florida Φ 727-582-7200
		punty(St. Petersburg)
Name	Address	Telephone Number(s) or other information
Courts Information and	Family law procedural assistance	727-582-7200 (walk-in assistance is not available)
Resource Center	& information on approved forms.	Office hours 8 a.m .to Noon, 1 p.m. to 5 p.m. Monday - Friday.
Lawyer Referral Service		727-821-5450 (30 min. consultation with a lawyer for a small fee)
Legal Aid	Bay Area Legal Services-West	Bay Area Legal Services-West: 727-490-4040
St. Petersburg	2600-9 th Street North, Ste. 401	Gulfcoast Legal Services: 727-821-0726
	St. Petersburg, FL 33704	Community Law Program: 727-582-7402
St. Petersburg Courthouse	545-1 st Avenue North	Clerk of Court: 727-582-7771
	St. Petersburg, FL 33701	Child Support Automated Information Line: 727-464-4845
Alternative Dispute	Court ordered civil mediation and	Mediation/Arbitration: 727-464-4943, Family Mediation: 727-464-4947
Resolution Programs	arbitration services.	
_	North Pinellas (County(Clearwater)
Clearwater Courthouse	315 Court Street	Clerk of Court: 727-464-3267
	Clearwater, FL 33756	Child Support Automated Information Line: 727-464-4845
		Clearwater Courthouse Legal Assistance Program: 727-464-3267
Courts Information and	Family law procedural assistance	727-582-7200 (walk-in assistance is not available)
Resource Center	& information on approved forms.	Office hours 8 a.m. to Noon, 1 p.m. to 5 p.m. Monday - Friday.
Lawyer Referral Service		727-461-4880 (30 minute consultation for a small fee)
Legal Aid	Gulfcoast Legal Services	727-443-0657
Clearwater	314 S. Missouri Avenue, #109	
	Clearwater, FL 33756	
Pinellas County Information	315 Court Street Clearwater, FL 33756	727-464-3000
Alternative Dispute	Court ordered mediation and	Mediation/Arbitration: 727-464-4943, Family Mediation: 727-464-4947
Resolution Programs	arbitration services.	
		Port Richey & Dade City)
Clerk of Court-Civil	7530 Little Road	727-847-8176
(New Port Richey)	New Port Richey, FL 34654	727-847-2411
Clerk of Court-Civil	38053 Live Oak Avenue	352-521-4517
(Dade City)	Dade City, FL 33523-3805	
Legal Aid-Pasco	Bay Area Legal Services	New Port Richey: 727-847-5494
	Offices in New Port Richey and	Dade City: 352-567-9044
Deces Country Consul	Dade City 38053 Live Oak Avenue	352-521-4274
Pasco County General Information	Dade City, FL 33523-3805	332-321-4274
Information	<u> </u>	ellaneous
Florida Dept. of Revenue	Many offices statewide	Child Support Enforcement: 800-622-5437
211	Information and referral for a	Dial 211 (24 hours per day, 7 days per week)
211	variety of state, local and private	Multilingual Internet page: http://www.211tampabay.com
	services in the areas of health care,	wurtimiguai internet page. <u>http://www.211tampaoay.com</u>
	psychological services, domestic	
	violence, support groups, tutoring	
	and more.	
Internet Pages	Florida Supreme Court http://ww	
Pinellas County Clerk of Court http://clerk.co.pinellas.fl.us/		
	Sixth Judicial Circuit Court	

Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the <u>petitioner</u> in a family case to file with the court a <u>notice of related cases</u>, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat
 violence, dating violence, and sexual
 violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS.
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. You must do this and show the date that you did it.

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax:

What should I do next?

<u>Each party</u>, whether the <u>petitioner</u> or the <u>respondent</u> has a continuing duty to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA, IN AND FOR PINELLAS COUNTY FAMILY LAW DIVISION

UCN: 52-200_DR0XXFD	Ref. No.:	Division:
Petitioner		
and	,	
Respondent	•	
•		
NOTICE C	OF RELATED CASES	
I, {full legal name}	, certify	the following:
[] Lam aware of the following cogo(s) which are or n	may be related to the our	rout cosa chova
☐ I am aware of the following case(s) which are or n	hay be related to the cur	tem case above.
(Attach additional sheets as necessary.)		
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	0 11	
(e.g., Smith v. Jones; In Re: the matter of R. S	s.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:	{ } Child Support { /iolence Injunction {	} UIFSA { } Juvenile Dependency } CINS/FINS
How are the cases related? { }Same Parties { } One Pa { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	S.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:	Violence Injunction {	
How are the cases related? { }Same Parties { } One Pa { }Same Issues	irty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S		
(e.g., Smith v. Jones; In Re: the matter of R. S	S.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:	{ } Child Support { /iolence Injunction {	} UIFSA { } Juvenile Dependency } CINS/FINS
How are the cases related? { }Same Parties { } One Pa	arty the Same:	{ } Same Children
[\(\sqrt{any that apply.} \)		

☐ I believe assignment of the cases to one judge or a an efficient determination of the actions.	another method of coordination will conserve judicial resources and promote	
	another method of coordination will <u>not</u> conserve judicial resources nor ause	
☐ I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)		
I UNDERSTAND THAT THE CIRCUIT TO COORDINATE FILED CASES.	COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW	
I UNDERSTAND THAT I HAVE A CON THIS OR ANY OTHER STATE THAT COULD	TINUING DUTY TO INFORM THE COURT OF ANY CASES IN AFFECT THE CURRENT CASE.	
	ASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY STERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN	
	one only]: I mailed I faxed and mailed ow on {date}	
Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:		
☐ Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:		
Dated:	Signature of Party:	

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the <u>petitioner</u> in a family case to file with the court a <u>notice of related cases</u>, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- · paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instructions for the Sixth Judicial Circuit Local Family Law Form, Notice of Related Cases, Pasco County 8/06

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. You must do this and show the date that you did it.

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

In West Pasco:	, Unified
Family Court, Administrative Office of the C	ourts,
West Pasco Judicial Center, 7530 Little Road	, New
Port Richey, FL, 34654	
Fax:	
In Fact Pages	I Indicate
· · · · · · · · · · · · · · · · ·	Unified
Family Court, Administrative Office of the Co	ourts,
West Pasco Judicial Center, 38053 Live Oak.	Avenuc,
Dade City, FL, 33525	
Fax: .	

What should I do next?

Each party, whether the <u>petitioner</u> or the <u>respondent</u> has a continuing duty to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA, IN AND FOR PASCO COUNTY FAMILY LAW DIVISION

UCN: 51-200	Pasco Case No.:	Division:
Petitioner,		
and		
Respondent	•	
NOTICE O	F RELATED CASES	
I, (full legal name)	, certify the following	:
☐ I am aware of the following case(s) which are or m	nay be related to the current case abov	e:
(Attach additional sheets as necessary.)		
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:		
How are the cases related? { }Same Parties { } One Parties { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:		
How are the cases related? { }Same Parties { } One Par { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S		
(e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V: { } Other Petition:	{ } Child Support { } UIFSA { iolence Injunction { } CINS/FINS	{ } Juvenile Dependency
How are the cases related? { }Same Parties { } One Par { }Same Issues	rty the Same:	{ } Same Children

[√any that apply.]		
☐ I believe assignment of the cases to one judge or another met an efficient determination of the actions.	ethod of coordination will conserve judicial resources and promote	
☐ I believe assignment of the cases to one judge or another met promote an efficient determination of the actions because		
☐ I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)		
I UNDERSTAND THAT I HAVE A CONTINUING THIS OR ANY OTHER STATE THAT COULD AFFECT THIS FORM SHALL BE USED FOR CASE MANA THE CLERK OF CIRCUIT COURT IF IT IS DETERMINE THIS FORM. I certify that a copy of this document was [✓ one only]: □ hand-delivered to the person(s) listed below on {date} □ Other party or his/her attorney: Name:	AGEMENT PURPOSES ONLY AND MAY BE SEALED BY IED CONFIDENTIAL INFORMATION IS INCLUDED IN	
Address:City, State, Zip:	_	
Fax Number:	- -	
Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:	_	
Dated: Signature	e of Party	

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA.
- custodial care of and access to children,
- adoption,
- · name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax:

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- · adoption,
- · name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

In West Pasco:	, Unified
Family Court, Administrative Office of	the Courts,
West Pasco Judicial Center, 7530 Little	Road, New
Port Richey, FL, 34654	
Fax:	
In East Pasco:	, Unified
Family Court, Administrative Office of	 /
West Pasco Judicial Center, 38053 Live	e Oak Avenue,
Dade City, FL, 33525	
Fax:	

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.932, CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURE

When should this form be used?

<u>Mandatory disclosure</u> requires each <u>party</u> in a <u>dissolution of marriage</u> case to provide the other party with certain financial information and documents. These documents must be provided by mail or hand delivery to the other party within 45 days of <u>service</u> of the petition for <u>dissolution of marriage</u> or supplemental petition for modification on the <u>respondent</u>. The mandatory disclosure rule applies to all original and <u>supplemental</u> dissolution of marriage cases, except simplified dissolution of marriage cases and cases where the respondent is served by <u>constructive service</u> and does not answer. You should use this form to notify the court and the other party that you have complied with the mandatory disclosure rule

Each party must provide the other party with the documents listed in section 2 of this form if the relief being sought is permanent regardless of whether it is an initial or supplemental proceeding. Of the documents listed on this form, the <u>financial affidavit and child support guidelines worksheet</u> are the only documents that must be <u>filed</u> with the court and sent to the other party; all other documents should be sent to the other party but not filed with the court. If your individual gross annual income is under \$50,000, you should complete the **Family Law Financial Affidavit** (**Short Form**), Florida Family Law Rules of Procedure Form 12.902(b). If your individual gross annual income is \$50,000 or more, you should complete the **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(c).

In addition, there are separate mandatory disclosure requirements that apply to **temporary financial hearings**, which are listed in section 1 of this form. The party seeking temporary financial relief must serve these documents on the other party with the notice of temporary financial hearing. The responding party must either deliver the required documents to the party seeking temporary relief on or before 5:00 p.m., 2 business days before the hearing on temporary relief, **or** mail (postmark) them to the other party seeking temporary relief 7 days before the hearing on temporary financial relief. Any documents that have already been served under the requirements for temporary or initial proceedings, do not need to be reserved again in the same proceeding. If a supplemental petition is filed, seeking modification, then the mandatory disclosure requirements begin again.

This form should be typed or printed in black ink. After completing this form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your case is filed and keep a copy for your records. A copy of this form must be mailed **or** hand delivered to any other party in your case.

What should I do next?

After you have provided the other party all of the financial information and documents and have filed this form certifying that you have complied with this rule, you are under a continuing duty to promptly give the other party any information or documents that change your financial status or that make the information already provided inaccurate. You should not file with the clerk any of the documents listed in the certificate of compliance other than the financial affidavit and child support guidelines worksheet. Refer to the instructions regarding the **petition** in your case to determine how you should proceed after filing this form.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see rule 12.285, Florida Family Law Rules of Procedure.

Special notes...

You may provide copies of required documents; however, the originals must be produced for inspection if the other party requests to see them.

Although the financial affidavits are based on individual gross income, either party may ask the other party to complete the **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(c), by serving the appropriate interrogatory form. (See **Standard Family Law Interrogatories**, Florida Family Law Rules of Procedure Form 12.930(b) (original proceedings) or (c) (modification proceedings)).

Any portion of the mandatory disclosure rule may be modified by order of the <u>judge</u> or agreement of the parties. Therefore, you and your <u>spouse</u> may agree that you will not require each other to produce the documents required under the mandatory disclosure rule. This exception does **not** apply to the **Financial Affidavit**, Family Law Rules of Procedure Form 12.902(b) or (c), which is required in all cases and cannot be waived.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	JUDICIAL CIRCUIT, COUNTY, FLORIDA
	Case No.:
	DIVISIOII.
	_,
Petitioner,	
and	
Respondent.	_,
CERTIFICATE OF COMPLIAN	CE WITH MANDATORY DISCLOSURE
I, {full legal name}	, certify that I have
complied with the mandatory disclosure required	, certify that I have d by Florida Family Law Rule 12.285 as follows:
1 EOD TEMPODA DV EINANGIA I DI	
1. FOR TEMPORARY FINANCIAL RI The date the following documents were served:	
The date the following documents were served: $[\sqrt{\mathbf{all}}]$ that apply	·
a. Financial Affidavit (Filing of a Financial	cial Affidavit cannot be waived)
	rocedure Form 12.902(b) (short form)
() Florida Family Law Rules of Pr	
	gift tax, and intangible personal property tax returns for
the preceding year; or	
() Transcript of tax return as provi	
	for the past year because the income tax return for the
past year has not been prepared	
c. Pay stubs or other evidence of earned	income for the 3 months before the service of the
financial affidavit.	
2. FOR INITIAL, SUPPLEMENTAL, A	AND PERMANENT FINANCIAL RELIEF:
$[\sqrt{\mathbf{all}}]$ that apply	
a. Financial Affidavit (Filing of a Financial	cial Affidavit cannot be waived.)
	rocedure Form 12.902(b) (short form)
	rocedure Form 12.902(c) (long form)
	state tax income returns, gift tax returns, and intangible
personal property tax returns fo	
	for the past year because the income tax return for the
past year has not been prepared	
	income for the 3 months before the service of the
financial affidavit.	mediae for the 5 months before the service of the
	d amount of all income for the 3 months before the
service of the financial affidavit, if not re	
	tements prepared for any purpose or used for any purpose
within the 12 months preceding the serv	
	sently own or owned an interest within the past 3 years.
Pres	,

All promissory notes in which I present	tly own or owned an interest within the last 12 months.
All present leases in which I own an int	terest.
g. All periodic statements for the last 3	months for all checking accounts and for the last year for
all savings accounts, money market fun	nds, certificates of deposit, etc.
h. All brokerage account statements for	r the last 12 months.
i. Most recent statement for any pension	on, profit sharing, deferred compensation, or retirement
plan (for example, IRA, 401(k), 403(b)	, SEP, KEOGH, etc.) and summary plan description for
any such plan in which I am a participa	int or alternate payee.
j. The declaration page, the last period	ic statement, and the certificate for any group insurance
for all life insurance policies insuring n	ny life or the life of me or my spouse.
	s covering either me or my spouse and/or our dependent
child(ren).	
	returns for the last 3 tax years, in which I have an
ownership or interest greater than or eq	-
1 .	statements and other records showing my (our)
	g of this action and for the prior 3 months. All promissory
_	ed within the past year. All lease agreements I presently
owe.	ed within the past year. Thi lease agreements i presently
n. All premarital and marital agreement	ts hatwaan the narties to this case
	tten agreements entered into between the parties at any
time since the order to be modified was	
	e relating to claims for special equity or nonmarital status
of an asset or debt.	e relating to claims for special equity of nonmarital status
	or receive an excel aumort (aliment) or shild aumort
q. Any court order directing that I pay (or receive spousal support (alimony) or child support.
	e only] () mailed () faxed and mailed () hand
with the mandatory disclosure requirements indicated with specificity, this disclosure is c	affirming under oath to the accuracy of my compliance of Fla. Fam. L. R. P. 12.285 and that, unless otherwise complete. I further understand that the punishment for aplete disclosure includes fines and/or imprisonment.
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fay Number:	
Fax Number:	
Dated:	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
CTATE OF ELODIDA	Fax Number:
STATE OF FLORIDA	
COUNTY OF	
Sworn to or affirmed and signed before me on	by .
DWOTH TO OF ATTITION AND SIGNED UCIDIC HIE OIL	Uy .

	NOTARY PUBLIC or DEPUTY CLERK
	[Print, type, or stamp commissioned name of notary or clerk.]
Personally known Produced identification Type of identification produced:	
	LL OUT THIS FORM, HE/SHE MUST FILL IN TH
BLANKS BELOW: [fill in all blanks]	
I, {full legal name and trade name of nonlaw	yer}
	, helped {name},
who is the $\lceil $ one only \rceil petitioner or	

WAIVER OF MANDATORY DISCLOSURE

INSTRUCTIONS FOR USE

Rule 12.285, Florida Family Court Rules of Procedure, requires that each party to any Dissolution of Marriage action which may involve some financial/asset issues (except those cases specifically filed as a Simplified Dissolution of Marriage) provide certain documentation to the other party so that each will be fully informed about the financial circumstances of the opposition for settlement discussions and so that sufficient evidence may be presented to the Court for a proper decision on the financial issues if the case is not settled before trial. The Rule specifically lists the documents to be provided (known in general as "discovery"), at what stage of the proceeding disclosure must be made, and the extent of the disclosure necessary based upon the income and expenses of each party.

In many cases, however, it is not necessary to provide all of the documents listed in the Rule. This is usually when the parties have agreed by written Marital Settlement Agreement to a resolution of all of the potentially contested issues and are satisfied that the Agreement is fair to each and that each fully understood the financial circumstances of the opposing party at the time of making the Agreement. In those cases, the parties can agree to waive <u>most</u> of the disclosure requirements of Rule 12.285 (the requirement that each party file a completed Financial Affidavit **cannot** be waived and the Affidavit **must** be filed).

If both you and your spouse fit into the above category of litigants you may file a Waiver of Mandatory Disclosure with the Court. If you agree to waive everything (except the Financial Affidavit), check every line on the form. If you agree to waive only part of the "mandatory" disclosure, check only those items that each of you agree do not need to be reviewed before you appear in Court. The form needs to be signed by **both** you and your spouse.

Signing and filing the Waiver of Mandatory Disclosure form, however, does not guarantee that the documents will not be needed. The Judge or General Master who hears your case may want additional information before he/she can find that the Marital Settlement Agreement is, in fact, legally fair and equitable to both you and your spouse or is otherwise acceptable to the Court. Although this will not be known until the hearing, filing the Waiver of Mandatory Disclosure, if you are satisfied with your level of understanding, will be beneficial to the Court and will possibly avoid unnecessary delay in the proceedings.

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT, IN AND FOR $___$ COUNTY, FLORIDA

		REF:
		UCN:
		Division:
-		,
		Petitioner,
		1
		and
		,
		Respondent.
		WANTED OF MANDATODY DIGGLOCUPE
		WAIVER OF MANDATORY DISCLOSURE
	tory uire F (the undersigned parties to this action, pro se or through counsel, hereby waive the variable disclosure required by Rule 12.285, Fla. Fam. L.R.P., as follows, acknowledging that the ement to file a financial affidavit cannot be waived: OR TEMPORARY RELIEF: apply]
	0	() All personal (1040) federal tay gift tay and intengible personal property tay
	a.	() All personal (1040) federal tax, gift tax, and intangible personal property tax returns for the preceding year; or
		() Transcript of tax return as provided by IRS form 4506; or
		() IRS forms W-2, 1099, and K-1 for past year because the income tax return for
		the past year has not been prepared;
	b.	Pay stubs or other evidence of earned income for the 3 months before the service of
/ \		the financial affidavit.
(II.)		OR INITIAL, SUPPLEMENTAL, AND PERMANENT FINANCIAL RELIEF:
	a.	() All personal (1040) federal and state income tax returns, gift tax returns, and
		intangible personal property tax returns for the preceding 3 years; or
		() IRS forms W-2, 1099, and K-1 for past year because the income tax return for
		the past year has not been prepared;
	b.	Pay stubs or other evidence of earned income for the 3 months before the service of
		the financial affidavit.
	c.	A statement identifying the source and amount of all income for the 3 months before
		the service of the financial affidavit, if not reflected on the pay stubs produced.
	d.	All loan applications and financial statements prepared for any purpose or used for
	u.	any purpose within the 12 months preceding the service of the financial affidavit.
	•	
	e.	All deeds to real estate in which the other party presently owns or owned an interest
		within the past 3 years. All promissory notes in which the other party presently owns
		or owned an interest within the last 12 months. All present leases in which the other
		party owns an interest.
	f.	All periodic statements for the last 3 months for all checking accounts and for the last
		year for all savings accounts, money market funds, certificates of deposit, etc.
	g.	All brokerage account statements for the past 12 months.
	h.	Most recent statement for any pension, profit sharing, deferred compensation, or
		retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary

	plan description for any such plan in v	which the other party is a participant or alternate
	payee.	
i.		dic statement, and the certificate for any group
	insurance for all life insurance policie	s insuring my life or the life of my spouse.
j.	All health and dental insurance card	s covering either me or my spouse and/or our
	dependent child(ren).	
k.	Corporate, partnership, and trust tax	returns for last 3 tax years, in which the other
	party has an ownership or interest grea	ater than or equal to 30%.
1.	1 0	statements and other records showing my(our)
		ng of this action and for the prior 3 months. All
		party presently owes or owed with the past year.
	All lease agreements either party prese	
m.	All premarital and marital agreements	•
n.		
	at any time since the order to be modified	
0.	•	nce relating to claims for special equity or
	nonmarital status of an asset or debt.	
p.		arty pay or receive spousal support (alimony) or
r·	child support.	and pay of feet, a speaking support (animony) of
	ome support	
Petitioner		Respondent
rennonei		Respondent
Date		Date
IF A NO	NLAWYER HELPED YOU FILL	OUT THIS FORM, THE NONLAWYER
WHO HE	LPED YOU MUST FILL IN THE B	LANKS BELOW:
I, {name o	f nonlawyer}	, a nonlawyer, located at
{street}		{city} {state},
{phone}_	, helped {name}	
[check one	e only] petitioner or respo	ondent, fill out this form.
	-	

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.930(a), NOTICE OF SERVICE OF STANDARD FAMILY LAW INTERROGATORIES

When should this form be used?

You should use this form to tell the court that you are asking the other <u>party</u> in your case to answer certain standard questions in writing. These questions are called **interrogatories**, and they must relate to your case. The standard family law interrogatories are designed to supplement the information provided in the **Financial Affidavit**, Thorida Family Law Rules of Procedure Form 12.902(b) or (c). You should carefully read the standard interrogatory forms, Thorida Family Law Rules of Procedure Form 12.930(b) and (c), to determine which questions, if any, the other party needs to answer in order to provide you with information not covered by the financial affidavit forms.

This form should be typed or printed in black ink. You must indicate whether you are sending the interrogatories for original and enforcement proceedings **or** the interrogatories for modification proceedings. You must also indicate which questions you are asking the other party to answer. After completing this form you should **file** the original with the **clerk of the circuit court** in the county where your case was filed and keep a copy for your records.

What should I do next?

A copy of this form, along with **two** copies of the appropriate interrogatories, \Box Florida Family Law Rules of Procedure Form 12.930(b) or (c), must be mailed **or** hand delivered to the other party in your case.

You may want to inform the other party of the following information:

As a general rule, within **30 days** after service of interrogatories, the other party must answer the questions in writing and mail (have postmarked) the answers to you. His or her answers may be written on as many separate sheets of paper as necessary. He or she should number each page and indicate which question(s) he or she is answering, and be sure to make a copy for him/herself. All answers to these questions are made under oath or affirmation as to their truthfulness. Each question must be answered separately and as completely as the available information permits. The original of the answers to the interrogatories is to be provided to the requesting party. Do not file the original or a copy with the clerk of the circuit court except as provided in Florida Rule of Civil Procedure 1.340(e).

The other party may object to a question by writing the legal reason for the objection in the space provided. He or she may also ask the court for a protective order granting him or her permission not to answer certain questions and protecting him or her from annoyance, embarrassment, apprehension, or undue burden or expense. If the other party fails to either answer or object to the questions within 30 days, he or she may be subject to court sanctions.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see rules 12.280, 12.285, 12.340, and 12.380, Florida Family Law Rules of Procedure, and rules 1.280, 1.340, and 1.380, Florida Rules of Civil Procedure

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of Disclosure from Nonlawyer , \Box Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE IN AND FOR	JUDICIAL CIRCUIT, COUNTY, FLORIDA
	Case No.:
Petitioner,	
and	
Respondent.	
NOTICE OF SERVICE OF STAN	DARD FAMILY LAW INTERROGATORIES
	, have on {date},
to be answered under oath within 30 days a $[\sqrt{\text{one}} \text{ only}]$	after service, the Standard Family Law Interrogatories for
	Proceedings () Modification Proceedings
I am requesting that the following star	ndard questions be answered: [\sqrt{all} that apply]
$\begin{array}{ccc} & 1 & 2 & 3 \\ \hline \text{Background} & \overline{\text{Education}} & \overline{\text{Employment}} \end{array}$	Assets 5 6 7 Liabilities Miscellaneous Long Form Affidavit
In addition, I am requesting that the at	ttached {#} questions be answered.
I certify that a copy of this document hand delivered to the person(s) listed below or	was [$\sqrt{$ one only]() mailed() faxed and mailed() $\frac{date}{date}$.
Other party or his/her attorney:	
Name:Address:	
City, State, Zip:	
Fax Number:	
Dated:	
	Signature of Party Printed Name:
	Address:City, State, Zip:
	Telephone Number:Fax Number:
RLANKS RELOW: [\(\infty \) fill in all blanks]	OUT THIS FORM, HE/SHE MUST FILL IN THE er}
{state}, {phone}	, helped {name}
wno is the [v one only] petitioner or i	respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.930(b), STANDARD FAMILY LAW INTERROGATORIES FOR ORIGINAL OR ENFORCEMENT PROCEEDINGS

When should this form be used?

This form should be used to ask the other <u>party</u> in your case to answer certain standard questions in writing. These questions are called **interrogatories**, and they must relate to your case. If the other party fails to answer the questions, you may ask the <u>judge</u> to order the other party to answer the questions. (You cannot ask these questions before the <u>petition</u> has been <u>filed</u>.)

The questions in this form should be used in **original proceedings** or **enforcement proceedings** and are meant to supplement the information provided in the **Financial Affidavit**, \Box Florida Family Law Rules of Procedure Form 12.902(b) or (c). You should read all of the questions in this form to determine which questions, if any, the other party needs to answer in order to provide you with information not covered in the financial affidavit forms. If there are questions to which you already know the answer, you may choose not to ask them.

This form should be typed or printed in black ink. You must complete the box at the beginning of this form to indicate which questions you are requesting that the other party answer. You should send 2 copies of this form and the **Notice of Service of Standard Family Law Interrogatories**, \square Florida Family Law Rules of Procedure Form 12.930(a), to the other party. You should also keep a copy for your records. You should not <u>file</u> this form with the <u>clerk of the circuit court</u>. However, you must file the **Notice of Service of Standard Family Law Interrogatories**, \square Florida Family Law Rules of Procedure Form 12.930(a), to tell the court that you have sent this form to the other party.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see the instructions for **Notice of Service of Standard Family Law Interrogatories**, **□** Florida Family Law Rules of Procedure Form 12.930(a), rules 12.280, 12.285, 12.340, and 12.380, Florida Family Law Rules of Procedure, and rules 1.280, 1.340, and 1.380, Florida Rules of Civil Procedure.

Special notes...

In addition to the standard questions in this form, you may ask up to 10 additional questions. You should type or print legibly your additional questions on a separate sheet of paper and attach it to this form. If you want to ask more than 10 additional questions, you will need to get permission from the judge.

You may want to inform the other party of the following information: As a general rule, within 30 days after service of interrogatories, the other party must answer the questions in writing and mail (have postmarked) the answers to you. His or her answers shall be written in the blank space provided after each separately numbered interrogatory. If sufficient space is not provided, the answering party may attach additional papers with the answers and refer to them in the space provided in the interrogatories. He or she should be sure to make a copy for him/herself. All answers to these questions are made under oath or affirmation as to their truthfulness. Each question must be answered separately and as completely as the available information permits. The original of the answers to the interrogatories is to be provided to the

Instructions for Florida Family Law Rules of Procedure Form 12.930(b), Standard Family Law Interrogatories for Original Enforcement Proceedings (07/03)

requesting party. Do not file the original or a copy with the clerk of the circuit court except as provided in Florida Rule of Civil Procedure 1.340(c). The other party may object to a question by writing the legal reason for the objection in the space provided. He or she may also ask the court for a protective order granting him or her permission not to answer certain questions and protecting him or her from annoyance, embarrassment, apprehension, or undue burden or expense. If the other party fails to either answer or object to the questions within 30 days, he or she may be subject to court sanctions.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, \Box Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

	IN THE CIRCUIT COURT OF IN AND FOR	THE		COUNTY,	JUDICIAL CIR FLORIDA	RCUIT,
	Petit	oner,				
	and					
	Resp	ondent.				
	STANDARI FOR ORIGIN			RROGATORI T PROCEED		
	TO BE COMPLETED BY	THE PARTY	SERVING	THESE INT	ERROGATO	RIES
I an	n requesting that the following s	tandard quest	ions be answ	vered: [√ all th	nat apply]	
	Background Education Information	3 Employment	Assets 4	5 Liabilities		7 Long Form Affidavit
	In addition, I am requesting	that the attacl	ned {#}	questions be	e answered.	
the grace addition be sur	The answers to the following scial Affidavits, © Florida Famoup of questions indicated in the provided below each separately onal papers with the answers and the to make a copy for yourself. In the information permits. All answers and the information permits.	ily Law Rules e above shade numbered que refer to them Each question	of Procedured box. The estion. If suffine the space must be an	re Form 12.902 questions shou ficient space is provided in the swered separat	(b) or (c). You's ald be answered not provided, you interrogatories ely and as com	hould answer I in the blank ou may attach You should pletely as the
being	I, {name of person answering sworn, certify that the following					
1.	BACKGROUND INFORM	ATION:				
	a. State your full legal name	•	-	•	been known.	
	b. State your present residence	ce and telepho	one numbers			

c. State your place and date of birth.

2. **EDUCATION:**

- a. List all business, commercial, and professional licenses that you have obtained.
- b. List all of your education including, but not limited to, vocational or specialized training, including the following:
 - (1) name and address of each educational institution.
 - (2) dates of attendance.
 - (3) degrees or certificates obtained or anticipated dates of same.

3. **EMPLOYMENT:**

- a. For each place of your employment or self-employment during the last 3 years, state the following:
 - (1) name, address, and telephone number of your employer.
 - (2) dates of employment.
 - (3) job title and brief description of job duties.
 - (4) starting and ending salaries.
 - (5) name of your direct supervisor.
 - (6) all benefits received, including, for example, health, life, and disability insurance; expense account; use of automobile or automobile expense reimbursement; reimbursement for travel, food, or lodging expenses; payment of dues in any clubs or associations; and pension or profit sharing plans.

b. Other than as an employee, if you have been engaged in or associated with any business, commercial, or professional activity within the last 3 years that was not detailed above, state for each such activity the following:

- (1) name, address, and telephone number of each activity.
- (2) dates you were connected with such activity.
- (3) position title and brief description of activities.
- (4) starting and ending compensation.
- (5) name of all persons involved in the business, commercial, or professional activity with you.
- (6) all benefits and compensation received, including, for example, health, life, and disability insurance; expense account; use of automobile or automobile expense reimbursement; reimbursement for travel, food, or lodging expenses; payment of dues in any clubs or associations; and pension or profit sharing plans.
- c. If you have been unemployed at any time during the last 3 years, state the dates of unemployment. If you have not been employed at any time in the last 3 years, give the information requested above in question 3.a for your last period of employment.

4. ASSETS:

- a. **Real Estate.** State the street address, if any, and if not, the legal description of all real property that you own or owned during the last 3 years. For each property, state the following:
 - (1) the names and addresses of any other persons or entities holding any interest and their percentage of interest.
 - (2) the purchase price, the cost of any improvements made since it was purchased, and the amount of any depreciation taken.
 - (3) the fair market value on the date of your separation from your spouse.
 - (4) the fair market value on the date of the filing of the petition for dissolution of marriage.
- b. **Tangible Personal Property.** List all items of tangible personal property that are owned by you or in which you have had any interest during the last 3 years including, but not limited to, motor vehicles, tools, furniture, boats, jewelry, art objects or other collections, and collectibles whose fair market value exceeds \$100. For each item, state the following:
 - (1) the percentage and type interest you hold.

- (2) the names and addresses of any other persons or entities holding any interest.
- (3) the date you acquired your interest.
- (4) the purchase price.
- (5) the present fair market value.
- (6) the fair market value on the date of your separation from your spouse.
- (7) the fair market value on the date of the filing of the petition for dissolution of marriage.

- c. **Intangible Personal Property.** Other than the financial accounts (checking, savings, money market, credit union accounts, retirement accounts, or other such cash management accounts) listed in the answers to interrogatories 4.d and 4.e below, list all items of intangible personal property that are owned by you or in which you have had any ownership interest (including closed accounts) within the last 3 years, including but not limited to, partnership and business interests (including good will), deferred compensation accounts unconnected with retirement, including but not limited to stock options, sick leave, and vacation pay, stocks, stock funds, mutual funds, bonds, bond funds, real estate investment trust, receivables, certificates of deposit, notes, mortgages, and debts owed to you by another entity or person. For each item, state the following:
 - (1) the percentage and type interest you hold.
 - (2) the names and addresses of any other persons or entities holding any interest and the names and addresses of the persons and entities who are indebted to you.
 - (3) the date you acquired your interest.
 - (4) the purchase price, acquisition cost, or loaned amount.
 - (5) the fair market value or the amounts you claim are owned by or owed to you:
 - (a) presently, at the time of answering these interrogatories.
 - (b) on the date of your separation from your spouse.
 - (c) on the date of the filing of the petition for dissolution of marriage.

You may comply with this interrogatory (4.c) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years. However, if the date of acquisition, the purchase price and the market valuations are not clearly reflected in the periodic statements which are furnished then these questions must be answered separately. You do not have to resubmit any periodic statements previously furnished under rule 12.285 (Mandatory Disclosure).

- d. **Retirement Accounts:** List all information regarding each retirement account/plan, including but not limited to defined benefit plans, 401k, 403B, IRA accounts, pension plans, Florida Retirement System plans (FRS), Federal Government plans, money purchase plans, HR10 (Keogh) plans, profit sharing plans, annuities, employee savings plans, etc. that you have established and/or that have been established for you by you, your employer, or any previous employer. For each account, state the following:
 - (1) the name and account number of each account/plan and where it is located.
 - (2) the type of account/plan.
 - (3) the name and address of the fiduciary plan administrator/service representative.
 - (4) the fair market value of your interest in each account/plan.
 - (a) present value
 - (b) value on the date of separation
 - (c) value on the date of filing of the petition for dissolution of marriage
 - (5) whether you are vested or not vested; and if vested, in what amount, as of a certain date and the schedule of future vesting.
 - (6) the date at which you became/become eligible to receive some funds in this account/plan.
 - (7) monthly benefits of the account/plan if no fair market value is ascertained.
 - (8) beneficiary(ies) and/or alternate payee(s).

- e. **Financial Accounts.** For all financial accounts (checking, savings, money market, credit union accounts, or other such cash management accounts) listed in your Financial Affidavit, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of each institution.
 - (2) name in which the account is or was maintained.
 - (3) account numbers.
 - (4) name of each person authorized to make withdrawals from the accounts.
 - (5) highest balance within each of the preceding 3 years.
 - (6) lowest balance within each of the preceding 3 years.

You may comply with this interrogatory (4.e) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years. You do not have to resubmit account statements previously furnished pursuant to rule 12.285 (Mandatory Disclosure).

- f. **Closed Financial Accounts.** For all financial accounts (checking, savings, money market, credit union accounts, or other such cash management accounts) closed within the last 3 years, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of each institution.
 - (2) name in which the account is or was maintained.
 - (3) account numbers.
 - (4) name of each person authorized to make withdrawals from the accounts.
 - (5) date account was closed.

- g. **Trust.** For any interest in an estate, trust, insurance policy, or annuity, state the following:
 - (1) If you are the beneficiary of any estate, trust, insurance policy, or annuity, give for each one the following:
 - (a) identification of the estate, trust, insurance policy, or annuity.
 - (b) the nature, amount, and frequency of any distributions of benefits.
 - (c) the total value of the beneficiaries' interest in the benefit.
 - (d) whether the benefit is vested or contingent.
 - (2) If you have established any trust or are the trustee of a trust, state the following:
 - (a) the date the trust was established.
 - (b) the names and addresses of the trustees.
 - (c) the names and addresses of the beneficiaries.
 - (d) the names and addresses of the persons or entities who possess the trust documents.
 - (e) each asset that is held in each trust, with its fair market value.

h. Canceled Life Insurance Policies. For all policies of life insurance within the preceding 3 years
that you no longer hold, own, or have any interest in, state the following:
(1) name of company that issued the policy and policy number.
(2) name, address, and telephone number of agent who issued the policy.
(3) amount of coverage.
(4) name of insured.

(6) name of beneficiaries.(7) premium amount.

(5) name of owner of policy.

- (8) date the policy was surrendered.
- (9) amount, if any, of monies distributed to the owner.

i. Name of Accountant, Bookkeeper, or Records Keeper. State the names, addresses, and telephone numbers of your accountant, bookkeeper, and any other persons who possess your financial records, and state which records each possesses.

- j. **Safe Deposit Boxes, Lock Boxes, Vaults, Etc.** For all safe deposit boxes, lock boxes, vaults, or similar types of depositories, state the following:
 - (1) The names and addresses of all banks, depositories, or other places where, at any time during the period beginning 3 years before the initiation of the action, until the date of your answering this interrogatory, you did any of the following:
 - (a) had a safe deposit box, lock box, or vault.
 - (b) were a signatory or co-signatory on a safe deposit box, lock box, or vault.
 - (c) had access to a safe deposit box, lock box, or vault.
 - (d) maintained property.
 - (2) The box or identification numbers and the name and address of each person who has had access to any such depository during the same time period.
 - (3) All persons who have possession of the keys or combination to the safe deposit box, lock box, or vault.
 - (4) Any items removed from any safe deposit boxes, lock boxes, vaults, or similar types of depositories by you or your agent during that time, together with the present location and fair market value of each item.
 - (5) All items in any safe deposit boxes, lock boxes, vaults, or similar types of depositories and fair market value of each item.

5. LIABILITIES:

- a. **Loans, Liabilities, Debts, and Other Obligations.** For all loans, liabilities, debts, and other obligations (other than credit cards and charge accounts) listed in your Financial Affidavit, indicate for each the following:
 - (1) name and address of the creditor.
 - (2) name in which the obligation is or was incurred.
 - (3) loan or account number, if any.
 - (4) nature of the security, if any.
 - (5) payment schedule.
 - (6) present balance and current status of your payments.
 - (7) total amount of arrearage, if any.

- (8) balance on the date of your separation from your spouse.
- (9) balance on the date of the filing of the petition for dissolution of marriage.

You may comply with this interrogatory (5.a) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

- b. **Credit Cards and Charge Accounts.** For all financial accounts (credit cards, charge accounts, or other such accounts) listed in your Financial Affidavit, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of the creditor.
 - (2) name in which the account is or was maintained.
 - (3) names of each person authorized to sign on the accounts.
 - (4) account numbers.
 - (5) present balance and current status of your payments.
 - (6) total amount of arrearage, if any.
 - (7) balance on the date of your separation from your spouse.
 - (8) balance on the date of the filing of the petition for dissolution of marriage.
 - (9) highest and lowest balance within each of the preceding 3 years.

You may comply with this interrogatory (5.b) by providing copies of all periodic (monthly quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

- c. Closed Credit Cards and Charge Accounts. For all financial accounts (credit cards, charge accounts, or other such accounts) closed with no remaining balance, within the last 3 years, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of each creditor.
 - (2) name in which the account is or was maintained.
 - (3) account numbers.
 - (4) names of each person authorized to sign on the accounts.
 - (5) date the balance was paid off.
 - (6) amount of final balance paid off.

You may comply with this interrogatory (5.c) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

6. **MISCELLANEOUS:**

- a. If you are claiming a special equity in any assets, list the asset, the amount claimed as special equity, and all facts upon which you rely in your claim.
- b. If you are claiming an asset or liability is nonmarital, list the asset or liability and all facts upon which you rely in your claim.
- c. If the mental or physical condition of a spouse or child is an issue, identify the person and state the name and address of all health care providers involved in the treatment of that person for said mental or physical condition.
- d. If custody of minor children is an issue, state why, and the facts that support your contention that you should be the primary residential parent or have sole parental responsibility of the child(ren).

7.	Procedure Form 12.902(b), and	If you filed the short form affidavit, Florida Family Law Rules of you were specifically requested in the Notice of Service of Standard file the Long Form Affidavit, Form12.902(c), you must do so within these interrogatories.
delive		ument was [$\sqrt{$ one only]() mailed() faxed and mailed() hand on $\{date\}$
Name Addre City,	r party or his/her attorney: :	
		ing or affirming under oath to the truthfulness of the answers to nishment for knowingly making a false statement includes fines
Dated	::	
		Signature of Party Printed Name: Address: City, State, Zip: Telephone Number: Fax Number:
	E OF FLORIDA NTY OF	_
Sworn	n to or affirmed and signed before	e me on by
		NOTARY PUBLIC or DEPUTY CLERK
	Personally known	[Print, type, or stamp commissioned name of notary or clerk.]

Produced identification	
Type of identification produced	
IF A NONLAWYER HELPED YOU FILL	OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [# fill in all blanks]	
I, {full legal name and trade name of nonlawyer	}
a nonlawyer, located at {street}	
{state}, {phone}	_, helped {name},
who is the [$$ one only] petitioner or res	pondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.930(c), STANDARD FAMILY LAW INTERROGATORIES FOR MODIFICATION PROCEEDINGS

When should this form be used?

This form should be used to ask the other <u>party</u> in your case to answer certain standard questions in writing. These questions are called **interrogatories**, and they must relate to your case. If the other party fails to answer the questions, you may ask the <u>judge</u> to order the other party to answer the questions. (You cannot ask these questions before the <u>petition</u> has been filed.)

The questions in this form should be used in **modification proceedings** and are meant to supplement the information provided in the **Financial Affidavits**, \Box Florida Family Law Rules of Procedure Form 12.902(b) or (c). You should read all of the questions in this form to determine which questions, if any, the other party needs to answer in order to provide you with information not covered in the financial affidavit forms. If there are questions to which you already know the answer, you may choose not to ask them.

This form should be typed or printed in black ink. You must complete the box at the beginning of this form to indicate which questions you are requesting that the other party answer. You should send two copies of this form and the **Notice of Service of Standard Family Law Interrogatories**, \bigcirc Florida Family Law Rules of Procedure Form 12.930(a), to the other party. You should also keep a copy for your records. You do not need to <u>file</u> this form with the <u>clerk of the circuit court</u>. However, you must file the **Notice of Service of Standard Family Law Interrogatories**, \bigcirc Florida Family Law Rules of Procedure Form 12.930(a), to tell the court that you have sent this form to the other party.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see the instructions for Notice of Service of Standard Family Law Interrogatories, S□ Florida Family Law Rules of Procedure Form 12.930(a), rules 12.280, 12.285, 12.340, and 12.380, Florida Family Law Rules of Procedure and rules 1.280, 1.340, and 1.380, Florida Rules of Civil Procedure.

Special notes...

In addition to the standard questions in this form, you may ask up to 10 additional questions. You should type or print your additional questions on a separate sheet of paper and attach it to this form. If you want to ask more than 10 additional questions, you will need to get permission from the judge.

You may want to inform the other party of the following information: As a general rule, within 30 days after service of interrogatories, the other party must answer the questions in writing and mail (have postmarked) the answers to you. His or her answers shall be written in the blank space provided after each separately numbered interrogatory. If sufficient space is not provided, the answering party may attach additional papers with the answers and refer to them in the space provided in the interrogatories. He or she should be sure to make a copy for him/herself. All answers to these questions are made under oath or affirmation as to their truthfulness. Each question must be answered separately and as completely as the available information permits. The original of the answers to the interrogatories is to be provided to the requesting party. Do not file the original or a copy with the clerk of the circuit court except as provided by Florida Rule of Civil Procedure 1.340(e). The other party may object to a question by writing the legal reason for the objection in the space provided. He or she may also ask the court for a protective order granting him or her permission not to answer certain questions and protecting him or her from annoyance, embarrassment, apprehension, or undue burden or expense. If the other party fails to either

Instructions for Florida Family Law Rules of Procedure Form 12.930(c), Standard Family Law Interrogatories for Modification Proceedings (07/03)

answer or object to the questions within 30 days, he or she may be subject to court sanctions.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, \Box Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

	IN THE CIRCUIT COURT OF THE IN AND FOR			_COUNTY,		CIRCUIT,
				o.: n:		
	Petitioner					
	and					
	Respondent.					
	STANDARD FAMILY FOR MODIFIC				IES	
	TO BE COMPLETED BY THE PAR	TY SERVIN	NG '	THESE INT	ERROGAT	TORIES
I a	m requesting that the following standard	d questions	be a	answered: [√ all that ap	ply]
	Background Education Employment Information	Assets		Liabilities	Miscellaneo	us Long Form Affidavit
	In addition, I am requesting that the att	iached {#}		_ questions b	e answered.	
answ the b you r interr separ	The answers to the following questions a inancial Affidavits, © Florida Family Law er the group of questions indicated in the ablank space provided below each separately may attach additional papers with the answerogatories. You should be sure to make a corately and as completely as the available information as to their truthfulness.	w Rules of P bove shaded numbered quers and refer opy for yours	Proce box uesti to the self.	edure Form 1 . The question. If sufficement in the sp Each questi	2.902(b) or cons should be ient space is ace provided on must be a	(c). You should e answered in not provided, d in the answered
being	I, {name of person answering interrogat g sworn, certify that the following informati					
1.	BACKGROUND INFORMATION:					
	a. State your full legal name and any otl	her name by	whi	ch you have	been known	•
	b. State your present residence and teler	phone numbe	ers.			

c. State your place and date of birth.

2. **EDUCATION:**

- a. List all business, commercial, and professional licenses that you have obtained since the entry of the Final Judgment sought to be modified.
- b. List all of your education since the entry of the Final Judgment sought to be modified including, but not limited to, vocational or specialized training, including the following:
 - (1) name and address of each educational institution.
 - (2) dates of attendance.
 - (3) degrees or certificates obtained or anticipated dates of same.

3. **EMPLOYMENT:**

- a. For each place of your employment or self-employment since the entry of the Final Judgment sought to be modified, state the following:
 - (1) name, address, and telephone number of your employer.
 - (2) dates of employment.
 - (3) job title and brief description of job duties.
 - (4) starting and ending salaries.
 - (5) name of your direct supervisor.
 - (6) all benefits received, including, for example, health, life, and disability insurance; expense account; use of automobile or automobile expense reimbursement; reimbursement for travel, food, or lodging expenses; payment of dues in any clubs or associations; and pension or profit sharing plans.

b. Other than as an employee, if you have been engaged in or associated with any business, commercial, or professional activity since the entry of the Final Judgment sought to be modified that was not detailed above, state for each such activity the following:

- (1) name, address, and telephone number of each activity.
- (2) dates you were connected with such activity.
- (3) position title and brief description of activities.
- (4) starting and ending compensation.
- (5) name of all persons involved in the business, commercial, or professional activity with you.
- (6) all benefits and compensation received, including, for example, health, life, and disability insurance; expense account; use of automobile or automobile expense reimbursement; reimbursement for travel, food, or lodging expenses; payment of dues in any clubs or associations; and pension or profit sharing plans.
- c. If you have been unemployed at any time since the entry of the Final Judgment sought to be modified, state the dates of unemployment. If you have not been employed at any time since the entry of the Final Judgment sought to be modified, give the information requested above in question 3.a for your last period of employment.

4. **ASSETS:**

- a. **Real Estate.** State the street address, if any, and if not, the legal description of all real property that you own or owned during the last 3 years, or since the entry of the Final Judgment sought to be modified, if shorter. For each property, state the following:
 - (1) the names and addresses of any other persons or entities holding any interest and their percentage of interest.
 - (2) the present fair market value.

- b. **Tangible Personal Property.** List all items of tangible personal property that are owned by you or in which you have had any interest during the last 3 years, or since the entry of the Final Judgment sought to be modified, if shorter, including, but not limited to, motor vehicles, tools, furniture, boats, jewelry, art objects or other collections, and collectibles whose fair market value exceeds \$100. For each item, state the following:
 - (1) the percentage and type interest you hold.
 - (2) the names and addresses of any other persons or entities holding any interest.
 - (3) the present fair market value.

- c. **Intangible Personal Property.** Other than the financial accounts (checking, savings, money market, credit union accounts, retirement accounts, or other such cash management accounts) listed in the answers to interrogatories 4.d and 4.e below, list all items of intangible personal property that are owned by you or in which you have had any ownership interest (including closed accounts) within the last 3 years, or since the entry of the Final Judgment sought to be modified, if shorter, including, but not limited to, partnership and business interests (including good will), deferred compensation accounts unconnected with retirement, including but not limited to stock options, sick leave, and vacation pay, stocks, stock funds, mutual funds, bonds, bond funds, real estate investment trusts, receivables, certificates of deposit, notes, mortgages, and debts owed to you by another entity or person. For each item, state the following:
 - (1) the percentage and type interest you hold.
 - (2) the names and addresses of any other persons or entities holding any interest and the names and addresses of the persons and entities who are indebted to you.
 - (3) the present fair market value or the amounts you claim are owned by or owed to you, at the time of answering these interrogatories.

You may comply with this interrogatory (4.c) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter. However, if the date of acquisition, the purchase price, and the market valuations are not clearly reflected in the periodic statements which are furnished, then these questions must be answered separately. You do not have to resubmit any periodic statements previously furnished under rule 12.285 (Mandatory Disclosure).

- d. **Retirement Accounts:** List all information regarding each retirement account/plan, including but not limited to defined benefit plans, 401k, 403B, IRA accounts, pension plans, Florida Retirement System plans (FRS), Federal Government plans, money purchase plans, HR10 (Keogh) plans, profit sharing plans, annuities, employee savings plans, etc. that you have established and/or that have been established for you by you, your employer or any previous employer. For each account, state the following:
 - (1) the name and account number of each account/plan and where it is located.
 - (2) the type of account/plan.
 - (3) the name and address of the fiduciary plan administrator/service representative.
 - (4) the fair market value of your interest in each account/plan.
 - (a) present value
 - (b) value on the date of separation
 - (c) value on the date of filing of the petition for dissolution of marriage
 - (5) whether you are vested or not vested; and if vested, in what amount, as of a certain date and the schedule of future vesting.
 - (6) the date at which you became/become eligible to receive some funds in this account/plan.
 - (7) monthly benefits of the account/plan if no fair market value is ascertained.
 - (8) beneficiary(ies) and/or alternate payee(s).
- e. **Financial Accounts.** For all financial accounts (checking, savings, money market, credit union accounts, or other such cash management accounts) listed in your Financial Affidavit, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of each institution.
 - (2) name in which the account is or was maintained.
 - (3) account numbers.
 - (4) names of each person authorized to make withdrawals from the accounts.
 - (5) highest balance within each of the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter.
 - (6) lowest balance within each of the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter.

You may comply with this interrogatory (4.e) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

- f. Closed Financial Accounts. For all financial accounts (checking, savings, money market, credit union accounts, or other such cash management accounts) closed within the last 3 years, or since the entry of the Final Judgment sought to be modified, if shorter, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the:
 - (1) name and address of each institution.
 - (2) name in which the account is or was maintained.
 - (3) account numbers.
 - (4) name of each person authorized to make withdrawals from the accounts.
 - (5) date account was closed.

- g. **Trust.** For any interest in an estate, trust, insurance policy, or annuity, state the following:
 - (1) if you are the beneficiary of any estate, trust, insurance policy, or annuity, give for each one the following:
 - (a) identification of the estate, trust, insurance policy, or annuity.
 - (b) the nature, amount, and frequency of any distributions of benefits.
 - (c) the total value of the beneficiaries' interest in the benefit.
 - (d) whether the benefit is vested or contingent.
 - (2) if you have established any trust or are the trustee of a trust, state the following:
 - (a) the date the trust was established.
 - (b) the names and addresses of the trustees.
 - (c) the names and addresses of the beneficiaries.
 - (d) the names and addresses of the persons or entities who possess the trust documents.

	(e)	each asset that is held in each trust, with its fair market value.
	h Nama of Accounts	ant, Bookkeeper, or Records Keeper. State the names, addresses, and
	telephone numbers of	your accountant, bookkeeper, and any other persons who possess your state which records each possesses.
_		
5.	LIABILITIES:	
		Debts, and Other Obligations. For all loans, liabilities, debts, and othe credit cards and charge accounts) listed in your Financial Affidavit, ollowing:
		address of the creditor.
	` '	hich the obligation is or was incurred.
	(2) 1	1

- - (3) loan or account number, if any.
 - (4) nature of the security, if any.
 - (5) payment schedule.
 - (6) present balance and current status of your payments.
 - (7) total amount of arrearage, if any.

You may comply with this interrogatory (5.a) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the

preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

- b. **Credit Cards and Charge Accounts.** For all financial accounts (credit cards, charge accounts, or other such accounts) listed in your Financial Affidavit, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of the creditor.
 - (2) name in which the account is or was maintained.
 - (3) name of each person authorized to sign on the accounts.
 - (4) account numbers.
 - (5) present balance and current status of your payments.
 - (6) total amount of arrearage, if any.
 - (7) highest and lowest balance within each of the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter.

You may comply with this interrogatory (5.b) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

- c. Closed Credit Cards and Charge Accounts. As to all financial accounts (credit card, charge accounts, or other such accounts) closed with no remaining balance, within the last 3 years, or since the entry of the Final Judgment sought to be modified, if shorter, in which you have had any legal or equitable interest, regardless of whether the interest is or was held in your own name individually, in your name with another person, or in any other name, give the following:
 - (1) name and address of each creditor.
 - (2) name in which the account is or was maintained.
 - (3) account numbers.
 - (4) name of each person authorized to sign on the accounts.

- (5) date the balance was paid off.
- (6) amount of final balance paid off.

You may comply with this interrogatory (5.c) by providing copies of all periodic (monthly, quarterly, semi-annual, or annual) account statements for each such account for the preceding 3 years, or since the entry of the Final Judgment sought to be modified, if shorter. You do not have to resubmit account statements previously furnished under rule 12.285 (Mandatory Disclosure).

6. **MISCELLANEOUS:**

- a. If you are claiming a diminished earning capacity since the entry of the Final Judgment sought to be modified as grounds to modify alimony or deviate from the child support established in your case, describe in detail how your earning capacity is lowered and state all facts upon which you rely in your claim. If unemployed, state how, why, and when you lost your job.
- b. If you are claiming a change in a mental or physical condition since the entry of the Final Judgment sought to be modified as grounds to modify alimony or change the child support established in your case, describe in detail how your mental and/or physical capacity has changed and state all facts upon which you rely in your claim. Identify the change in your mental and/or physical capacity, and state the name and address of all health care providers involved in the treatment of this mental or physical condition.
- c. If you are requesting a change in shared or sole parental responsibility, primary residency, the parenting schedule, or any combination thereof, for the minor child(ren), describe in detail the change in circumstances since the entry of the Final Judgment sought to be modified that you feel justify the requested change. State when the change of circumstances occurred, how the change of circumstances affects the child(ren), and why it is in the best interests of the child(ren) that the Court make the requested change. Attach your parenting schedule.
- d. If you do not feel the requested change in shared or sole parental responsibility, primary residency, the parenting schedule, or any combination thereof, for the minor child(ren) is in their best interests, describe in detail any facts since the entry of the Final Judgment sought to be modified that you feel justify the Court denying the requested change. State, in your opinion, what change, if any, of the parenting arrangement is justified or agreeable to you and why it is in the best interests of the child(ren).

7.	Procedure Form 12.902(b), and Standard Family Law Interroga	If you filed the short form affidavit, Florida Family Law Rules of I you were specifically requested in the Notice of Service of atories to file the Long Form Affidavit, Form 12.902(c), you must he answers to these interrogatories.
		ument was [√ one only] () mailed () faxed and mailed ()
hand	delivered to the person(s) listed b	elow on {date}
Othe	r party or his/her attorney:	
	e:	
Addr	ess:	
City,	State, Zip:	
Fax 1	Number:	
fines	ese interrogatories and that the and/or imprisonment.	punishment for knowingly making a false statement includes
		Signature of Party Printed Name:
		Address:
		City, State, Zip:
		Telephone Number:
		Fax Number:
	ΓΕ OF FLORIDA NTY OF	_
Swor	n to or affirmed and signed before	e me on by
		NOTARY PUBLIC or DEPUTY CLERK
	Personally known	[Print, type, or stamp commissioned name of notary or clerk.]

Florida Family Law Rules of Procedure Form 12.930(c), Standard Family Law Interrogatories for Modification Proceedings (07/03)

Produced identification Type of identification produced	
IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [≠ fill in all blanks] I, {full legal name and trade name of nonlawyer}	
a nonlawyer, located at $\{street\}$, ,

INSTRUCTIONS FOR SUPREME COURT APPROVED FAMILY LAW FORMS 12.931(a), NOTICE OF PRODUCTION FROM NONPARTY and 12.931(b), SUBPOENA FOR PRODUCTION OF DOCUMENTS FROM NONPARTY

When should these forms be used?

These forms should be used if you need copies of documents (for a purpose relating to your case) from a <u>nonparty</u> in your case. Both forms should be typed or printed in black ink.

Notice of Production from Nonparty, I Florida Supreme Court Approved Family Law Form 12.931(a), is used to notify the other <u>party</u> in your case that in 10 days you are going to subpoena documents from a nonparty. Subpoena for Production of Documents from Nonparty, I Florida Supreme Court Approved Family Law Form 12.931(b), is the actual subpoena directing the nonparty to produce specific documents. You must <u>file</u> the originals of these forms with the <u>clerk of the circuit court</u>. A copy of these forms must be mailed or hand delivered to any other party in your case.

What should I do next?

Ten days after you serve the **Notice of Production from Nonparty**, **©** Florida Supreme Court Approved Family Law Form 12.931(a), on the other party in your case (15 days if service is by mail), you should ask the clerk of the court to sign the subpoena. You should contact the deputy sheriff or private process server and have the subpoena **personally served** on the person named in the subpoena.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. Because these papers must also comply with rule 12.280, Florida Family Law Rule of Procedure, and rules 1.280, 1.350, 1.351, and 1.410, Florida Rules of Civil Procedure, you also should read those rules.

Special notes...

If the other party in your case objects in writing within **10 days** (allow an additional 5 days if served by mail) of service of the **Notice of Production from Nonparty**, \square Florida Supreme Court Approved Family Law Form 12.931(a), you may not use this procedure to obtain documents from the nonparty unless and until the court orders otherwise.

The nonparty receiving the subpoena may charge you a reasonable fee for copies of the documents.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, \square Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THI	E CIRCUIT COURT OF THE			JUDICIAL	CIRCUIT,
	IN AND FOR		CO	UNTY, FLORIDA	L
			Case No.:		
	Petitioner,				
	and				
	Respondent				
	NOTICE OF PROI	DUCTIO	N FROM NO	NPARTY	
TO:					
	{all parties}				
undersig {name of party, to the issumailed of	YOU ARE NOTIFIED that, after I gned will apply to the clerk of this of person, organization, or agency, o produce the items listed at the tin ance of this subpoena must be filed. I certify that a copy of this documed hand delivered to the person(starty or his/her attorney (if representations)	Court for A court	r issuance of the clerk of the conty] (ne attached subpoe , n the subpoena. Ob ircuit court within) mailed () fax	na directed to who is not a ojections to 10 days.
Other p	arty of misther attorney (if represe.	<u>inted)</u>	Other	<u>.</u>	
Printed Na	nme		Printed Name		
Address			Address		
City	State Zip		City	State	Zip
Telephone	(area code and number)		Telephone (area	code and number)	
Fax (area	code and number)		Fax (area code ar	nd number)	
Dated:			_		
		Signat	ture of Party		

	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
IF A NONLAWYER HELPED Y	YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN
IF A NONLAWYER HELPED Y FHE BLANKS BELOW: [≠ fill	· · · · · · · · · · · · · · · · · · ·
	in all blanks]
FHE BLANKS BELOW: [🗷 fill I, <i>{full legal name and trade name</i>	in all blanks]
THE BLANKS BELOW: [\(\sigma\) fill [\(\text{full legal name and trade name a nonlawyer, located at \(\text{street} \) \(\) \(\)	in all blanks] of nonlawyer}

IN THE CIRCUIT COURT OF THE IN AND FOR	JUDICIAL CIRCUIT, COUNTY, FLORIDA
	Case No.: Division:
Petitioner,	
and	
Respondent.	
SUBPOENA FOR PRODUCTION	OF DOCUMENTS FROM NONPARTY
THE STATE OF FLORIDA TO:	
{date}, at {time} time and place the following:	, a.m./p.m. and bring with you at that
These items will be inspected and may be copy original items.	ied at that time. You will not have to leave the
the party or his/her attorney whose name appedate of production. You may condition the prethe reasonable cost of preparation. If you mail appears on this subpoena before the date indicates the condition of the preparation of the preparatio	ding readable copies of the items to be produced to ears on this subpoena on or before the scheduled eparation of the copies upon payment in advance of or deliver the copies to the attorney whose name ated above, you do not have to appear in person.
the records instead of appearing as provide	you fail to: (1) appear as specified; (2) furnish d above; or (3) object to this subpoena.
You can only be excused by the persor excused by that person or the Court, you shall	n whose name appears on this subpoena and, unless respond as directed.
Dated:	

CLERK OF THE CIRCUIT COURT

	By:
This part to be filled out by the court or the court:	filled in with information you have obtained from
If you are a person with a disability who n proceeding, you are entitled, at no cost to	needs any accommodation in order to participate in this you, to the provision of certain assistance. Please
contact {name}{address}	{telephone
,within 2 works hearing or voice impaired, call TDD 1-800	ing days of your receipt of this subpoena. If you are 0-955-8771.
documents or things without deposition. I Civil Procedure 1.351 has been received b	to this action directing that person to produce also certify that no objection under Florida Rule of by the undersigned within 10 days of service of this appropriate facsimile transmission, and within 15 days
	Signature of Party Printed Name: Address:
	City, State, Zip:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.910(b).

PROCESS SERVICE MEMORANDUM

When should this form be used?

You should use this form to give the sheriff's department (or private process server) instructions for serving the other **party** in your case with the **Summons: Personal Service on an Individual**, \square Florida Family Law Rules of Procedure Form 12.910(a), and other papers to be served. On this form, you can tell the sheriff's department the best times to find the person at work and/or at home. You can also include a map to the other person's home or work place to help the sheriff find the person and deliver the summons. Do not forget to attach to the summons a copy of your initial petition and any other papers you want personally served on the other party.

This form should be typed or printed in black ink. After completing this form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your petition was filed and attach a copy to the **Summons: Personal Service on an Individual**, \square Florida Family Law Rules of Procedure Form 12.910(a). You should also keep a copy for your records.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. You should read the instructions for Summons: Personal Service on an Individual, Solutional Florida Family Law Rules of Procedure Form 12.910(a), for additional information.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter your address, telephone, and fax information at the bottom of this form. Instead, write "confidential" in the spaces provided for that information and file **Petitioner's Request for Confidential Filing of Address**, $\$ Florida Supreme Court Approved Family Law Form 12.980(i).

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, \square Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

Petitioner, and Respondent. PROCESS SERVICE TO: () Sheriff of Co.	Case No.: Division: CE MEMORANDUM Division: Divisior Divisior
and Respondent. PROCESS SERVIC TO: () Sheriff of Co.	Division:
and Respondent. PROCESS SERVIC TO: () Sheriff of Co.	Division:
and Respondent. PROCESS SERVIC TO: () Sheriff of Co.	CE MEMORANDUM bunty, Florida; Divisior
and Respondent. PROCESS SERVIC TO: () Sheriff of Co.	ounty, Florida; Divisior
Respondent. PROCESS SERVICE TO: () Sheriff of Co.	ounty, Florida; Divisior
PROCESS SERVIO TO: () Sheriff of Co	ounty, Florida; Divisior
TO: () Sheriff of Co	ounty, Florida; Divisior
() Private process server:	
() Private process server:	
Please serve the {name of document(s)}	
in the above-styled cause upon:	
Party: {full legal name}	
Address or location for service:	
Work Address:	
If the party to be served owns, has, and/or is know of weapon(s):	on to have guns or other weapons, describe what type
SPECIAL INSTRUCTIONS:	
Dated:	
	gnature of Party
	rinted Name:
	ddress:
*Te	ty, State, Zip:
	x Number:

Address.

IF A NONLAWYER HELPE	D YOU FILL OUT	THIS FORM, HE/SHE MUST FILL IN T	ГНЕ
BLANKS BELOW: [🗷 fill in	all blanks]		
I, {full legal name and trade no	ame of nonlawyer}_		
a nonlawyer, located at {street}		, {city}	
{state}	, {phone}	, helped {name}	<u>.</u>
who is the petitioner, fill out this	form.		