

### Family Law Forms

# Package 4(a) Petition for Adoption by Stepparent (with Consent or Notice by Personal Service)\*

What this package contains:	
☐ Joint Petition for Stepp	
☐ UCCJEA affidavit, corprocess forms.	nsent forms, Indian Child Welfare Act Affidavit, service of
☐ Notice of hearing and	final judgment.
How this package may be us	$v_{o}d\cdot$
	r the following situation only:
☐ You have a signed con	sent or affidavit of nonpaternity from the other parent
☐ You have an address wo of hearing	where the other parent can be personally served with notice
☐ These forms are specifichild of his/her spouse	fically to be used by a stepparent who is adopting the natural.
How this package may NOT	be used:
	be used in any other adoption situation except adoption by a
1 0	be used to register an adoption decree prepared by an agency in the state of Florida.
1 0	include forms for constructive service. If you do not know tity of, the other parent of the child additional forms will be

LAST UPDATE 7-2006

### Forms For Use With

# **Petition For Adoption By Stepparent – 4(a)** (with Consent or Notice by Personal Service)

### Index

### **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

**Initial Filing:** 

FFLF 12.900(a) **Disclosure From Nonlawyer** 

FFLF-L Civil Cover Sheet

FFLF 12.981(b)(1) **Joint Petition for Adoption by Stepparent** 

FFLF 12.902(d) Uniform Child Custody Jurisdiction and Enforcement Act Affidavit

FFLF 12.981(a)(5) Indian Child Welfare Act Affidavit

Consents:

FFLF 12.981(a)(3) Affidavit of Nonpaternity \*if paternity has not legally

been established in a divorce, paternity or child support

case, this form is filled out by the putative father.

FFLF 12.981(a)(1) Consent & Waiver by Parent

FFLF 12.981(a)(2) Consent of Adoptee

Search of the Putative Father Registry:

FFLF 12.981(a)(6) Motion for Search of the Putative Father Registry

FFLF 12.981(a)(7) Order Granting Motion for Search of the Putative Father Registry

Service of Process:

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

FFLF 12.910(a) Summons: Personal Service on an Individual

Notice of Hearing:

FFLF 12.923 General Notice of Hearing

Final Order:

FFLF 12.981(b)(2) Final Judgment of Stepparent Adoption

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

Updated 7-2006

### 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)
	<b>Division:</b> (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/of
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 <a href="http://www.flcourts.org/courts/supct">http://www.flcourts.org/courts/supct</a>.

**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 <sup>th</sup> 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 <sup>st</sup> 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.	
<del>_</del>	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	
	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
•	ed 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 Indicad
· · · · · · · · · · · · · · · · ·	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: (N	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:	<del>-</del> -
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	<del></del> /
West Pasco Judicial Center, 38053 Live	e Oak Avenue,
Dade City, FL, 33525	
Fax:	

### INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(a), DISCLOSURE FROM NONLAWYER

#### When should this form be used?

This form must be used when anyone who is **not** a lawyer in good standing with The Florida Bar helps you complete any Florida Family Law Form. Attorneys who are licensed to practice in other states but not Florida, or who have been disbarred or suspended from the practice of law in Florida, are nonlawyers for the purposes of the Florida Family Law Forms and instructions.

The nonlawyer must complete this form and both of you are to sign it before the nonlawyer assists you in completing any Family Law Form.

**In addition**, on any other form with which a nonlawyer helps you, the nonlawyer shall complete the nonlawyer section located at the bottom of the form unless otherwise specified in the instructions to the form. This is to protect you and be sure that you are informed in advance of the nonlawyer's limitations.

### What should I do next?

A copy of this disclosure, signed by both the nonlawyer and the person, must be given to the person and the nonlawyer must keep a copy in the person's file. The nonlawyer must keep copies for at least six years of all forms given to the person being assisted.

### Special notes...

This disclosure form does NOT act as or constitute a waiver, disclaimer, or limitation of liability.

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
4	
and	
Respondent.	
DISCLOSURE I	FROM NONLAWYER
	e that he/she is a nonlawyer and may not give legal as are, cannot tell me how to testify in court, and cannot
works under the supervision of a member of Th substantive legal work for which a member of Th	The Florida Bar defines a paralegal as a person who he Florida Bar and who performs specifically delegated he Florida Bar is responsible. Only persons who meet the definition of the person of the pe
by me in writing into the blanks on the form. {Nan form and may not complete the form for me. If u	the/she may only type the factual information provided me}, may not help me fill in the using a form approved by the Supreme Court of Florida, etual questions to fill in the blanks on the form and may
[√ one only] I can read English I cannot read English, but this disclosure {name} in {langer	was read to me [fill in <b>both</b> blanks] by  uage}, which I understand.
Dated:	Signature of Party
	Signature of Larry
	Signature of <b>NONLAWYER</b>
	Printed Name:
	Name of Business:
	Address:
	Telephone Number:

# CIRCUIT/COUNTY COURT, PINELLAS COUNTY, FLORIDA CIVIL DIVISION

### **CIVIL COVER SHEET**

The civil cover sheet and the information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use of the clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statute 25.075.

Defendant	UCN:_	
II. TYPE OF CASE (Plamost definitive.	ace an X in one box only. If the case fits n	nore than one type of case, select the
<b>Domestic Relations</b>	Torts	Other Civil
☐ Simplified Dissolution	☐ Professional Malpractice	☐ Contracts
☐ Uncontested Dissolution	☐ Products liability	☐ Condominium
☐ Contested Dissolution	☐ Auto negligence	☐ Real property /
☐ Support IV-D	☐ Other negligence	Mortgage foreclosure  ☐ Eminent Domain
☐ Support – Non IV-D		Other
☐ URESA - IV-D		Other
☐ URESA – Non IV-D		
☐ Domestic Violence		
☐ Other Domestic Relations		
	Specific Case Type	
	☐ (per Administrative order 86-44	
III. Is Jury Trial Demanded in C	Complaint?	
☐ Yes ☐ No	ompium.	
DATE:	TE: SIGNATURE OF ATTORNEY FOR PARTY INITIATING ACTION:	
ATTORNEY'S SPN NIIMRER		

### INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(b)(1),

### JOINT PETITION FOR ADOPTION BY STEPPARENT

### When should this form be used?

This form should be used when a stepparent is adopting his or her **spouse**'s child. Both the stepparent and his or her spouse must sign this **petition**. You must attach all necessary consents or acknowledgments that apply to your case, as listed under the Special Notes section below. Florida Statutes require that consent to adoption be obtained from:

- the mother of the minor.
- the father of the minor if:
  - 1. the minor was conceived or born while the father was married to the mother;
  - 2. the minor is his child by adoption;
  - 3. the minor has been established by a court proceeding to be his child;
  - 4. he has filed an affidavit of paternity pursuant to section 382.013(2)(c) Florida Statutes; or
  - 5. in the case of an unmarried biological father, he has acknowledged in writing, signed in the presence of a competent witness, that he is the father of the minor, has filed such acknowledgment with the Office of Vital Statistics of the Department of Health within the required timeframes, and has complied with the requirements of section 63.062(2).

Determining whether someone's consent is required may be a complicated issue and you may wish to consult an attorney. For more information about consenting to adoption, you should refer to Chapter 63, Florida Statutes, and sections 63.062 - 63.082 in particular.

This form should be typed or printed in black ink. The name to be given to the child(ren) **after** the adoption should be used in the heading of the petition. The stepparent is the **petitioner**, because he or she is the one who is asking the court for legal action. After completing this form, you and your spouse must sign it before a **notary public** or **deputy clerk**. You should then **file** the original and 1 copy with the **clerk of the circuit court** in the county where the minor resides unless the court changes the venue.

### What should I do next?

For your case to proceed, you must have the written consent of the other birth parent and the child, if applicable. The **court** may choose not to require consent to an adoption in some circumstances. For more information about situations where consent may not be required, see section 63.064, Florida Statutes. Section 63.054, Florida Statutes, requires that in each adoption proceeding the Florida Putative Father Registry be searched. You will need an order from the judge to do this, which you can request by filing a **Motion for Search of the Putative Father Registry**, Torida Supreme Court Approved Family Law Form 12.981(a)(6).

When you have filed all of the required forms and met the requirements as outlined above, you are ready to set a **hearing** on your petition. You should check with the clerk of court, **family law intake staff** or the **judicial assistant** to set a **final hearing**. If all persons required to consent have

consented and the consents/affidavits of nonpaternity have been filed with the court, the hearing may be held immediately. If not, notice of the hearing must be given as provided by the Rules of Civil Procedure. See Form 1.902, Florida Rules of Civil Procedure. If you know where the other birth parent lives, you should use **personal service.** If you absolutely do not know where he or she lives, you may use **constructive service**. In order to use constructive service you will need to complete and submit to the court **Stepparent Adoption: Affidavit of Diligent Search**, Torida Supreme Court Approved Family Law Form 12.981(a)(4). For more information about personal and constructive service, you should refer to the "General Instructions for Self-Represented Litigants" found at the beginning of these forms and the instructions to Torida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Torida Supreme Court Approved Family Law Form 12.913(a). However, the law regarding constructive service is very complex and you may wish to consult an attorney regarding that issue.

### 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. See Chapter 63, Florida Statutes, and Florida Family Law Rule 12.200(a)(2) for further information.

### Special notes...

With this petition you must file the following:

- Consent form executed by the birth parent, **Stepparent Adoption**: **Consent and Waiver by Parent**, SI Florida Supreme Court Approved Family Law Form 12.981(a)(1) or **Stepparent Adoption**: **Affidavit of Nonpaternity**, I Florida Supreme Court Approved Family Law Form 12.981(a)(3).
- If any person whose consent is required is deceased, a certified copy of the death certificate must be attached to this Petition.
- Consent form executed by the minor child(ren), if the child(ren) is/are over 12 years of age, **Stepparent Adoption:** Consent of Adoptee, □ Florida Supreme Court Approved Family Law Form 12.981(a)(2). The court can excuse filing of this form under certain circumstances.
- Certified copy of the child(ren)'s birth certificate.
- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, ♥☐ Florida Supreme Court Approved Family Law Form 12.902(d).
- If applicable, **Stepparent Adoption: Motion for Search of the Putative Father Registry,** Plorida Supreme Court Approved Family Law Form 12.981(a)(6).

These family law forms contain a **Final Judgment of Stepparent Adoption**,  $\square$  Florida Supreme Court Approved Family Law Form 12.981(b)(2), which the judge may use. You should check with the clerk, family law intake staff, or judicial assistant to see if you need to bring a final judgment form with you to the hearing. If so, you should type or print the heading, including the circuit, county case number, division, and the child(ren)'s names, and leave the rest blank for the judge to complete at your hearing.

You should decide how many <u>certified copies</u> of the final judgment you will need and be prepared to obtain them after the hearing. There is a charge for certified copies, and the clerk can tell you how much. The file will be sealed after the final hearing, and then it will take an order from a judge

to open the file and obtain a copy of the final judgment.

AN ADOPTIVE STEPPARENT WILL CONTINUE TO HAVE PARENTAL RIGHTS, INCLUDING VISITATION AND CUSTODY, WHERE APPROPRIATE, IN THE EVENT OF A LATER DIVORCE, AND MAY BE LIABLE FOR CHILD SUPPORT IN THE EVENT OF A LATER DIVORCE. YOU COULD BE LIABLE IN LITIGATION FOR THE ACTIONS OF THE ADOPTEE(S). THIS ADOPTION MAY ALSO AFFECT THE ADOPTEE'S INHERITANCE.

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**,  $\square$  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	THE CIRCUIT COURT OF THE	JUDI	ICIAL CIRCUIT,
	IN AND FOR	COUNTY, FLO	RIDA
		Case No.:	
		Division:	
IN T	THE MATTER OF THE ADOPTION OF		
{use	name to be given to child(ren)} Adoptee(s)	, ).	
	JOINT PETITION FOR AI	DOPTION BY STEPPARENT	Γ
	Petitioner, {full legal name}		, being sworn,
joine	Petitioner, {full legal name}ed by the above-named child(ren)'s ( ) mo	other ( ) father, <i>[full legal name</i>	ne}
	, being sworn, file or child(ren), under chapter 63, Florida Stat		or the above-named
1			-4
1.	This is an action for adoption of a minor	•	stepparent.
2.	I desire to adopt the following child(ren		
	Name to be given to child(ren)	Birth date	Birthplace
	a		
	b c		
	d		
	e f		
	A certified copy of the birth certificate(s	s) is/are attached.	
3.	The child(ren) has (have) resided in my	care and custody since {date}	
	I wish to adopt the child(ren) because I		
	relationship already existing between the been able to provide adequately for the		
	continue doing so in the future, as well a		
	emotional well-being. Other reasons I v	vish to adopt the children are: _	
4.	I am years old, and have resided city years old.	led at {street address}, {state}	for years.
5.			
	I married the ( ) father or ( ) mother in {city} {county}	, {state}	, The following
	are the dates and places of my divorces,	-	ivovao
	Date of Divorce	Place of D	ivorce

	0		
6.	<u>=</u>	<del>-</del>	and Enforcement Act Affidavit mily Law Form 12.902(d), is filed
7.	A description and estimate	e of the value of any property	of the adoptee(s) is as follows:
0			
8.	Consent by the adoptee(s)		
		P(S)	
	( ) is not required because	se the adoptee(s) is/are not 12	years of age: Name(s)
	( ) was excused by the co	ourt for: Name(s)	
9.	O I	d:	
	<u> </u>	) whose consent is requi	red has not consented. The ustify termination of this person's
	<u>Name</u>	Address	Facts/circumstances
1			
 2.			
·			

11. A copy of this Petition was served on all known persons whose consent is required but did not waive notice, as well as on all persons whose consent is required but did not provide consent. Proof of service is attached.

[ <b>√</b> if applies:]	
	egistry maintained by the Office of Vital Statistics of the equested, and if granted, the certificate from the State n.
<u>=</u>	Court terminate the parental rights of the noncustodial on of the Minor Child(ren) by Petitioner Stepparent and, otee(s).
	g or affirming under oath to the truthfulness of the e punishment for knowingly making a false statement
Dated:	<u> </u>
	Signature of Stepparent
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
STATE OF FLORIDA	
COUNTY OF	
Sworn to or affirmed and signed before m	by
	NOTARY PUBLIC or DEPUTY CLERK
	[Print, type, or stamp commissioned name of notary or deputy clerk.]
Personally known	
Produced identification	
Type of identification produced	

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated:		
		Signature of ( ) mother ( ) father
		Printed Name:
		Address:
		City, State, Zip:
		Telephone Number:
		Fax Number:
STATE OF FLORIDA	A	
COUNTY OF		
Sworn to or affirmed	and signed before m	e on by
	C	
		NOTARY PUBLIC or DEPUTY CLERK
		NOTART FUBLIC OF DEFUTT CLERK
		[Print, type, or stamp commissioned name of notary or deputy clerk.]
Personally kno	own	1 7 3
Produced iden		
<del></del>		
• •	-	LL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW:		•
I, {full legal name and	d trade name of nonl	lawyer}
		, {city}
		, helped {name}
who is the petitioner,		
1 ,		

### INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(d), UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA) AFFIDAVIT

### When should this form be used?

This form should be used in any case involving custody of or visitation with any minor child(ren). This **affidavit** is **required** even if the custody and visitation of the minor child(ren) are not in dispute.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should then **file** the original with the **clerk of the circuit court** in the county where the petition was filed and keep a copy for your records.

#### What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case, if it is not served on him or her with your initial papers.

### 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.** The words that are in "**bold underline**" in these instructions are defined there. For further information, see sections 61.501–61.542, Florida Statutes.

### Special notes...

If you are the petitioner in an injunction for protection against domestic violence case and you have filed **Petitioner's Request for Confidential Filing of Address**,  $\square$  Florida Supreme Court Approved Family Law Form 12.980(i), you should write "confidential" in any space on this form that would require you to write the address where you are currently living.

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**,  $\square$  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 THE C	CIRCUIT COURT OF THE IN AND FOR	JUDICL COUNTY, FLORII	AL CIRCUIT, DA
		Case No.:	
		Division:	
	Petitioner,		
	and		
	Respondent.		
UNIFORM CI	HILD CUSTODY JURISDICTION	N AND ENFORCEMENT ACT (UCC	CJEA) AFFIDAVIT
I, {full l statements are tr		, being sworn, certify that the	following
birth, birth date, child has lived w child of each per	and sex of each child; the present arithin the past five (5) years; and son with whom the child has lived ING INFORMATION IS TRUE A	BOUT CHILD # 1:	es where each aship to the
Child's Full Lega Place of Birth:	l Name: Date of Birth:	Sex:	
	nce for the past 5 years:		
Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
/present*			
/	_		
/	_		
/	_		
/	_		
/	_		

<sup>\*</sup> If you are the petitioner in an injunction for protection against domestic violence case and you have filed

(Make as many copies of page 2 as necessary.) Petitioner's Request for Confidential Filing of Address, 🗞 🗆 Florida Supreme Court Approved Family Law Form 12.980(i), you should write "confidential" in any space on this form that would require you to enter the address where you are currently living. THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # \_\_\_\_: Child's Full Legal Name: \_\_\_\_\_ Place of Birth: Date of Birth: Sex: Child's Residence for the past 5 years: Dates Address (including city and Name and present address of Relationship (From/To) state) where child lived person child lived with to child /present THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # \_\_\_\_: Child's Residence for the past 5 years: Dates Address (including city and Name and present address of Relationship state) where child lived (From/To) person child lived with to child /present

	/					
2. [ <b>√</b> one	e only] I HAVE N proceeding	g in this or any oth	a party, witness, er state, concerni	ng custody	capacity in any other litigaty of a child subject to this p	proceeding.
	proceeding Explain: a. Name of b. Type of c. Court a	g in this or another of each child: f proceeding: and state:	state, concerning	custody o	ity in any other litigation of a child subject to this pro	oceeding.
3. [ <b>√ one</b>	e only]	on about custody		proceedin	g pending in a court of this	or any other
_	I HAVE T court of the item 2. Exa. Name of b. Type of	erning a child subjection of the FOLLOWING is or another state explain:  of each child:  f proceeding:	ect to this proceed INFORMATION concerning a chil	ling. I concernin d subject (	ng a custody proceeding pe to this proceeding, other th	nding in a an set out in
4. [ <b>√</b> one	e only] I DO NOT or claims t I KNOW T (have) phy subject to	to have custody or FHAT THE FOLL visical custody or clathis proceeding:	PERSON not a provisitation rights we own NAMED aim(s) to have cu	vith respect PERSON stody or v	is proceeding who has physic to any child subject to the I(S) not a party to this processitation rights with respec	is proceeding. eeding has t to any child
	Name of e	ach child:	•		) claims visitation rights.	
	Name of e	ach child:	·		) claims visitation rights.	
	( ) has p	•	) claims custody	rights (	) claims visitation rights.	

5.	Knowledge of prior child support proc	ceedings:
[√one	e only]	
	The child(ren) described in this affidavit	are NOT subject to existing child support order(s) in this
	or any state or territory.	
	•	are subject to the following existing child support
	order(s):	<u>===</u>
	` '	
	c. Court and address:	
		:
		whom:
6.		ng duty to advise this Court of any custody,
0.	_	
		hip proceeding (including dissolution of marriage,
		or dependency) concerning the child(ren) in this
	state or any other state about which is	nformation is obtained during this proceeding.
	I certify that a copy of this document w	as [ $$ one only] ( ) mailed ( ) faxed and mailed ( )
hand de	elivered to the person(s) listed below on {a	date}
Other	party or his/her attorney:	
	s:	
	tate, Zip:	
_	ımber:	
Tunitu		
	I understand that I am sweeping or a	ffirming under oath to the truthfulness of the claims
1. •	_	_
		nt for knowingly making a false statement includes
fines a	nd/or imprisonment.	
Dated:		
		Signature of Party
		Printed Name:
		Address:
		City, State, Zip:
		Telephone Number:
		Fax Number:
STATE	E OF FLORIDA	
COUN	TY OF	
Sworn	to or affirmed and signed before me on	by
	<i>E</i>	
	NOTA	RY PUBLIC or DEPUTY CLERK
	110171	III I ODDIO OI DEI OI I CELIMI

	[Print, type, or stamp commissioned name of notary or clerk.]
Personally known	
Produced identification	
Type of identification produce	ed
BLANKS BELOW: [ 🖾 fill in all bla	FILL OUT THIS FORM, HE/SHE MUST FILL IN THE nks] nonlawyer}
a nonlawyer, located at {street}	
	none}, helped {name}
who is the $[\sqrt{\text{one only}}]$ petitione	er <b>or</b> respondent, fill out this form.

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(a)(5), INDIAN CHILD WELFARE ACT AFFIDAVIT

### When should this form be used?

This form should be used in cases involving stepparent adoption of a child. This **affidavit** is **required**.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should then **file** the original with the **clerk of the circuit court** in the county where the petition was filed and keep a copy for your records.

## What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case, if it is not served on him or her with your initial papers.

### 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. The words that are in "bold underline" in these instructions are defined there.

## 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 a **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 THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT, COUNTY, FLORIDA
IN AND FOR	
	Case No.:
IN THE MATTER OF THE ADOPTION (	OF .
	,
Adoptee(s	).
INDIAN CHILD W	VELFARE ACT AFFIDAVIT
I, {full legal name}statements are true:	, being sworn, certify that the following
<ol> <li>Upon information and belief the chiproceeding:</li> <li>[ √ one only]</li> </ol>	ld {name} subject to this
is not an Indian child. The Indian C	Child Welfare Act does not apply to this proceeding.
is an Indian child within the meaning \$1901 et seq.).	g of the Indian Child Welfare Act of 1978 (25 U.S.C.
	nt was [ $\sqrt{$ one only] ( ) mailed ( ) faxed and listed below on $\{date\}$
Other party or his/her attorney:	
Name:Address:	
City, State, Zip:	
Fax Number:	
	or affirming under oath to the truthfulness of the e punishment for knowingly making a false ment.
Dated:	
	Signature of Party Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:

COUNTY OF	
Sworn to or affirmed and signed bef	ore me onby
	NOTARY PUBLIC or DEPUTY CLERK
	[Print, type, or stamp commissioned name of notary or clerk.]
Personally known Produced identification	
	ced
THE BLANKS BELOW: [ 🛎 fill is	OU FILL OUT THIS FORM, HE/SHE MUST FILL IN n all blanks] f nonlawyer}
a nonlawyer, located at {street}	, {city}
{state}	ne}, {city} ne}, helped {name} er <b>or</b> respondent, fill out this form.
who is the $[\sqrt{\text{one}} \text{ only}]$ petition	er <b>or</b> respondent, fill out this form.

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(a)(3), AFFIDAVIT OF NONPATERNITY

### When should this form be used?

This form should be used when a stepfather is adopting his wife's minor child <u>and</u> the mother and father of the minor child(ren) were never married <u>and</u> paternity has not been established by a valid acknowledgment or court order. This Affidavit of Nonpaternity may be used instead of a consent form. This Affidavit may be executed before the birth of the minor child. The person signing the affidavit waives notice to all court proceedings after the date it is signed. After signing this affidavit, it may only be withdrawn if the court finds the affidavit was obtained by fraud or duress.

This form should be typed or printed in black ink. This form must be signed before a **notary public** or **deputy clerk** and two witnesses other than the notary or clerk. You should then **file** the original of this form with the **Petition for Stepparent Adoption**, Supreme Court Approved Family Law Form 12.981(b)(1).

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**,  $\square$  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	THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
	IN AND FOR	
		G V
		Case No.:
		Division:
IN T	HE MATTER OF THE ADOPTION OF	
	Adoptee(s).	
	AFFIDAVIT OF NO	ONPATERNITY
	I. {full legal name}	, have personal knowledge of
the fa	acts stated in this affidavit and certify that the	following statements are true:
1.		has a child. I do not wish to
	whose date of birth is	or this child, whose name is and
2.		ot conceived or born while the birth mother
		O TO THE BIRTH MOTHER, nor do I intend
	to marry the birth mother.	
3.		y child in any court proceeding and I have not
4.	adopted this child.	hilities of perentheed for this shild. I have not
4.		bilities of parenthood for this child. I have not writing that I am the father of this child or will
	not institute court proceedings to establish	
5.		ents the birth mother makes regarding this child,
_	including adoption.	
6.		ho does not have an employment, professional,
		entity or the prospective adoptive parents to be to sign it as a witness. The witness I selected is
	full legal name	to sign it as a witness. The witness I selected is
7.		oluntarily and I understand that it can only be
	withdrawn if the court finds it was executed	•

I WAIVE NOTICE OF ANY AND ALL PROCEEDINGS TO TERMINATE PARENTAL RIGHTS OR FINALIZE AN ADOPTION UNDER CHAPTER 63, FLORIDA STATUTES.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this consent and waiver and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Signature Printed Name: City, State, Zip: Signature of Witness Signature of Witness Home Address: Home Address: Driver's License or Driver's License or State ID Card No.: State ID Card No.:\_\_\_\_\_ STATE OF FLORIDA COUNTY OF Sworn to or affirmed and signed before me on {date} \_\_\_\_\_ at {time}\_\_\_\_. NOTARY PUBLIC or DEPUTY CLERK [Print, type, or stamp commissioned name of notary or deputy clerk.] Personally known Produced identification Type of identification produced \_\_\_\_\_ IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE **BLANKS BELOW:** [ \( \nu \) fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} \_\_\_\_\_\_\_, a nonlawyer, located at {street} \_\_\_\_\_\_\_, {city} \_\_\_\_\_\_, {state} \_\_\_\_\_\_, {phone} \_\_\_\_\_\_, helped {name} \_\_\_\_\_\_,

who is the affiant, fill out this form.

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(a)(1), STEPPARENT ADOPTION: CONSENT AND WAIVER BY PARENT

#### When should this form be used?

This form is to be completed and signed by the parent who is giving up all rights to and custody of the minor child to be adopted. This consent shall not be executed before the birth of the minor child. For more information about consenting to adoption, you should refer to Chapter 63, Florida Statutes, and sections 63.062 - 63.082, Florida Statutes, in particular.

This form should be typed or printed in black ink. It must be signed in the presence of a **notary public** or **deputy clerk** and two witnesses other than the notary or clerk. You should **file** this form with the **Joint Petition for Adoption by Stepparent**, **D** Florida Supreme Court Approved Family Law Form 12.981(b)(1).

After completing this form, you should hand deliver a copy or duplicate original to the parent giving consent and have them sign the original saying they received a copy. Then you should file the original with the <u>clerk of the circuit court</u> in the county where the **Joint Petition for Adoption by Stepparent**, Toirida Supreme Court Approved Family Law Form 12.981(b)(1) is filed and keep a copy for your records.

# 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**,  $\square$  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	THE CIRCUIT COURT OF THE		JUDICIAL CIRCUIT,
	IN AND FOR	COUNTY	, FLORIDA
		Case No.:	
		Division:	
IN T	THE MATTER OF THE ADOPTION OF		
	Adoptee(s).		
	CONSENT AND V	WAIVER BY PARENT	
1.	I, {full legal name}( ) father <b>or</b> ( ) mother of the minor	, am child(ren) subject to this	the [ <b>√</b> one only] consent who is/are:
	Child's Current Name G		{city, county, state}
	a b		
	c		
	d e		
	f		
2.	I relinquish all rights to and custody of, with fu adoption and consent to the adoption by only]  ( ){name}  ( ) not required for my granting of thi	all knowledge of the legal y the child(ren)'s steppare	l effect of the stepparent
	( ) not required for my granting of this	is consent.	
3.	I understand my legal rights as a parer consent and release of my parental right knowingly, freely, and voluntarily. I fur fraud or duress. I understand that there revoke my consent. If the child to be act this grace period is for 3 days or unt adoptive parents, whichever is later. permanently and forever giving up all my child(ren) and that this consent may only fraud or duress. I voluntarily, permane	hts. I acknowledge that the ther acknowledge that my e is a "grace period" in Floodopted is older than 6 montal the child has been plated I understand that, in signly parental rights to and in by be withdrawn if the Cou	nis consent is being given consent is not given under orida during which I may the at the time of consent, ced with the prospective gning this consent, I am terest in this (these) minor rt finds it was obtained by

minor child(ren).

4. I consent, release, and give up permanently, of my own free will, my parental rights to this (these) minor child(ren), for the purpose of stepparent adoption.  5. I waive any further notice of the stepparent adoption proceeding.  6. I understand that pursuant to Chapter 63, Florida Statutes, "an action or proceeding of any kind to vacate, set aside, or otherwise mullify a judgment of adoption or an underlying judgment terminating parental rights on any ground may not be filed more than 1 year after entry of the judgment terminating parental rights."  7. I understand I have the right to choose a person who does not have an employment, professional, or personal relationship with the adoption entity or the prospective adoptive parents to be present when this affidavit is executed and to sign it as a witness. The witness I selected is: *full legal name}  I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this consent and waiver and that the punishment for knowingly making a false statement includes fines and/or imprisonment.  Dated:  Signature of Parent Printed Name:  Address:  City, State, Zip:  Telephone Number:  Fax Number:  Signature of Witness  Printed Name:  Business Address:  Home Address:  Diriver's License or  State ID Card No.  State ID Card No.  State ID Card No.  STATE OF FLORIDA  COUNTY OF  Swom to or affirmed and signed before me on *fdate*   NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]			
6. I understand that pursuant to Chapter 63, Florida Statutes, "an action or proceeding of any kind to vacate, set aside, or otherwise nullify a judgment of adoption or an underlying judgment terminating parental rights on any ground may not be filed more than 1 year after entry of the judgment terminating parental rights."  7. I understand I have the right to choose a person who does not have an employment, professional, or personal relationship with the adoption entity or the prospective adoptive parents to be present when this affidavit is executed and to sign it as a witness. The witness I selected is: *full legal name}  I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this consent and waiver and that the punishment for knowingly making a false statement includes fines and/or imprisonment.  Dated:    Signature of Parent   Printed Name:   Address:   City, State, Zip;   Telephone Number:   Fax Number:   Fax Number:   Signature of Witness   Printed Name:   Business Address:   Home Address:   Home Address:   Home Address:   Driver's License or State ID Card No.;   Printed Name   Printed Name	4.		
kind to vacate, set aside, or otherwise nullify a judgment of adoption or an underlying judgment terminating parental rights on any ground may not be filed more than 1 year after entry of the judgment terminating parental rights."  7. I understand I have the right to choose a person who does not have an employment, professional, or personal relationship with the adoption entity or the prospective adoptive parents to be present when this affidavit is executed and to sign it as a witness. The witness I selected is: *ffull legal name*;  I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this consent and waiver and that the punishment for knowingly making a false statement includes fines and/or imprisonment.  Dated:    Signature of Parent   Printed Name:   Address:   City, State, Zip;   Telephone Number:   Fax Number:   Fax Number:   Printed Name:   Business Address:   Home Address:   Business Address:   Home Address:   Dirver's License or State ID Card No:   STATE OF FLORIDA COUNTY OF   Sworn to or affirmed and signed before me on *fdate*   Dirver's License or State ID Card No:   STATE OF FLORIDA   COUNTY OF   Sworn to or affirmed and signed before me on *fdate*   Printed Name:   Dirver's License or State ID Card No:   STATE OF FLORIDA   COUNTY OF   Sworn to or affirmed and signed before me on *fdate*   Dirver's License or State ID Card No:   County Of Dirver's License or State ID Card No:   Dirver's License or State I	5.	I waive any further notice of the ste	epparent adoption proceeding.
professional, or personal relationship with the adoption entity or the prospective adoptive parents to be present when this affidavit is executed and to sign it as a witness. The witness I selected is: \( \frac{full legal name}{full legal name} \) \\  I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this consent and waiver and that the punishment for knowingly making a false statement includes fines and/or imprisonment.  Dated:  \[ \begin{array}{c} \text{Signature of Parent} \\ \text{Printed Name:} \\ \text{Address:} \\ \text{City, State, Zip:} \\ \text{Telephone Number:} \\ \text{Fax Number:} \\ \text{Telephone Number:} \\ \text{Fax Number:} \\ \text{Business Address:} \\ \text{Home Address:} \\ \text{Business Address:} \\ \text{Home Address:} \\ \text{Driver's License or} \\ \text{State ID Card No.:} \\ \text{Sworn to or affirmed and signed before me on } \{ date} \\ \text{NOTARY PUBLIC or DEPUTY CLERK} \\ \text{Print, type, or stamp commissioned name of notary or deputy clerk.} \end{array}	6.	kind to vacate, set aside, or other judgment terminating parental right	wise nullify a judgment of adoption or an underlying ts on any ground may not be filed more than 1 year after
claims made in this consent and waiver and that the punishment for knowingly making a false statement includes fines and/or imprisonment.  Dated:    Signature of Parent   Printed Name:   Address:   City, State, Zip:   Telephone Number:   Fax Number:   Printed Name:   Business Address:   Home Address:   Home Address:   Driver's License or State ID Card No.:   State ID Card No.:   STATE OF FLORIDA   COUNTY OF   Sworn to or affirmed and signed before me on {date}   at {time}   Itimes   NOTARY PUBLIC or DEPUTY CLERK   [Print, type, or stamp commissioned name of notary or deputy clerk.]	7.	professional, or personal relationsh parents to be present when this affice	nip with the adoption entity or the prospective adoptive davit is executed and to sign it as a witness. The witness
Signature of Parent Printed Name: Address: City, State, Zip: Telephone Number: Fax Number:  Signature of Witness Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Driver's License or State ID Card No.:  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK		s made in this consent and waiver a	nd that the punishment for knowingly making a false
Signature of Parent Printed Name: Address: City, State, Zip: Telephone Number: Fax Number:  Signature of Witness Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Driver's License or State ID Card No.:  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK	Dated	<del>.</del>	
Address: City, State, Zip: Telephone Number: Fax Number:  Signature of Witness Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]	Dated		Signature of Parent
Signature of Witness Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK    Printed Name:			Printed Name:
Signature of Witness Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK    Printed Name:			Address:
Signature of Witness Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date} at {time}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]			City, State, Zip:
Printed Name:  Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]			relephone Number.
Printed Name:  Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]			
Printed Name:  Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  Printed Name: Business Address: Home Address: Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]	Cianatur	ro of Witness	Signature of Witness
Business Address:			Printed Name:
Home Address:  Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date} at {time}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]			
Driver's License or State ID Card No.:  STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date} at {time}.  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]	Home A	ddress:	Home Address:
STATE OF FLORIDA COUNTY OF  Sworn to or affirmed and signed before me on {date} at {time}  NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]			
NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name of notary or deputy clerk.]	STATI	E OF FLORIDA	
[Print, type, or stamp commissioned name of notary or deputy clerk.]	Sworn	to or affirmed and signed before me on	{date} at {time}
[Print, type, or stamp commissioned name of notary or deputy clerk.]			
deputy clerk.]			NOTARY PUBLIC or DEPUTY CLERK
		Personally known	

Type of identification produced \_\_\_\_\_

Produced identification

I hereb	y acknowledge receipt of a	copy or duplicate original of this executed C	Consent and Waiver.
		Signature of Parent	
IF A NONLA	WYER HELPED YOU	FILL OUT THIS FORM, HE/SHE MU	JST FILL IN THE
<b>BLANKS BEI</b>	L <b>OW:</b> [ 🕰 fill in <b>all</b> blanks	· [3]	
I, {full legal na	me and trade name of non	lawyer}	,
a nonlawyer, lo	ocated at {street}		,
		, helped {name}	
fill out this for	m.	- ` ` '	

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(a)(2),

# STEPPARENT ADOPTION: CONSENT OF ADOPTEE

### When should this form be used?

This form must be completed and signed by the person being adopted, the adoptee, if he or she is **over 12 years of age**, unless the court, in the best interest of the minor excuses the minor's consent. It must be signed in the presence of a **notary public** or **deputy clerk** and two witnesses other than the notary public or deputy clerk.

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 the **Joint Petition for Adoption by Stepparent**,  $\square$  Florida Supreme Court Approved Family Law Form 12.981(b)(1) is filed and keep a copy for your records.

# 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**,  $\square$  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	THE CIRCUIT COURT OF THE $\_$	JUDICIAL CIRCUIT,
		COUNTY, FLORIDA
		Case No.:
INI T	THE MATTER OF THE ADOPTION	
IIN I	HE MATTER OF THE ADOPTION	Or
	Adopte	$\overline{\mathrm{e}(\mathrm{s})}$ .
	CONSI	ENT OF ADOPTEE
1.	I, {full legal name}	, being over the age of 12
	consent to my adoption by {name} child and heir at law.	, to be his/her legal
2.	professional, or personal relations parents to be present when this aff	pose a person who does not have an employment, hip with the adoption entity or prospective adoptive adavit is executed and to sign it as a witness. The time?
3.	[ $\int$ only one]	
	( ) I consent to my name be	ing legally changed to {specify}
	( ) I do not consent to a nam	ne change.
		g or affirming under oath to the truthfulness of the e punishment for knowingly making a false onment.
Date	ed:	
		Signature of Adoptee Printed Name:
		Address:
		City, State, Zip: Telephone Number:
		Fax Number:
		Business Address:
Sign: Print	ature of Witness red Name:	Home Address:
Busi: Hom	red Name: ness Address: ne Address:	Direct 5 Electise of
		State ID Card No.:
Sign: Print	ature of Witness red Name:	

Driver's License or State ID Card No.:	_
STATE OF FLORIDA COUNTY OF	
Sworn to or affirmed and signed before me	on by
	NOTARY PUBLIC or DEPUTY CLERK
Personally known Produced identification Type of identification produced	[Print, type, or stamp commissioned name of notary or clerk.]
IF A NONLAWYER HELPED YOU FII THE BLANKS BELOW: [ ← fill in all bl I. full legal name and trade name of nonla	LL OUT THIS FORM, HE/SHE MUST FILL IN anks]

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(a)(6), MOTION FOR SEARCH OF THE PUTATIVE FATHER REGISTRY

## When should this form be used?

This form should be used when a stepparent is adopting his or her **spouse's** child. Section 63.054, Florida Statutes, requires that a search of Florida's Putative Father Registry be conducted in every adoption proceeding. The Office of Vital Statistics of the Department of Health has an application available called "Florida Putative Father Registry - Application for Search" which should be completed and attached to this form. The Office of Vital Statistics is allowed to charge for searching the registry. You may wish to contact that office in advance to find out what amount and method of payment will be accepted.

This form should be typed or printed in black ink. The name to be given to the adoptee **after** the adoption should be used in the heading of the **petition**. The stepparent is the **petitioner**, because he or she is the one who is asking the court for legal action. You must have your signature witnessed by a **notary public** or **deputy clerk**.

After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where you have filed the **Joint Petition for Adoption by Stepparent,**  $\square$  Florida Supreme Court Approved Family Law Form 12.981(b)(1) and keep a copy for your records. These family law forms contain an **Order Granting Motion for Search of Putative Father Registry,**  $\square$  Florida Supreme Court Approved Family Law Form 12.981(a)(7), which the judge may use. You should check with the clerk, family law intake staff or judicial assistant to see if you need to provide this form order to the judge with your motion. If so, you should type or print the heading, including the circuit, county, case number, division, and the child(ren)'s name, and leave the rest blank for the judge to complete.

### What should I do next?

If the judge grants your motion, you will need to take the order, your completed application, and any fee to the Office of Vital Statistics. That office will conduct the search and file the results with the clerk of court. You may call the clerk's office to determine when the results have been filed in order to set a final hearing.

## 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. See Chapter 63, Florida Statutes, and Florida Family Law Rule 12.200(a)(2) for further information.

# Special notes...

# THIS ADOPTION MAY AFFECT THE ADOPTEE'S INHERITANCE.

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 <b>Disclosure from Nonlawyer</b> , $\square$ Florid Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also <b>must</b> put his or her name, address, and telephone number of the bottom of the last page of every form he or she helps you complete.			

IN TI	HE CIRCUIT COURT OF TH	EJUDICIAL CIRCUIT,
	IN AND FOR	E JUDICIAL CIRCUIT, COUNTY, FLORIDA
		Case No.: Division:
IN TH	HE MATTER OF THE ADOP	TION OF
-{use r	name to be given to the minor}	Adoptee.
	MOTION FOR SEARC	H OF THE PUTATIVE FATHER REGISTRY
Searc		, files this Motion for y, pursuant to Chapter 63, Florida Statutes, and states:
1.	This is an action for adoption proceeding pro se.	of a minor by the child's stepparent, Petitioner, who is
2.	Father Registry maintained by conducted. Section 63.0541 Registry confidential and exceptions are section.	tes, requires that in every adoption, a search of the Putative y the Department of Health, Office of Vital Statistics be Florida Statutes, makes information maintained by the mpt from public disclosure, except that it may be disclosed tunmarried biological fathers, and the court, upon issuance petitioner acting pro se.
3.	The "Florida Putative Father attached to this Motion.	Registry - Application for Search" is completed and
the Pu	WHEREFORE, I request that attack that the state of the st	this Court enter an Order Granting Motion for Search of
		aring or affirming under oath to the truthfulness of the at the punishment for knowingly making a false prisonment.
Dated	l:	
		Signature of Party Printed Name:
		Address:
		City, State, Zip:
		Telephone Number: Fax Number:

STATE OF FLORIDA COUNTY OF	
	ore me onby
	NOTARY PUBLIC or DEPUTY CLERK
	[Print, type, or stamp commissioned name of notary or clerk.]
Personally known	
Produced identification	
Type of identification produc	ed
<b>IF A NONLAWYER HELPED YO THE BLANKS BELOW:</b> [ ∠ fill is I, [full legal name and trade name o	
{state}, {phone	., helped {name}
who is the petitioner, fill out this for	

IN THE CIRCUIT COURT OF THE JUDICIAL CIR IN AND FOR COUNTY, FLORIDA			
IN T	THE MATTER OF THE ADOPTION OF	Case No.: Division:	
{use	name to be given to the minor} Adoptee.		
	ORDER GRANTING MOTION FOR SEREGI		
Cou	Upon consideration of Petitioner's Motiort finds:	n for Search of the Putative Father Registry, this	
1.	This is an action for adoption of a minor proceeding pro se.	by the child's stepparent, Petitioner, who is	
2.	Father Registry maintained by the Depart conducted. Section 63.0541, Florida Stat Registry confidential and exempt, except	that in every adoption, a search of the Putative ment of Health, Office of Vital Statistics be utes, makes information maintained by the that it may be disclosed to adoption entities, and the court, upon issuance of a court order	
	NOW, THEREFORE, IT IS ORDERED	ГНАТ:	
1.	<u> =</u>	t of Health shall conduct a search of the Putative ted application and payment of any authorized	
2.	The State Registrar shall issue a certificate shall be filed in this proceeding by transm	te indicating the results of such search which nitting the certificate to the clerk of court.	
Orde	ered on:		
		Circuit Judge	
	ies to: e Registrar, Office of Vital Statistics		

Florida Supreme Court Approved Family Law Form 12.981(a)(7), Order Granting Motion for Search of Putative Father Registry (03/04)

# INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.910(a), SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL

### When should this form be used?

This form should be used to obtain **personal service** on the other **party** when you begin your lawsuit. **Service** is required for **all** documents filed in your case. Service means giving a copy of the required papers to the other party using the procedure that the law requires. Generally, there are two ways to make service: (1) personal service, or (2) service by mail or hand delivery. A third method for service is called **constructive service**; however, the relief a court may grant may be limited in a case where constructive service has been used.

The law requires that certain documents be served by **personal service** if personal service is possible. **Personal service** means that a summons (this form) and a copy of the forms you are filing with the court that must be personally served are delivered by a deputy sheriff or private process server

- directly to the other party, **or**
- to someone over the age of fifteen with whom the other party lives.

Personal service is required for **all <u>petitions</u>**, including petitions for modification. You cannot serve these papers on the other party yourself or by mail or hand delivery. Personal service must be made by the sheriff's department in the county where the other party lives or works or by a private process server certified in the county where the other party lives or works.

In many counties, there are private process servers who, for a fee, will personally serve the summons and other documents that require personal service. You should look under 'process servers' in the yellow pages of the telephone book for a list of private process servers in your area. You may use a private process server to serve any paper required to be personally served in a family law case except a petition for injunction for protection against domestic or repeat violence.

## How do I start?

When you begin your lawsuit, you need to complete this form (summons) and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b). The forms should be typed or printed legibly in black ink. Next, you will need to take these forms and, if you have not already done so, **file** your petition with the **clerk of the circuit court** in the county where you live. You should keep a copy of the forms for your records. The clerk will sign the summons, and then the summons, a copy of the papers to be served, and the process service memorandum must be delivered to the appropriate sheriff's office or to a private process server for service on the other party.

**IF THE OTHER PARTY LIVES IN THE COUNTY WHERE SUIT IS FILED:** Ask the clerk in your county about any local procedures regarding service. Generally, if the other party lives in the county in which you are filing suit and you want the sheriff's department to serve the papers, you will file the summons along with a **Process Service Memorandum**, S☐ Florida Supreme Court Approved Family Law Form 12.910(b), with the clerk and the clerk will forward those papers to the sheriff for service. Make sure that you attach a copy of the papers you want personally served to the summons. You may also need to provide the sheriff with a stamped envelope addressed to you. This will allow the sheriff to send the proof of service to you,

after the sheriff serves your papers on the other party. However, in some counties the sheriff may send the proof of service directly to the clerk. If you are instructed to supply a self-addressed, stamped envelope and you receive the proof of service, you should file the proof of service with the clerk after you receive it from the sheriff. Also, you will need to find out how much the sheriff charges to serve the papers. Personal checks are not accepted. You should attach to the summons a cashier's check or money order made payable to the sheriff, and either give it to the clerk for delivery to the sheriff or send all of the paperwork and the fee to the sheriff yourself. The clerk will tell you which procedure to use. The costs for service may be waived if you are indigent.

If you want a private process server to serve the other party, you should still bring the summons to the clerk's office and have the clerk sign it for you. You should deliver the summons, along with the copy of your initial petition and any other papers to be served, and a **Process Service Memorandum**,  $\Box$  Florida Supreme Court Approved Family Law Form 12.910(b), to the private process server. The private process server will charge you a fee for serving the papers. After service is complete, proof of service by the private process server must be filed with the clerk. You should discuss how this will occur with the private process server.

IF THE OTHER PARTY LIVES IN ANOTHER COUNTY: If the other party lives in another county, service needs to be made by a sheriff in the county where the other party lives or by a private process server certified in the county where the other party lives. Make sure that you attach a copy of the papers you want personally served to the summons as well as the Process Service Memorandum, Thorida Supreme Court Approved Family Law Form 12.910(b). If you want the sheriff to serve the papers, the clerk may send your papers to that sheriff's office for you, or you may have to send the papers yourself. The clerk will tell you which procedure to use. Either way, you will need to provide the sheriff with a stamped envelope addressed to you. This will allow the sheriff to send the proof of service to you, after the sheriff serves your papers on the other party. You should file the proof of service with the clerk after you receive it from the sheriff. Also, you will need to find out how much the sheriff charges to serve the papers. Personal checks are not accepted. You should attach to the summons a cashier's check or money order made payable to the sheriff, and either give it to the clerk for delivery to the sheriff or send all of the paperwork and the fee to the sheriff yourself. The clerk will tell you which procedure to use. The costs for service may be waived if you are indigent.

If you want a private process server to serve the other party, you should still bring the summons to the clerk's office where the clerk will sign it for you. You should deliver the summons, along with the copy of your initial petition and any other papers to be served, and a **Process Service Memorandum**,  $\Box$  Florida Supreme Court Approved Family Law Form 12.910(b), to the private process server. The private process server will charge you a fee for serving the papers. After service is complete, proof of service by the private process server must be filed with the clerk. You should discuss how this will occur with the private process server.

IF THE OTHER PARTY CANNOT BE LOCATED OR DOES NOT LIVE IN FLORIDA: If, after you have made a diligent effort to locate the other party, you absolutely cannot locate the other party, you may serve the other party by publication. Service by publication is also known as **constructive service**. You may also be able to use constructive service if the other party does not live in Florida. **However, Florida courts have only limited jurisdiction over a party who is served by constructive service and may have only limited jurisdiction over a party living outside of Florida regardless of whether that party is served by constructive or personal service; that is, the judge's power to order the other party to do certain things may be limited. For example, the judge may be able to grant your request for a divorce, but the judge may not be able to address issues such as child support, spousal support (alimony), or division of** 

property or debts.

Regardless of the type of service used, if the other party once lived in Florida but is living outside	of Florida
now, you should include in your petition a statement regarding the length of time the party lived in	Florida, in
any, and when. For example: "Respondent last lived in Florida from {date}	to {date}

This area of the law is very complex and you may need to consult with an attorney regarding the proper type of service to be used in your case if the other party does not live in Florida or cannot be located.

### What happens when the papers are served on the other party?

The date and hour of service are written on the original summons and on all copies of it by the person making the service. The person who delivers the summons and copies of the petition must file a proof of service with the clerk or provide a proof of service to you for filing with the court. It is your responsibility to make sure the proof of service has been returned to the clerk and placed in your case file.

### 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 regarding service of process, see chapters 48 and 49, Florida Statutes, and rule 1.070, Florida Rules of Civil Procedure, as well as the instructions for Notice of Action for Dissolution of Marriage,  $\Box$  Florida Supreme Court Approved Family Law Form 12.913(a), and Affidavit of Diligent Service and Inquiry,  $\Box$  Florida Family Law Rules of Procedure Form 12.913(b).

#### Special notes...

If you have been unable to obtain proper service on the other party within **120 days** after filing your lawsuit, the court will dismiss your lawsuit against the other party unless you can show the court a good reason why service was not made within **120 days**. For this reason, if you had the local sheriff serve the papers, you should check with the clerk every couple of weeks after completing the service papers to see if service has been completed. You may need to supply the sheriff with a new or better address. If you had a private process server or a sheriff in another county serve the papers, you should be in contact with that person or sheriff until you receive proof of service from that person or sheriff. You should then file the proof of service with the clerk immediately.

If the other party fails to respond, i.e., fails to file a written response with the court, within **20 days** after the service of the summons, you are entitled to request a **default**. See the instructions to **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922 (a), and **Default**, Florida Supreme Court Approved Family Law Form 12.922(b), for further information. You will need to file a **Nonmilitary Affidavit**, Florida Supreme Court Approved Family Law Form 12.912(b), before a default may be granted.

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	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
and	
	.,
Respondent.	
ORDEN DE COMPARECENCIA: CITATION: L'ASSIGNATIO  TO/PARA/A: {enter other party's full legal name}	L SERVICE ON AN INDIVIDUAL SERVICIO PERSONAL EN UN INDIVIDUO ON PERSONAL SUR UN INDIVIDUEL ,
{address(including city and state)/location for ser	vice}
IN	MPORTANT
	ou have <b>20 calendar days</b> after this summons is served on plaint/petition with the clerk of this circuit court, located at:
	response, including the case number given above and the
money, and property may be taken thereafted other legal requirements. You may want to call a	nse on time, you may lose the case, and your wages, er without further warning from the Court. There are an attorney right away. If you do not know an attorney, you office (listed in the phone book).
•	yourself, at the same time you file your written response to your written response to the party serving this summons at:
{Name and address of party serving summons}	
Copies of all court documents in this the Circuit Court's office. You may review the	s case, including orders, are available at the Clerk of nese documents, upon request.

You must keep the Clerk of the Circuit Court's office notified of your current address. (You may file Notice of Current Address, ◎□ Florida Supreme Court Approved Family Law Form 12.915.) Future papers in this lawsuit will be mailed to the address on record at the clerk's office.

WARNING: Rule 12.285, Florida Family Law Rules of Procedure, requires certain automatic disclosure of documents and information. Failure to comply can result in sanctions,

# including dismissal or striking of pleadings.

## **IMPORTANTE**

Usted ha sido demandado legalmente. Tiene veinte (20) dias, contados a partir del recibo de esta notificacion, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Localizado en:  Una llamada telefonica no lo protegera. Si usted
desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el numero del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podria ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, usted puede consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guia telefonica.
Si desea responder a la demanda por su cuenta, al mismo tiempo en que presente su respuesta ante el tribunal, usted debe enviar por correo o entregar una copia de su respuesta a la persona denominada abajo.
Si usted elige presentar personalmente una respuesta por escrito, en el mismo momento que usted presente su respuesta por escrito al Tribunal, usted debe enviar por correo o llevar una copia de su respuesta por escrito a la parte entregando esta orden de comparencencia a:
Nombre y direccion de la parte que entrega la orden de comparencencia:
Copias de todos los documentos judiciales de este caso, incluyendo las ordenes, estan disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.
disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.  Usted debe de manener informada a la oficina del Secretario de Juzgado del Circuito de su direccion actual. (Usted puede presentar el Formulario: Ley de Familia de la Florida 12.915, [Sample Court Approved Family Law Form 12.915], Notificacion de la Direccion Actual [Notice of Current Address].) Los papelos que se presenten en el futuro en esta demanda judicial seran env ados por correo a la direccion que este registrada en la oficina del Secretario.  ADVERTENCIA: Regla 12.285 (Rule 12.285), de las Reglas de Procedimiento de Ley de Familia de la Florida [Florida Family Law Rules of Procedure], requiere cierta revelacion automatica de documentos e informacion. El incumplimient, puede resultar en sanciones,
disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.  Usted debe de manener informada a la oficina del Secretario de Juzgado del Circuito de su direccion actual. (Usted puede presentar el Formulario: Ley de Familia de la Florida 12.915, [Samalla Supreme Court Approved Family Law Form 12.915], Notificacion de la Direccion Actual [Notice of Current Address].) Los papelos que se presenten en el futuro en esta demanda judicial seran envados por correo a la direccion que este registrada en la oficina del Secretario.  ADVERTENCIA: Regla 12.285 (Rule 12.285), de las Reglas de Procedimiento de Ley de Familia de la Florida [Florida Family Law Rules of Procedure], requiere cierta revelacion
disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.  Usted debe de manener informada a la oficina del Secretario de Juzgado del Circuito de su direccion actual. (Usted puede presentar el Formulario: Ley de Familia de la Florida 12.915, [Sample Court Approved Family Law Form 12.915], Notificacion de la Direccion Actual [Notice of Current Address].) Los papelos que se presenten en el futuro en esta demanda judicial seran env ados por correo a la direccion que este registrada en la oficina del Secretario.  ADVERTENCIA: Regla 12.285 (Rule 12.285), de las Reglas de Procedimiento de Ley de Familia de la Florida [Florida Family Law Rules of Procedure], requiere cierta revelacion automatica de documentos e informacion. El incumplimient, puede resultar en sanciones,

votre salaire, votre argent, et vos biens peuvent etre saisis par la suite, sans aucun preavis ulterieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requerir les services immediats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez telephoner a un service de reference d'avocats ou a un bureau

d'assistance juridique (figurant a l'annuaire de telephones).

Si vous choisissez de deposer vous-meme une reponse ecrite, il vous faudra egalement, en meme temps que cette formalite, faire parvenir ou expedier une copie au carbone ou une photocopie de votre reponse ecrite a la partie qui vous depose cette citation.

Nom et adresse de la partie qui depose cette citation:
Les photocopies de tous les documents tribunals de cette cause, y compris des arrets, sont disponible au bureau du greffier. Vous pouvez revue ces documents, sur demande.
Il faut aviser le greffier de votre adresse actuelle. (Vous pouvez deposer ♥□ Florida Supreme_Court Approved Family Law Form 12.915, Notice of Current Address.) Les documents de l'avenir de ce proces seront envoyer a l'adresse que vous donnez au bureau du greffier.
ATTENTION: La regle 12.285 des regles de procedure du droit de la famille de la Floride exige que l'on remette certains renseignements et certains documents 4a la partie adverse. Tout refus de les fournir pourra donner lieu a des sanctions, y compris le rejet ou la suppression d'un ou de plusieurs actes de procedure.
THE STATE OF FLORIDA TO EACH SHERIFF OF THE STATE: You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named person.
DATED:
CLERK OF THE CIRCUIT COURT (SEAL)
By: Deputy Clerk

# 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.

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
,	
and	
Respondent.	,
PROCESS SEI	RVICE MEMORANDUM
TO: ( ) Sheriff of	County, Florida; Division
( ) Private process server:	
in the above-styled cause upon:	
Party: {full legal name}	
Work Address:	
If the party to be served owns, has, and/or is of weapon(s):	known to have guns or other weapons, describe what type
SPECIAL INSTRUCTIONS:	
Dated:	
	Signature of Party
	*Printed Name:
	*Address:*City_State_Zin:
	*City, State, Zip:*Telephone Number:*Fax Number:
	s information if your address or telephone number need to be kept
	d write "confidential" in the spaces provided and file

Address.

IF A NONLAWYER HELPE	D YOU FILL OUT	THIS FORM, HE/SHE MUST FILL IN T	ГНЕ
BLANKS BELOW: [ 🗷 fill in	<b>all</b> 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.		

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.923, NOTICE OF HEARING (GENERAL)

### When should this form be used?

Anytime you have set a hearing before a <u>judge</u>, you must send notice of the <u>hearing</u> to the other party. **IMPORTANT**: If your hearing has been set before a general magistrate, you should use **Notice of Hearing Before General Magistrate**,  $\square$  Florida Family Law Rules of Procedure Form 12.920(c). If your hearing has been set before a child support enforcement hearing officer, you should use **Notice of Hearing (Child Support Hearing Officer)**,  $\square$  Florida Supreme Court Approved Family Law Form 12.921.

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 was filed and keep a copy for your records.

### What should I do next?

A copy of this form must be mailed **or** hand delivered to the other party in your case. If a **default** has been entered, you must still send this form to the other party to notify the other party of the **final hearing**.

### 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 on serving notices of hearing, see rule 1.090(d), Florida Civil Rules of Procedure.

## Special notes...

To set a hearing date and time, you will usually have to make a good-faith effort to coordinate a mutually convenient date and time for you, the other parties in the case, and the judge, except in certain emergency situations. Some circuits may have additional procedural requirements that you must follow when you notify the court and other parties of your scheduled hearing. Therefore, before you complete this form, you should contact the clerk's office, **family law intake staff**, or **judicial assistant** for information regarding the proper procedure to follow.

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 THE CIRCUIT COURT OF THE		JUDICIAL C	(RCUIT,
IN AND FOR			
	Pof No.		
	IICN:		
	Division:		
Petitioner,			
and			
Respondent.			
NOTICE OF HEA	ARING (GENERAI	L)	
[ 🕭 fill in <b>all</b> blanks]			
TO: {name of other party}			
There will be a hearing before Judge /			, on
{date}, at {time}			
Courthouse, located at: {address}			
the following issues:			
hour(s)/ minutes have been	en reserved for this	s hearing.	
This part to be filled out by the court or to be filled	ed in with informat	tion you obtained from	the court:
If you are a person with a disability who need this proceeding, you are entitled, at no cost Within two (2) working days of your receipt	t to you, to the pr	rovision of certain a notice/order)	ssistance.
Rights Office, 400 S. Ft. Harrison Ave., 4062(V/TDD).	Ste. 300, Clear	please contact th rwater, FL 33756,	
If you are represented by an attorney or plan	n to retain an attorne	y for this matter, you sh	ould notify

the attorney of this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.

I certify that a copy of this document was [ 1	one only] (	) mailed (	) faxed and mailed (	) hanc
delivered to the person(s) listed below on {dat	te}			
Other party or his/her attorney:				
Name:				
Address:				
City, State, Zip:				
Fax Number:				
Dated:				
	Signature of			
	Printed Name:			
	Address:			
	City, State, Zip:	:		
	Telephone Num	nber:		
	Fax Number:			
IF A NONLAWYER HELPED YOU FIL	I OUT THIS	FORM HI	E/SHE MUST FILL I	N THE
BLANKS BELOW: [ \( \sigma \) fill in all blanks]		i Oktivi, ili	LIGHT MEST TILL I	
I, $\{\text{full legal name and trade name of nonlawy}\}$	porl			
a nonlawyer, located at {street}		[city]		
{state}, {phone}				
who is the $[\sqrt{\text{one}} \text{ only}]$ petitioner or	respondent, fill (	out this form	l.	

IN	THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
	IN AND FOR	COUNTY, FLORIDA
		Case No.: Division:
IN T	THE MATTER OF THE ADOPTION OF	
	name to be given to child(ren)} Adoptee(s).	
( use	FINAL JUDGMENT OF STI	EPPARENT ADOPTION
pres	Upon consideration of the Joint Petition for ented, the Court finds that:	Adoption by Stepparent and the evidence
1.	The Court has subject matter jurisdiction ov Stepparent.	ver the Joint Petition for Adoption by
2.	The Court has jurisdiction over the minor of Adoption by Stepparent.	hild(ren) subject to the Joint Petition for
3.	Petitioner desires the permanent responsibil	lity of a parent in this adoption.
4.	There is no pending litigation regarding the child(ren) in Florida or in any other state, nor is there any other person not a party to these proceedings who has or claims to have physical custody or rights to the minor child(ren).	
5. [ <b>√ o</b>	The consent of the birth ( ) mother ( ) tonly one] _ attached to the petition _ not required because he or she is deceased. attached waived because: [√ all that apply]	
	the child.  the parent's rights have been termin the parent has been declared incomp medically improbable.  the legal guardian or lawful custodia parent, who has failed to respond in of 60 days or the Court has examine and has found the withholding of co	hout means of identification or has abandoned ated by a court of competent jurisdiction. Detent and restoration of competency is an of the adoptee(s), other than the birth writing to a request for consent for a period at the written reasons for withholding consent consent to be unreasonable.

The best interests of the child(ren) will be promoted by this adoption.

6.

NOW, THEREFORE, IT IS ORDERED that:  1. The minor child(ren) subject to the Petition is (are) declared to be the legal child(ren) of Petitioner, [name]	7.	The minor child(ren) is (are) suitable for adoption by Petitioner.	
2. The minor child(ren) shall be the child(ren) and legal heir(s) at law of Petitioner, [name], and shall be entitled to all rights and privileges, and subject to all obligations, of children born of Petitioner.  3. All legal relations between the adoptee(s) and the noncustodial parent and between the adoptee(s) and the relatives of that parent are terminated by this adoption, as are all parental rights and responsibilities of that birth parent.  4. This Final Judgment of Adoption creates a relationship between the adoptee(s) and Petitioner and all relatives of Petitioner that would have existed if the adoptee(s) was (were) a blood descendant of the Petitioner, born within wedlock, entitled to all rights and privileges thereof, and subject to all obligations of a child being born to Petitioner.  5. The minor child(ren) shall hereafter be known as [full legal name(s)]:		NOW, THEREFORE, IT IS ORDERED that:	
	1.		
adoptee(s) and the relatives of that parent are terminated by this adoption, as are all parental rights and responsibilities of that birth parent.  4. This Final Judgment of Adoption creates a relationship between the adoptee(s) and Petitioner and all relatives of Petitioner that would have existed if the adoptee(s) was (were) a blood descendant of the Petitioner, born within wedlock, entitled to all rights and privileges thereof, and subject to all obligations of a child being born to Petitioner.  5. The minor child(ren) shall hereafter be known as <i>[full legal name(s)]</i> :	2.	and shall be entitled to all rights and privileges, and	
Petitioner and all relatives of Petitioner that would have existed if the adoptee(s) was (were) a blood descendant of the Petitioner, born within wedlock, entitled to all rights and privileges thereof, and subject to all obligations of a child being born to Petitioner.  5. The minor child(ren) shall hereafter be known as {full legal name(s)}:    ORDERED on	3.	adoptee(s) and the relatives of that parent are terminated by this adoption, as are all	
ORDERED on  CIRCUIT JUDGE  COPIES TO:	4.	Petitioner and all relatives of Petitioner that would have existed if the adoptee(s) was (were) a blood descendant of the Petitioner, born within wedlock, entitled to all rights	
ORDERED on  CIRCUIT JUDGE  COPIES TO:	5.		
ORDERED on  CIRCUIT JUDGE  COPIES TO:			
CIRCUIT JUDGE COPIES TO:			
COPIES TO:		ORDERED on	
COPIES TO:		CIRCUIT HIDGE	
	COPII		