

**CASE PROGRESSION CHECKLIST**  
**PETITION FOR TEMPORARY CUSTODY UNDER CHAPTER 751**

This checklist has been prepared to assist you with the necessary procedure for bringing your case to final hearing. This checklist lists the minimum requirements and, even though fairly specific, may not be all-inclusive for every case. **It is not intended, and should not be substituted for proper legal advice from an attorney.** You should, however, find that making sure all necessary steps noted below are followed would reduce procedural difficulties and time delays.

**I. INITIAL FILING:**

A. Petition.

- Petition for Temporary Custody By Extended Family – Form 12.970(a)
  - OR**
  - Petition for Concurrent Custody by Extended Family – Form 12.970(b)
- \*Use only one of these forms**

B. Required forms filed with initial petition.

- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit- Form 12.902(d).
- Non-military Affidavit - Form 12.912(b) (Required only for obtaining a default on petitions that have been personally or constructively served, not required if both parents have signed a waiver and consent) **Please note: two forms are included in the package, one must be filed for each parent that was served personally or by constructive service.**

C. Required fees.

- Filing fee paid or fee waiver granted by Court
- Fee paid for process service by Pasco County Sheriff, or fee waiver granted. (Separate check or money order made payable to the Sheriff). If service is required outside of the State of Florida, the party who filed the petition must obtain service procedure information including fees from the county where the other party(s) resides. This information, along with applicable fees, must be provided to the Clerk's Office. The Clerk's Office will prepare the summons and forward the paperwork, and money order for the service fees, to the address provided. Most other states will not honor a Florida Affidavit of Indigence.

#### D. Waiver and consent

- Waiver of Service of Process and Consent for Temporary Custody by Extended Family – Form 12.970(c). **Signed by each parent and notarized.** If you cannot obtain a Waiver and Consent Form, the parent(s) must be personally or constructively served (see below). If you can obtain only one Waiver and Consent, the other parent must be personally or constructively served.

**OR**

- Waiver of Service of Process and Consent for Concurrent Custody by Extended Family – Form 12.970(d). **Signed by each parent and notarized.** If you cannot obtain a Waiver and Consent Form, the parent(s) must be personally or constructively served (see below). If you can obtain only one Waiver and Consent, the other parent must be personally or constructively served.

**\*Use only one of these forms**

**If both parents have signed a Waiver and Consent, skip to section III to set the hearing.**

#### II. SERVICE OF PROCESS:

**Service of Process or Waiver and Consent:** Each parent must either sign a waiver and consent, or be served personally or constructively. *Please note that constructive service can be an extremely complicated area of the law and you are strongly advised to seek legal advice if you must use this form of service.* If the identity of one parent is unknown, you will need to seek legal advice to determine the proper way to serve the unknown parent.

##### A. Personal Service.

- Process Service Memorandum - Form 12.910(b) **Note:** Two forms are included in the package. Each parent must have been served or have signed a Waiver and Consent form. If one, or both, parents reside outside of the state of Florida, you will need to contact the County where the parent(s) reside to determine how paperwork is served. You should find out what address the summons should be sent to, and the fees for personal service. This information will be given to the clerk when you file along with the money order for the service fee(s) so that your paperwork can be forwarded to the proper agency for service on the parent(s).
- Summons returned “served” and filed by Clerk - Form 12.910(a). You will need one for each parent being served by the Sheriff or licensed process server.
- After 20 days, plus 5 days for mailing, have passed from the day Respondent(s) was served, check to see whether Respondent(s) filed an answer or **any** paper within the 25 day period. If yes, you may check this item. You must follow this procedure for both parents if they were both served. **(If both checked, skip to Section III; if no answer filed, go to “B”.)**

- Summons returned “not served.” You will need to try to obtain a different address, such as a work address.
- Request clerk issue an alias (2nd time) or pluries (3rd or more) summons, if new address is known. If you cannot locate the parent (s), see Constructive Service below.

**(If proper service is not obtained, the court cannot hear your case.)**

- Constructive Service: If you are unable to locate one, or both, of the parents to have them sign a Waiver and Consent, or be served personally by a sheriff or licensed process server, then you can request the clerk of court to assist you with having your lawsuit posted on the courthouse wall or published in one of several approved newspapers. (The clerk of court can provide you with a list of approved newspapers where your suit can be published). This information must be posted or published for a period of 32 days. You are expected to continue to search for the other party(s) in the case. If you locate them, you are expected to have them personally served or obtain a Waiver and Consent form.
- Notice of Action for Family Cases with Minor Child(ren)- Form 12.913(a)(2). You will need one of these for each parent that is being served by constructive service.
- Affidavit of Diligent Search – Form 12.913(c). You will need one of these for each parent that is being served by constructive service.

**If constructive service is used, the court may grant only limited relief. This is a complicated area of the Law and you may wish to consult with an attorney before using constructive service.**

**B. Default**

- Respondent failed to answer or file any paper after service.
- Motion for Default filed with Clerk – Form 12.922(a) (no sooner than 25 days after date of service)

**and**

- Default entered by Clerk –Form 12.922(b).
- Respondent filed a form but not an answer you will need to motion the court to enter default and set a hearing on your motion.

**Note: There are two forms in the package. This procedure must be followed for each parent that did not sign a Waiver and Consent, was served but did not file an answer.**

**III. SETTING A HEARING**

After Waiver and Consent is filed or Clerk enters default:

- Prepare a Motion to Set Final Hearing and file it with the Clerk of Circuit Court. (See address below.) You must also provide the following additional paperwork along with the Motion to Set Final Hearing:
- Notice of Hearing and two copies
- Two stamped envelopes, one addressed to you and the other addressed to the other party.

You will receive your Notice of Hearing in a couple of weeks which will provide you with the date and time of your final hearing. **If you have not provided the necessary paperwork your hearing may be delayed.**

**Please make arrangements for child care if applicable. Children are not allowed to attend without prior Order, per Fla.Fam.L.R.P. 12.407.**

**By Mail:** Clerk of Circuit Court, P.O. Drawer 338, New Port Richey, FL

**In Person:** Clerk of Circuit Court, West Pasco Judicial Center, 7530 Little Road, New Port Richey, FL **-or-** Dade City Courthouse, 38053 Live Oak Avenue, Dade City, FL

The Law Library is located in New Port Richey and Dade City at the following locations:

**New Port Richey:** West Pasco Judicial Center, 7530 Little Road, New Port Richey, FL

**Dade City:** Pasco County Courthouse, 38053 Live Oak Ave, Room 126, Dade City, FL