Administrative Office of the Courts

The Sixth Judicial Circuit of Florida

The Courts Information and Resource Center (727) 582-7200



We regret to inform you that due to Legislative budget cuts, our small staff can no longer provide personal assistance with family law forms. Forms are available at the clerk of court for a fee, or can be downloaded from one of the following web sites free of charge. Clerk of court (civil) locations for Pinellas County are:

South Pinellas: St. Petersburg Judicial Building

545 1st Avenue North, 1st Floor St. Petersburg, FL 33701 **North Pinellas:** Clearwater Courthouse

315 Court Street, 1st Floor Clearwater, FL 33756

Procedural assistance is available from Courts Information & Resource Center Staff by telephone only at 727-582-7200

Resource Center staff can provide information concerning:

- procedures for filing family law forms,
- setting your family law case for hearing, and
- various community law programs that may provide legal assistance.
- Staff is prohibited from giving legal advice.

You may call the office Monday through Friday 8:00 a.m. until Noon, and 1:00 p.m. to 5:00 p.m.

<u>Instructions for Accessing Florida Supreme Court Approved Family Law Forms & the Sixth Judicial Circuit Court Internet pages:</u>

Supreme Court web site:

- 1. Go to the Florida State Courts Home Page: http://www.flcourts.org/
- 2. On the left side of the page is a menu, click "Self-Help Center."
- 3. On the self-help center page is a link that is labeled "Family Law Forms." This page lists the Supreme Court Approved family law forms numerically and has a short description of the form listed next to each form number. (Note that these same forms are assembled together for you as a package for common procedures on the page below).

Sixth Judicial Circuit Courts Information and Resource Center Informational Flyer 6-2003

Supreme Court Forms Packages and locally approved forms:

- 1. Go to the Sixth Judicial Circuit's Web Page: http://www.jud6.org/
- 2. Click on the link labeled "**Representing Yourself in Court**." This page has several different types of information for pro se litigants in family law cases.
- 3. You will arrive at a web page with a variety of information, scroll down to the section labeled "Locally Approved Forms."

Information available includes:

- Family law forms packages for several different common family law procedures.
- A few commonly requested individual forms
- Procedural check sheets for several common family law procedures

The .pdf files in the first section are the entire package of forms needed for a given family law procedure (including local forms and supreme court forms) that have been gathered for your convenience into one file that can be downloaded to your own computer. Each package file has a cover sheet that tells what the package is to be used for and also gives information on what it cannot be used for. In addition to the required forms, each package also contains informational handouts on other court programs and some other useful information.

NOTE: You do not need to print every single page of these large package files. The case progression checklist at the beginning of the file tells you which forms are needed at which point in the case. The package files are fully indexed, making it easy for you to skip to only the page you wish to view.

Other Family Law Related Information:

https://www.jud6.org/ContactInformation/FamilyLaw.html

This page has additional family law related information on it.

- This page contains information on the local visitation center
- Information concerning the required class for divorces with children or paternity cases where parental responsibility or visitation are being addressed. Forms for waiving the required class or class fee can also be found here.
- Many family law related handouts, including flyers for local community services

All forms are available in adobe acrobat (.pdf) format. If you need the acrobat reader utility it can be obtained free-of-charge from http://www.adobe.com/. The reader must be installed on your machine before you will be able to open .pdf files. Note: you may need to start acrobat reader first, and then open the file from within the program. Acrobat .pdf files can be printed in their entirety or only a few pages at a time, you will get these options when you hit the print option in your reader software.

After you have filed your paperwork you are responsible for setting your own case for hearing.

Please contact the Courts Information and Resource Center at 727-582-7200 for assistance to set your case for hearing.