

# Family Law Forms **Package 3(b) Modification of Child Support**

#### What this package contains:

☐ Petition to request that the Court change/modify an EXISTING final order
concerning child support. Note: The original order is generally a part of a
divorce case or a paternity action. If you do not have an existing final order
or, if your child support order is a temporary order entered in an active
injunction case, this paperwork is not appropriate.

	Financial	forms and	support	guidelines	worksheet
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	Forms	for	obtain	ing	personal	service
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#### How this package may be used:

☐ Child support is generally ordered as a part of a final divorce order, a paternity action, or a state child support enforcement case. This paperwork is used to **change** the most recent court order concerning child support. This package is filed as a part of the case where the first order was entered.

#### How this package may NOT be used:

This package is not designed to be used in a case where there is no <i>pre-</i>
existing final order for child support. This can be a complicated area of the
law, if you have any questions concerning the use of these forms or your
legal rights, you are encouraged to seek legal advice from an attorney.

Last Update 7-2006

#### Forms for Use With

### **Modification Of Child Support – 3(b)**

#### 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
FFLF 12.900(a)	Disclosure from Nonlawyer
FFLF-L	Civil Cover Sheet
FFLF 12.905(b)	Supplemental Petition for Modification of Child Support
FFLF 12.902(j)	Notice of Social Security Number
FFLF 12.902(d)	Uniform Child Custody Jurisdiction & Enforcement Act Affidavit
FFLF 12.902(b)	Financial Affidavit - Under \$50,000.00 Annual Income*
FFLF 12.902(c)	Financial Affidavit - Over \$50,000.00 Annual Income*
	*use the form appropriate to your income

Mandatory Disclosure:

FFLF 12.932 Certificate of Compliance With Mandatory Disclosure\*

FFLF-L Waiver of Mandatory Disclosure\*

\*use only one of these forms

Service of Process:

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

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

Default:

FFLF 12.912(b) Nonmilitary Affidavit FFLF 12.922(a) Motion for Default

FFLF 12.922(b) **Default** 

Miscellaneous:

FFLF 12.902(e) Child Support Guidelines Worksheet

FFLF-L Motion To/For FFLF 12.924 Notice for Trial

FFLF 12.923 Notice of Hearing (General)

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

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

### CASE PROGRESSION CHECKLIST SUPPLEMENTAL PETITIONS

This checklist has been prepared to assist you with the necessary procedure for bringing your case to final hearing. This checklist lists the <u>minimum</u> 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. Supplemental Petition for (check one): (Please attach copy of original court order)
  - Supplemental Petition for Modify Custody or Visitation and Other Relief Form 12.905(a)
  - Supplemental Petition for Modification of Child Support Form 12.905(b)
  - Supplemental Petition for Modification of Alimony Form 12.905(c)
  - Other local form supplemental petition:

#### B. Required forms filed with petition:

- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit Form 12.902(d), if matters of visitation or custody of children are involved. This form is not required if your petition to modify only covers alimony.
- Child Support Guideline Worksheet Form 12.902(e), if you are modifying custody, the matter of child support is normally addressed. (If you do not know the other party's income, you may file this worksheet after his or her financial affidavit has been served to you.). This form is not required if your petition to modify only covers visitation.
- Financial Affidavit Form 12.902(b) or 12.902(c) (according to your income-see instructions on form). This form is not required if your petition to modify only covers visitation.
- Non-military Affidavit Form 12.912(b). Not required if both parties have signed and filed a ioint supplemental petition.
- Affidavit of Indigency Form 12.902(a), if you are requesting that filing fees and sheriff's fees be waived. (The clerk will also require you to fill out a short financial affidavit in addition to this form.)
- Summons: Personal Service on an Individual Form 12.910(a). Not required if both parties have signed and filed a joint supplemental petition.
- Process Service Memorandum Form 12.910(b). Not required if both parties have signed and filed a joint supplemental petition.

Out of State Service Information: If service is required on a party residing outside of the state of Florida, the party who filed the petition must obtain service procedure information including fees, from the local officials responsible for process service where the other party resides. This information, along with applicable fees (in the form of a money order), must be provided to the Clerk's Office. The Clerk's Office will forward the completed summons and paperwork to the address you provide for the out of state agency. Most other states will not honor a Florida Affidavit of Indigence.

#### C. Required fees:

- Filing fee paid or fee waiver (Affidavit of Indigence) granted by Court.
- Fees paid for process service by Sheriff (separate check or money order payable to the Sheriff), or fee waiver (Affidavit of Indigence) granted. No process service fees on a joint supplemental petition.

#### D. Required class

Completion of approved Parent Education and Family Stabilization Course. Note: If one party resides in another Florida county or out of state, the party must receive court approval to take the class available in their area of residence. If you are adding a custody or visitation order to an existing Department of Revenue Child Support Enforcement case you are required to attend this class. This class is not required if your petition only covers support matters, or, if you have previously taken the class as a part of a divorce or paternity action.

#### E. Optional Forms:

- Motion for Referral to General Magistrate Form 12.920(a) (A General Magistrate is an Attorney appointed by the Chief Judge to take testimony and make recommendations to a judge. The primary purpose of having a General Master hear family law matters is to reduce the cost of litigation and speed up cases.)
- Order of Referral to General Magistrate Form 12.920(b)

If both parties have signed and filed a joint supplemental petition, you may skip Section II entitled, "Service of Process." The remaining sections still apply.

#### II. SERVICE OF PROCESS:

#### A. Personal Service

- Summons returned "served" and the Original Return of Service has been filed by Clerk in your court file.
- After 20 days have passed from the day Respondent was served, check to see whether Respondent filed an answer or <u>any</u> paper within the 20 day period. If yes, you may check this item. (If both checked, skip to Section IV; if no answer filed, go to "B")

#### If your summons is returned to the clerk "NOT SERVED"

- 1. **Alias summons:** Return to the Clerk of Court to request an **Alias** (2<sup>nd</sup> attempt at service) or **Pluries** (3<sup>rd</sup> or more attempt at service) service to be processed by the clerk of court.
  - <sup>2</sup> Complete Summons: Personal Service on an Individual-form 12.910(a)
  - <sup>2</sup> Process Service memorandum-form 12.910(b).

#### If you are still unable to serve the other party

- 2. Constructive Service: is only to be used after you have completed an actual diligent search for the other party and have been unable to locate them.
  - Constructive service is also known as "service by publication." You will need a "Notice of Action" appropriate to your case. The supreme court forms do not contain a notice of action for any type of action except divorce, you will need to locate the appropriate form in a law library or have the assistance of an attorney to prepare the proper document. The document must be posted or published for 32 days before you can proceed further with your case.

Affidavit of Diligent Search and Inquiry 12.913(b).

Constructive service is not available for all procedures. If constructive service is used, the court may grant only limited relief. In all cases it is best to have your petition personally served. This is a complicated area of the Law and you may wish to consult with an attorney before using constructive service. If proper service is not obtained, the court cannot hear your case.

#### B. Default

- <sup>2</sup> 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 **Note:** If the other party has filed <u>anything in the case</u> the clerk will not be able to process the default. This is also true if the other party is a member of the military service. If the clerk is unable to process your default, you will need to file a motion for the "court to enter the default" send a copy to the other party and set a hearing on your motion.

#### III. FINANCIAL DISCLOSURE:

If your petition involves financial issues such as child support or alimony, each party has a right to the production of certain documents during the discovery phase of the case. See Fla. Fam. L. R. P. 12.285. This section does not apply if you are only modifying visitation.

Certificate of Compliance with Mandatory Disclosure - Form 12.932. The actual documents (tax returns, pay stubs etc.) should not be filed in the court file. The documents should be provided to the other party and this affidavit should be filed with the Clerk to notify the court that the listed documents have been provided to the other party. You may be required to bring these documents with you to the hearing.

**Note:** If the other party refuses to provide you with their financial information, a motion to compel can be filed with the court requesting the court to order the other party to provide you their financial information.

OR:

Waiver of Mandatory Disclosure documents signed by both parties. This means that both parties agree NOT to exchange these documents, however, the requirement to file financial affidavits cannot be waived.

Only now is the case potentially ready for setting for trial/final hearing.

#### IV. SETTING A HEARING:

- After an answer is filed or a Default has been entered, contact the following office to set your hearing. If the other party filed a counterpetition you are required to respond to their counterpetition. If the other party filed a motion to dismiss your petition, a hearing must be set (by either party) to address the motion to dismiss before you can set a final hearing. Pending motions may also prevent your final hearing from being set as they must sometimes be addressed before a final hearing.
- <sup>2</sup> Call the resource center at 727-582-7200 to request final hearing. Your court records will be viewed for completeness and you will either be given a court calendar date or you will be given further instructions for setting your final hearing.

Depending upon which Judge your case is assigned to, you may be required to prepare the Notice of Hearing – please be sure that you have completed the **certificate of service** section on the bottom of the form. There is one notice of hearing in your package, if you need more they can be obtained from the clerk of court for a fee or downloaded from <a href="www.jud6.org">www.jud6.org</a> (Representing yourself in court section) for free. You will need the free acrobat reader (available from <a href="www.adobe.com">www.adobe.com</a>) software installed on your computer to access the forms on our web page.

#### Distribute as follows:

- 1) Original filed with Clerk's Office
- 2) Copy to other party or their attorney (must be received 5 days prior to the hearing date).
- 3) Copy maintained for your use (optional).

If you do not properly complete this step, your hearing could be delayed.

NOTE: IF YOU ARE INVOLVED IN OTHER CASES, SUCH AS AN ACTIVE DEPENDENCY CASE, YOUR CASE COULD BE REFERRED TO A UNIFIED FAMILY COURT JUDGE FOR HEARING. IF THIS IS YOUR SITUATION, PROCEDURES FOR SETTING A HEARING WILL BE SLIGHTLY DIFFERENT. PLEASE CONTACT THE RESOURCE CENTER AT THE ABOVE PHONE NUMBER FOR ASSISTANCE.

#### V. FINAL HEARING:

- **A. Make arrangements for child care if applicable.** Children are not allowed to attend without prior Order, per Fla. Fam. L.R. P. 12.403.
- B. Bring the following to the final hearing:
  - Stamped (\$.60), pre-addressed legal size (9.5" business size) envelopes for each party, one for each if before Judge, two for each if before General Master.
  - Certified copies of all previous court orders affecting children (custody, visitation, support, dependency), or other matters in your case (Alimony, distribution of assets/liabilities) especially if those orders were entered by a Court in another state or county.
  - Pay stubs (from past 3 months), certified copies of other support orders that you are required to pay, documentation of assets and liabilities.
  - Completed child support guideline worksheet, if modifying custody or child support Form 12.902(e)
  - If your petition involves modification of child support (or custody) then a new "Memorandum to Clerk" will need to be completed. Please bring address information for yourself and the other party to the hearing.
  - Income Deduction Order and 2 copies, if case involves support
  - <sup>2</sup> Final Disposition Form (obtain from Clerk)
  - Other possible documents you may need. If one of the other parties in the case is deceased you may need a <u>certified death certificate</u> to prove that fact. If your petition in any way concerns real property (such as a house or piece of land) you may need the legal description of that piece of property at your hearing.

#### VI. AFTER THE FINAL HEARING:

When can I expect my final paperwork to arrive? If your hearing was before a general magistrate and both parties appeared. for the final hearing, you will be asked at the end of the hearing if you wish to waive the objection period. If you both agreed to waive the objection period, the general magistrate's office prepares the order and sends it directly to the judge. If both parties did not appear, or one party does not waive their opportunity to file objections, then you will first receive a copy of the magistrate's findings and recommendations in the mail shortly after the hearing. After 15 days, if there is no objection, the findings and recommended order will be forwarded to the judge's office for signature.

How do I get the support taken out of the other party's paycheck? Unless the other party is self-employed, income deduction orders are usually entered in cases where support has been ordered. If your hearing was before the general magistrate, your order is not final until you receive the "order confirming findings and recommendations of general magistrate" in the mail after your hearing. Once you have received this order, it is generally your responsibility to contact the clerk of court to obtain a "certified" copy of your income deduction order. It is then your responsibility to mail the certified income deduction order to the employer. It is suggested that you use certified mail so you have proof that it was received by the employer. If the other party changes jobs frequently, you may need to follow this procedure every time they change jobs. The income deduction order is not made out to a specific job, it should be accepted by any employer (note: this should include employers in other states). The income deduction order makes the employer a party to the case.

**The FLSDU:** The State of Florida Disbursement Unit handles all income deducted support payments for the State of Florida. Their toll free automated number is 877-769-0251.

"If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two (2) working days of your receipt of any notice or order requiring your presence at a hearing, please contact the Human Rights Office, 400 S. Ft. Harrison Ave., 5<sup>th</sup> Floor, Clearwater, FL 33756, (727) 464-4062 (V/TDD)."

#### 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/or
mprisonment.	
Dated:(1)	
Dutcu(1)	(2)
	Signature of Petitioner
	Printed Name:(3)
	Address:(4)
	City, State, Zip:(5)
	Telephone Number:(6)
	Fax Number:(7)
Some forms require that your signature be witner	ssed. You must sign the form in the presence of a notary
- · · · · ·	he court's office). When signing the form, you must have a
	s you personally. You should completely fill in all lines (1
	applicable. Line 2, the signature line, must be signed in
the presence of the <u>notary public</u> or <u>deputy cler</u>	<u>'k</u> .
CTATE OF ELODIDA	
STATE OF FLORIDA	
COUNTY OF	
Sworn to or affirmed and signed before me on	by
Sworn to or armined and signed before the on	
	NOTARY PUBLIC or DEPUTY CLERK
n	Print, type, or stamp commissioned name of notary or
=	lerk.]
Personally known	
Produced identification	
Type of identification produced	
	ANY FORM. This section of the form is to be completed
by the notary public who is witnessing your signat	ure.
	OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [  fill in all blanks]	
I, {full legal name and trade name of nonlawyer} _	(1),

a nonlawyer, located 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 <a href="http://clerk.co.pinellas.fl.us/">http://clerk.co.pinellas.fl.us/</a>		
Sixth Judicial Circuit Court <a href="http://www.jud6.org">http://www.jud6.org</a> ,			
	Sixth Judicial Circuit Family Div		
Chata of Elevido El CDII	http://www.jud6.org/GeneralInfo	//AboutTheCircuit/AOC/Courtprograms/familyLaw/familylaw.htm	
State of Florida FLSDU	P.O. Box 8500	For income deducted support payments	
	Tallahassee, FL 32314-8500	1-877-769-0251 Toll free (you will need your case number and	
		social security number)	

#### 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		
☐ I believe assignment of the cases to one judge or another method of coordination will <u>not</u> conserve judicial resources nor promote an efficient determination of the actions because			
☐ I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)			
I UNDERSTAND THAT 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 Co	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 above	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 Vi { } Other Petition:		
How are the cases related? { }Same Parties { } One Par { }Same Issues	ty 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 Vi { } Other Petition:		
How are the cases related? { }Same Parties { } One Par { }Same Issues	ty 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 Vi { } Other Petition:	{ } Child Support { } UIFSA { iolence Injunction { } CINS/FINS	} Juvenile Dependency
How are the cases related? { }Same Parties { } One Par { }Same Issues	ty the Same:	{ } Same Children

[√any	that apply.]
	lieve assignment of the cases to one judge or another method of coordination will conserve judicial resources and promote ient determination of the actions.
	lieve assignment of the cases to one judge or another method of coordination will <u>not</u> conserve judicial resources nor e an efficient determination of the actions because
□ I re	quest coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)
THIS (	I UNDERSTAND THAT THE CIRCUIT COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW DORDINATE FILED CASES.  I UNDERSTAND THAT I HAVE A CONTINUING DUTY TO INFORM THE COURT OF ANY CASE IN DR ANY OTHER STATE THAT COULD AFFECT THE CURRENT CASE.  THIS FORM SHALL BE USED FOR CASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY LERK OF CIRCUIT COURT IF IT IS DETERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN FORM.  I certify that a copy of this document was [✓ one only]: □ mailed □ faxed and mailed □ hand-delivered to the person(s) listed below on {date} □ Other party or his/her attorney:  Name: □ Other party or his/her attorney:  Name: □ Address:
	Address: City, State, Zip:
	Fax Number:
	Other party or his/her attorney:
	Name:
	Address:
	City, State, Zip:
	Fax Number:
Dated:	Signature of Party:
1.1811.(1.	DIMINIO OF LUISA.

## 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	intiff (Name of Court) Ref. 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:	SIGNATURE OF ATTORNEY FOR PARTY INITIATING ACTION:		
ATTORNEY'S SPN NIIMRER			

### INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.905(b), SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT

#### When should this form be used?

This form should be used when you are asking the court to change a current court-ordered <u>child support</u> obligation. The court can change a child support <u>order</u> if the judge finds that there has been a **substantial change in the circumstances** of the parties and the change is in the **child(ren)'s best interests**.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a <u>notary public</u> or <u>deputy clerk</u>. You should <u>file</u> this form in the county where the original order was entered. If the order was entered in another state, or if the child(ren) live(s) in another state, you should speak with an <u>attorney</u> about where to file this form. You should file the original with the <u>clerk</u> <u>of the circuit court</u> and keep a copy for your records.

#### What should I do next?

For your case to proceed, you must properly notify the other party in your case of the <u>supplemental</u> <u>petition</u>. If you know where he or she lives, you should use <u>personal service</u>. If you absolutely do not know where he or she lives, you may use <u>constructive service</u>. You may also be able to use constructive service if the other party resides in another state or country. 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). 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.

If personal service is used, the other party has 20 days to <u>answer</u> after being served with your supplemental petition. Your case will then generally proceed in one of the following three ways:

<u>DEFAULT...</u> If after 20 days, no answer has been filed, you may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk of court. Then, if you have filed all of the required papers, you may call the clerk, <u>family law intake staff</u>, or <u>judicial assistant</u> to set a <u>final hearing</u>. You must notify the other party of the hearing by using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form.

<u>UNCONTESTED...</u> If the <u>respondent</u> files an answer that agrees with everything in your supplemental petition or an answer and waiver, **and** you have complied with <u>mandatory disclosure</u> and filed all of the required papers, you may call the clerk, family law intake staff, or judicial assistant to set a final hearing. You must notify the other party of the hearing by using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form.

<u>CONTESTED</u>... If the respondent files an answer or an answer and <u>counterpetition</u>, which disagrees with or denies anything in your supplemental petition, **and** you are unable to settle the disputed issues, you should file a **Notice for Trial**, Florida Supreme Court Approved Family Law Form 12.924, after you have complied with mandatory disclosure and filed all of the required papers. Some circuits may require the completion of <u>mediation</u> before a final hearing may be set. Then you should contact the clerk, family

law intake staff, or judicial assistant for instructions on how to set your case for <u>trial</u> (final hearing). If the respondent files an answer and counterpetition, you should answer the counterpetition within 20 days using an **Answer to Counterpetition**, Florida Supreme Court Approved Family Law Form 12.903(d).

#### 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 chapter 61, Florida Statutes.

#### Special notes...

If you do not have the money to pay the filing fee, you may obtain an Application for Determination of Civil Indigent Status from the clerk, fill it out, and the clerk will determine whether you are eligible to have filing fees deferred.

With this form, you must also file the following:

- Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e). (If you do not know the other party's income, you may file this worksheet after his or her financial affidavit has been served on you.)
- **Settlement Agreement**, if you have reached an agreement on any or all of the issues. Although there is no form for this in these Florida Family Law Forms, you may construct a settlement agreement using the pertinent sections contained in **Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(1).
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j), if not previously filed.
- **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). (This must be filed within 45 days of service of the supplemental petition on the respondent, if not filed at the time of the supplemental petition.)
- **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932. (This must be filed within 45 days of **service** of the supplemental petition on the respondent, if not filed at the time of the supplemental petition, unless you and the other party have agreed not to exchange these documents.)

Child Support... The court may order one parent to pay child support to assist the other parent in meeting the child(ren)'s material needs. Both parents are required to provide financial support, but one parent may be ordered to pay a portion of his or her support for the child(ren) to the other parent. Florida has adopted guidelines for determining the amount of child support to be paid. These guidelines are based on the combined income of both parents and take into account the financial contributions of both parents. You must file a Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c), and the other parent will be required to do the same. From your financial affidavits, you should be able to calculate the amount of child support that should be paid using the Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e). Because the child support guidelines take several factors into consideration, change over time, and vary from state to state, your child support obligation may be more or less than that of other people in seemingly similar situations.

**Temporary Relief...** If you need temporary relief regarding child support, you may file a **Motion for Temporary Support with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(a). For more information, see the instructions for that form.

**Settlement Agreement...** If you and the respondent are able to reach an agreement on any or all of the issues, you should file a Settlement Agreement. Although there is no form for this in these Florida Family Law Forms, you may construct a settlement agreement using the pertinent sections contained in

Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren), Florida Supreme Court Approved Family Law Form 12.902(f)(1). Both parties must sign this agreement before a <u>notary public</u> or <u>deputy clerk.</u> Any issues on which you are unable to agree will be considered <u>contested</u> and settled by the judge at the final hearing.

<u>Final Judgment</u> Form... These family law forms contain a <u>Supplemental Final Judgment Modifying</u> Child Support, Florida Supreme Court Approved Family Law Form 12.993(b), 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 it with you to the hearing. 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.

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

Π	N THE CIRCUIT COURT OF THE IN AND FOR	JUDICIAL CIRCUIT, COUNTY, FLORIDA
		Case No.:
		Division:
	Petitioner,	
	and	
	,	
	Respondent.	
		AL PETITION FOR OF CHILD SUPPORT
that the	I, {full legal name} following information is true:	, being sworn, certify
1.		nal judgment ( ) of dissolution of marriage ( ) of a dissolution of marriage on {date}  fication(s) is attached.
2.	Paragraph(s) of the ( thereof establishes the present child suppor ( ) month, beginning on {date}	) final judgment or ( ) most recent modification t at \$every ( ) week ( ) other week
3.		dification thereof, there has been a substantial change in child support. This change in circumstance is as
4.	I ask the Court to modify child support as f	follows: {explain}
5.	This change is in the best interests of the cl	nild(ren) because: {explain}

	A completed Family Law Financial Aff 12.902(b) or (c), is, or will be, filed.	fidavit, Florida Family Law Rules of Procedure Form
	If not previously filed in this case, a con Supreme Court Approved Family Law	mpleted Notice of Social Security Number, Florida Form 12.902(j), is filed.
	A Child Support Guidelines Worksheet is, or will be, filed.	t, Florida Family Law Rules of Procedure Form 12.902(6
	Other:	
	_	_
	I understand that I am sweeping or a	ffirming under oath to the truthfulness of the claims
	in this petition and that the punishmen	it for knowingly making a false statement includes fin
	r imprisonment.	
ated	: <u></u>	Signature of Petitioner
		Printed Name:
		Address:
		City, State, Zip:
		Telephone Number:
ГАТ	E OF FLORIDA	
OUI	NTY OF	
wori	n to or affirmed and signed before me on _	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	

## 

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(j), NOTICE OF SOCIAL SECURITY NUMBER

## When should this form be used?

This form must be completed and filed by each party in all **paternity**, **child support**, and **dissolution of marriage** cases, regardless of whether the case involves a minor child(ren) and/or property.

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 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 61.052 and 61.13, Florida Statutes.

## Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file Petitioner's Request for Confidential Filing of Address, Sample 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 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	COI	JNTY, FLORIDA
	Case No.:	
	Division:	
Petitioner,		
and		
Respondent.		
NOTICE OF SOCIAL S	SECURITY NUM	IBER
I, {full legal name}		
certify that my social security number is	.031(3), sections	, as required in section 742.032(1)–(3), and/or sections
<ul><li> one only]</li><li> 1. This notice is being filed in a dissolution of children in common.</li></ul>	of marriage case in	which the parties have <b>no</b> minor
2. This notice is being filed in a paternity or which the parties have minor children in c birth, and social security number(s) is/are:	common. The min	
Name	Birth date	Social Security Number
{Attach additional pages if necessary.}		-

**Disclosure of social security numbers shall be limited** to the purpose of administration of the Title IV-D program for child support enforcement.

this notice and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA COUNTY OF Sworn to or affirmed and signed before me on \_\_\_\_\_\_ by \_\_\_\_\_. NOTARY PUBLIC or DEPUTY CLERK [Print, type, or stamp commissioned name of notary or 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 [ $\sqrt{}$  one only]\_\_\_\_ petitioner or \_\_\_\_ respondent, fill out this form.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in

## 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 Full Legal Name: \_\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ 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 classification of this 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 CELIC OI DEI CI 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 FAMILY LAW RULES OF PROCEDURE FORM 12.902(b), FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)

## When should this form be used?

This form should be used when you are involved in a family law case which requires a **financial affidavit** and your individual gross income is UNDER \$50,000 per year.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public**. You should **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. This must be accomplished within 45 days of service of the petition.

## 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 rule 12.285, Florida Family Law Rules of Procedure.

## Special notes...

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

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

<b>Hourly</b> - If you are paid by the hour, you may convert your income to monthly as follows:				
Hourly amount	×	Hours worked per week	=	Weekly amount
Weekly amount	×	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	Monthly Amount
Daily - If you are paid by the day, yo	ou may	convert your income to monthly	as follow	s:
Daily amount	×	Days worked per week	=	Weekly amount
Weekly amount	×	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	Monthly Amount
Weekly - If you are paid by the week	k, you n	nay convert your income to mor	thly as fol	lows:
Weekly amount	×	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	Monthly Amount
Bi-weekly - If you are paid every tw	o weeks	, you may convert your income	to monthl	y as follows:
Bi-weekly amount	×	26	=	Yearly amount
Yearly amount	÷	12 Months per year	=	Monthly Amount
<b>Bi-monthly</b> - If you are paid twice per month, you may convert your income to monthly as follows:				
Bi-monthly amount	×	2	=	Monthly Amount

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

Expenses may be converted in the same manner.

<b>must</b> put his or her name, she helps you complete.	address, and telephone nu	mber on the bottom of the	e last page of every form he or

	_ JUDICIAL CIRCUIT, Y, FLORIDA
	1,120111211
Case No.: Division:	
,	
pondent.	
FINANCIAL AFFIDAVIT (SHOR' \$50,000 Individual Gross Annual Income)	
,b	eing sworn, certify that the following
Employed by:	
GROSS INCOME: instructions with this form to figure out money are included under "other" should be listed separation.	amounts for anything that is NOT paid rately with separate dollar amounts.
wances, overtime, tips, and similar payments rees such as self-employment, partnerships, ent contracts (gross receipts minus ordinary	•
1 v	Division:

PRESENT MONTHLY DEDUC	CTIONS:		
18. Monthly federal, state, and l	ocal income tax (corrected	for filing status and	
allowable dependents and inc	ome tax liabilities)		
<ul><li>a. Filing Status</li><li>b. Number of dependent</li></ul>			
<ul> <li>b. Number of dependent</li> </ul>	s claimed	18. \$	
19. Monthly FICA or self-employ	yment taxes	19	
20. Monthly Medicare payments		20	
21. Monthly mandatory union du	es	21	
22. Monthly mandatory retiremer		22	
23. Monthly health insurance pa	ayments (including dental in	nsurance), excluding	
portion paid for any minor ch		23	
24. Monthly court-ordered child	support actually paid for cl	hildren from another	
relationship		24	
25. Monthly court-ordered alimor	ny actually paid		
25a. from this c	case: \$		
25b. from other	r case(s):	Add 25a and 25b 25	
		XXX 0.3. (4. 2.)	
26. TOTAL DEDUCTIONS A			
FLORIDA STATUTES (Ad	d lines 18 through 25)	TOTAL: 26. \$	
PRESENT NET MONTHLY IN	COME (Subtract line 26 fr	om line 17) <b>27.</b> \$	
	· ·	· · · · · · · · · · · · · · · · · · ·	
SECTION II. AVERAGE MON	NTHLY EXPENSES		
A. HOUSEHOLD:		E. OTHER EXPENSES NOT LISTE	D ABOVE
Mortgage or rent	\$	Clothing \$	
Property taxes	\$	Medical/Dental (uninsured) \$	
Utilities	\$	Grooming \$	
Telephone	<b>D</b>	Entertainment \$	
Food	\$	GIITS \$	
Meals outside home	Φ	Kengious organizations 5	
Maintenance/Repairs	\$	Miscellaneous \$	
Other:	\$	Otner:\$	
B. AUTOMOBILE	ф		
Gasoline	\$		
Repairs	\$ \$		
Insurance	\$	\$	
C. CHILD(REN)'S EXPENSES	2		
Day care	, ¢	F. PAYMENTS TO CREDITORS	MONITHIA
Lunch money	\$	CREDITOR:	PAYMENT
Clothing	Ф Ф	CREDITOR.	TATMENT
Grooming	\$		
Gifts for holidays	\$	Ф.	
Medical/dental (uninsured)	\$		
	\$	¢	
Other:	Φ		
D. INSURANCE		¢.	
Medical/dental	\$	\$	
Child(ren)'s medical/dental	\$ \$	Φ.	_
Life	\$		
Other:	\$	\$	
	·		
28. TOTAL MONTHLY EXPE	NSES (add ALL monthly ar	mounts in	
A through F above)	` ,	28. \$	

## **SUMMARY**

29.	TOTAL PRESENT MONTHLY NET INCOME		
	(from line 27 of SECTION I. INCOME)	29. \$	
30.	TOTAL MONTHLY EXPENSES (from line 28 above)	30. \$	
31.	<b>SURPLUS</b> (If line 29 is more than line 30, subtract line 30 from line 29.		
	This is the amount of your surplus. Enter that amount here.)	31. \$	
32.	( <b>DEFICIT</b> ) (If line 30 is more than line 29, subtract line 29 from line 30.		
	This is the amount of your deficit. Enter that amount here.)	32. (\$	)

### SECTION III. ASSETS AND LIABILITIES

Use the nonmarital column only if this is a petition for dissolution of marriage and you believe an item is "nonmarital," meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item(s) or debt belongs. (Typically, you will only use this column if property/debt was owned/owed by one spouse before the marriage. See the "General Information for Self-Represented Litigants" found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of "marital" and "nonmarital" assets and liabilities.)

## A. ASSETS:

DESCRIPTION OF ITEM(S). List a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage).  DO NOT LIST ACCOUNT NUMBERS. ✓ the box next to any asset(s) which you are	Current Fair Market Value	Nonmarital (√ correct column)		
requesting the judge award to you.		husband	wife	
□ Cash (on hand)	\$			
□ Cash (in banks or credit unions)				
□ Stocks, Bonds, Notes				
□ Real estate: (Home)				
□ (Other)				
□ Automobiles				
□ Other personal property				
□ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)				
□ Other				
$\Box$ $\sqrt{\ }$ here if additional pages are attached.				
Total Assets (add column B)	\$			

## **B. LIABILITIES:**

DESCRIPTION OF ITEM(S). List a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). DO NOT LIST ACCOUNT NUMBERS. ✓ the box next to any debt(s) for which you	Current Amount Owed	Nonmarital (√ correct column)		
believe you should be responsible.		husband	wife	
□ Mortgages on real estate: First mortgage on home	\$			
□ Second mortgage on home				
□ Other mortgages				
□ Auto loans				
□ Charge/credit card accounts				
□ Other				
$\Box$ $\sqrt{\ }$ here if additional pages are attached.				
Total Debts (add column B)	<u>\$</u>			

## C. CONTINGENT ASSETS AND LIABILITIES:

INSTRUCTIONS: If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

Contingent Assets	Possible Value	Nonmarital (√ correct column)	
<b>√</b> the box next to any contingent asset(s) which you are requesting the judge award to you.		husband	wife
	\$		
<b>Total Contingent Assets</b>	\$		

Contingent Liabilities	Possible Amount Owed		narital t column)
<b>√</b> the box next to any contingent debt(s) for which you believe you should be responsible.			wife
	\$		
<b>Total Contingent Liabilities</b>	\$		

## SECTION IV. CHILD SUPPORT GUIDELINES WORKSHEET

(SD Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with
the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.
[ \( \sigma \) one only]

 A Child Support	Guidelines	Worksheet	IS or	WILL	BE 1	filed in	this case	. This	case	involve	es the
establishment or me	odification of	child suppor	t.								

 A Child Support Guidelines Worksheet IS NOT being filed in this case.	The establishment or modification
of child support is not an issue in this case.	

I certify that a copy of this document was [ $$ to the person(s) listed below on $\{date\}$	one only] ( ) mailed ( ) faxed and mailed ( ) hand delivered
Other party or his/her attorney:	
Name:	<del>-</del>
City, State, Zip:	-
Fax Number:	-
	ing under oath to the truthfulness of the claims made in this naking a false statement includes fines and/or imprisonment.
Dated:	
	Signature of Party
	Printed Name:
	Address:
	Telephone Number:
	Fax Number:
STATE OF FLORIDA	
COUNTY OF	
G	1
Sworn to or affirmed and signed before me on	by
	NOTARY PUBLIC or DEPUTY CLERK
	THE TEBLIC OF BETOTT CELLUX
	[Print, type, or stamp commissioned name of notary or deputy clerk.]
Personally known	1 , ,
Produced identification	
Type of identification produced	
	T THIS FORM, HE/SHE MUST FILL IN THE BLANKS
<b>BELOW:</b> [ 🗷 fill in <b>all</b> blanks]	
I, {full legal name and trade name of nonlawyer}	,
a nonlawyer, located at {street}	
{state}, {phone}	, helped {name},
who is the [ ✓ one only] petitioner or respond	ent, fill out this form.

## INSTRUCTIONS FOR FLORIDA FAMILY LAW RULE OF PROCEDURE FORM 12.902(c), FAMILY LAW FINANCIAL AFFIDAVIT

### When should this form be used?

This form should be used when you are involved in a family law case which requires a **financial affidavit** and your individual gross income is \$50,000 OR MORE per year.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a <u>notary public</u>. You should then <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where the <u>petition</u> 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. This must be accomplished within 45 days of service of the petition.

## 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 rule 12.285, Florida Family Law Rules of Procedure.

## Special notes...

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

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

<b>Hourly</b> - If you are paid by the h	our, you may	convert your income to mont	hly as foll	ows:			
Hourly amount	×	Hours worked per week	=	Weekly amount			
Weekly amount	×	52 Weeks per year		= Yearly			
amount							
Yearly amount	÷	12 Months per year	=	Monthly Amount			
Daily - If you are paid by the day	, you may co	onvert your income to monthly	as follow	s:			
Daily amount	×	Days worked per week	=	Weekly amount			
Weekly amount	×	52 Weeks per year		= Yearly			
amount							
Yearly amount	÷	12 Months per year	=	Monthly Amount			
Weekly - If you are paid by the v	veek, you ma	ny convert your income to mor	thly as fol	lows:			
Weekly amount	×	52 Weeks per year	=	Yearly amount			
Yearly amount	÷	12 Months per year	=	Monthly Amount			
Bi-weekly - If you are paid every	two weeks,	you may convert your income	to monthl	y as follows:			
Bi-weekly amount	×	26	=	Yearly amount			
Yearly amount	÷	12 Months per year	=	Monthly Amount			
<b>Bi-monthly</b> - If you are paid twice per month, you may convert your income to monthly as follows:							
Bi-monthly amount	×	2	=	Monthly Amount			

Expenses may be converted in the same manner.

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 <b>must</b> put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE	
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	
FAMILY LAW FINA (\$50,000 or more Individu	
I, {full legal name}	, being
sworn, certify that the following information is true:	
SECTION I. INCOME	
DECTION INCOME	
1. Date of Birth:	
2. My occupation is:	
3. I am currently [√ all that apply]	
a. Unemployed	
Describe your efforts to find employment, ho expect to receive:	ow soon you expect to be employed, and the pay you
b. Employed by:	
Addraga:	
City, State, Zip code:	
Telephone Number:	
Pay rate: \$( ) every week (	
	change jobs soon, describe the change you expect and
☐ Check here if you currently have more tha job(s) on a separate sheet and attach it to this c. Retired. Date of retirement:	
Employer from whom retired:	

Address:	
City, State, Zip code: Telephone Nu	umber:
	Party's Income (if known)
PRESENT MONTHLY GROSS INCOME: All amounts must be MONTHLY. See the instructions with this form to figure out money amou monthly. Attach more paper, if needed. Items included under "other" should be listed separately	nts for anything that is NOT paid with separate dollar amounts.
1. Monthly gross salary or wages	1. \$
2. Monthly bonuses, commissions, allowances, overtime, tips, and similar	,
payments	2.
3. Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (Gross receipts minus ordinary and necessary expenses required to produce income.)  (  Attach sheet itemizing such income and expenses.)	3
4. Monthly disability benefits/SSI	4
5. Monthly Workers' Compensation	5
6. Monthly Unemployment Compensation	6
7. Monthly pension, retirement, or annuity payments	7
8. Monthly Social Security benefits	8
9. Monthly alimony actually received 9a. From this case: \$	
9a. From this case. \$ Add 9a and 9b	9
10. Monthly interest and dividends	10.
11. Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (□ Attach sheet itemizing such income	10.
and expense items.)	11
12. Monthly income from royalties, trusts, or estates	12
13. Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses (□ Attach sheet itemizing each item and	
amount.)	13
<ul><li>14. Monthly gains derived from dealing in property (not including nonrecurring gains)</li><li>Any other income of a recurring nature (identify source)</li></ul>	14
15.	15
16.	16.
17. PRESENT MONTHLY GROSS INCOME (Add lines 1–16) TOTAL:	
PRESENT MONTHLY DEDUCTIONS:	
All amounts must be MONTHLY. See the instructions with this form to figure out money amou	nts for anything that is NOT paid
monthly.  18. Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)	
<ul><li>a. Filing Status</li><li>b. Number of dependents claimed</li></ul>	18. \$
19. Monthly FICA or self-employment taxes	19
20. Monthly Medicare payments	20.

21. Monthly mandatory union dues	21
22. Monthly mandatory retirement payments	22.
<ul><li>23. Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship</li><li>24. Monthly court-ordered child support actually paid for children from another</li></ul>	23
relationship	24
25. Monthly court-ordered alimony actually paid	2-т
25a. from this case: \$	
25b. from other case(s): Add 25a and 25b	25
26. TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30,	
FLORIDA STATUTES (Add lines 18 through 25) TOTAL:	26. \$
<b>27. PRESENT NET MONTHLY INCOME</b> (Subtract line 26 from line 17)	27. \$
SECTION II. AVERAGE MONTHLY EXPENSES	
<b>Proposed/Estimated Expenses.</b> If this is a dissolution of marriage case <b>and</b> you do not reflect what you actually pay currently, you should write "estimate" no	•

HOUSEHOLD:

estimated.

1.	Monthly mortgage or rent payments	1.	\$
2.	Monthly property taxes (if not included in mortgage)	2.	
3.	Monthly insurance on residence (if not included in mortgage)	3.	
4.	Monthly condominium maintenance fees and homeowner's association fees	4.	
5.	Monthly electricity	5.	
6.	Monthly water, garbage, and sewer	6.	
7.	Monthly telephone	7.	
8.	Monthly fuel oil or natural gas		
9.	Monthly repairs and maintenance		
10.	Monthly lawn care		
11.	Monthly pool maintenance		
12.	Monthly pest control	12.	
13.	Monthly misc. household		
14.	Monthly food and home supplies	14.	
15.	Monthly meals outside home		
16.	Monthly cable t.v.		
17.	Monthly alarm service contract		
18.	Monthly service contracts on appliances		
19.	Monthly maid service	19.	
Oth	er:		
20.		20.	
21.			
22.			
23.			
24.		24.	

25.	SUBTOTAL (add lines 1 through 24)	25. \$
A T	TOMORN E	
	TOMOBILE:	<b>2</b> (
	Monthly gasoline and oil	26. \$
	Monthly repairs	27
	Monthly auto tags and emission testing	28
	Monthly insurance	29
	Monthly payments (lease or financing)	30
	Monthly rental/replacements	31
	Monthly alternative transportation (bus, rail, car pool, etc.)	32
	Monthly tolls and parking	33
<i>5</i> 4.	Other:	34
35.	SUBTOTAL (add lines 26 through 34)	35. \$
	ONTHLY EXPENSES FOR CHILDREN COMMON TO BOTH	
	RTIES:	26 \$
	Monthly gaboal trition	36. \$
	Monthly school tuition Monthly school supplies, books, and fees	37
	Monthly after school activities	38
	Monthly lunch money	39
	Monthly private lessons or tutoring	40 41
	Monthly allowances	42.
	Monthly clothing and uniforms	43.
	Monthly entertainment (movies, parties, etc.)	44.
	Monthly health insurance	45.
	Monthly medical, dental, prescriptions (nonreimbursed only)	46.
	Monthly psychiatric/psychological/counselor	47.
	Monthly orthodontic	48.
	Monthly vitamins	49.
	Monthly beauty parlor/barber shop	50.
	Monthly nonprescription medication	51.
	Monthly cosmetics, toiletries, and sundries	52.
	Monthly gifts from child(ren) to others (other children, relatives, teachers,	
	etc.)	53
54.	Monthly camp or summer activities	54
	Monthly clubs (Boy/Girl Scouts, etc.)	55
56.	Monthly access expenses (for nonresidential parent)	56
57.	Monthly miscellaneous	57
58.	SUBTOTAL (add lines 36 through 57)	58. \$
	ONTHLY EXPENSES FOR CHILD(REN) FROM ANOTHER	
	LATIONSHIP: (other than court-ordered child support)	
		59. \$
60.		60
61.		61
62.		62

63.	SUBTOTAL (add lines 59	through 62) 63. \$
M(	ONTHLY INSURANCE:	
64.	Health insurance, excluding portion paid for any minor child	d(ren) of this
	relationship	64. \$
65.	i. Life insurance	65
66.	6. Dental insurance	66
Oth	ther:	
67.	·	67
68.	S	
69.	SUBTOTAL (add lines 64	through 68) <b>69.</b> \$
CO	THER MONTHLY EXPENSES NOT LISTED ABOVE:	
	. Monthly dry cleaning and laundry	70. \$
71.	. Monthly clothing	71
72.	2. Monthly medical, dental, and prescription (unreimbursed on	ly) 72
	6. Monthly psychiatric, psychological, or counselor (unreimbut	rsed only) 73
	Monthly non-prescription medications, cosmetics, toiletries,	and sundries 74. ———
	5. Monthly grooming	75. <u> </u>
	6. Monthly gifts	76
	. Monthly pet expenses	77
	3. Monthly club dues and membership	78
79.	Monthly sports and hobbies	79
	. Monthly entertainment	80
	. Monthly periodicals/books/tapes/CD's	81
	2. Monthly vacations	82
83.	. Monthly religious organizations	83
	. Monthly bank charges/credit card fees	84 85
	6. Monthly education expenses	
	ther: (include any usual and customary expenses not otherwise r	nentioned in
	e items listed above)	86
86.		87.
87.	·	88.
88.	S	89.
89.	)	
90.	SUBTOTAL (add lines 70	through 89) <b>90.</b> \$
M(	ONTHLY PAYMENTS TO CREDITORS: (only when ]	payments are currently made by you or
	itstanding balances)	Full
	AME OF CREDITOR(s):	
		91. \$
92	·	92
03		92
22.		93
74.	<u> </u>	94
93.	j	95
96.	j	96
97.	·	97
98.	S	98

99		99
100.		100
101.		101
102		102
103		103
104.	SUBTOTAL (add lines 91 through 103)	104. \$
105.	TOTAL MONTHLY EXPENSES:	
	(add lines 25, 35, 58, 63, 69, 90, and 104 of Section II, Expenses)	105. \$
SUMI	MARY	
106.	TOTAL PRESENT MONTHLY NET INCOME	
	(from line 27 of SECTION I. INCOME)	106. \$
107.	TOTAL MONTHLY EXPENSES (from line 105 above)	107. \$
108.	<b>SURPLUS</b> (If line 106 is more than line 107, subtract line 107 from line 106. This is the amount of your surplus. Enter that amount here.)	108. \$
109.	<b>(DEFICIT)</b> (If line 107 is more than line 106, subtract line 106 from line 107. This is the amount of your deficit. Enter that amount here.)	109. (\$)

## SECTION III. ASSETS AND LIABILITIES

## A. ASSETS (This is where you list what you OWN.)

### **INSTRUCTIONS:**

**STEP 1:** In column A, list a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

<u>STEP 2</u>: If this is a petition for dissolution of marriage, check the box in Column A next to any item that you are requesting the judge award to you.

STEP 3: In column B, write what you believe to be the current fair market value of all items listed.

<u>STEP 4</u>: Use column C only if this is a petition for dissolution of marriage and you believe an item is "nonmarital," meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item belongs. (Typically, you will only use Column C if property was owned by one spouse before the marriage. See the "General Information for Self-Represented Litigants" found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of "marital" and "nonmarital" assets and liabilities.)

A  ASSETS: DESCRIPTION OF ITEM(S)  DO NOT LIST ACCOUNT NUMBERS.   ✓ the box next to any asset(s) which you are requesting the judge award to you.	B Current Fair Market Value	Nonm (√ correct	c narital t column)
□ Cash (on hand)	\$		
☐ Cash (in banks or credit unions)			
□ Stocks/Bonds			

✓ the box next to any asset(s) which you are requesting the judge award to you.         busband         wife           □ Notes (money owed to you in writing)         □         □         □           □ Notes (money owed to you in writing)         □         □         □           □ Money owed to you (not evidenced by a note)         □         □         □           □ Real estate: (Home)         □         □         □         □           □ Cother)         □ </th <th>A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS.</th> <th>B Current Fair Market Value</th> <th>Nonn</th> <th>C narital et column)</th>	A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS.	B Current Fair Market Value	Nonn	C narital et column)
□ Notes (money owed to you in writing) □ □ Money owed to you (not evidenced by a note) □ Money owed to you (not evidenced by a note) □ Real estate: (Home) □ (Other) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	<b>√</b> the box next to any asset(s) which you are requesting the judge award to you.		husband	wife
□ □ Money owed to you (not evidenced by a note) □ □ Real estate: (Home) □ (Other) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Money owed to you (not evidenced by a note) □ Money owed to you (not evidenced by a note) □ Real estate: (Home) □ (Other) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ Notes (money owed to you in writing)			
□ Money owed to you (not evidenced by a note) □ □   □   □   □   □   □   □   □   □   □				
□ Real estate: (Home) □ (Other) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Real estate: (Home) □ (Other) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	☐ Money owed to you (not evidenced by a note)			
□ Real estate: (Home)         □           □ (Other)         □           □         □ <td< td=""><td></td><td></td><td></td><td></td></td<>				
□ (Other) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ Real estate: (Home)			
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ (Other)			
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
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□ Business interests □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
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□ Automobiles □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Automobiles □ □ □ □ □ □ Boats □ □ □ Other vehicles □ □ □ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ Furniture & furnishings in home □				
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Boats □ Other vehicles □ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ Furniture & furnishings in home □	□ Automobiles			
□ Boats □ Other vehicles □ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ Furniture & furnishings in home □				
□ Boats □ □ Other vehicles □ □ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
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□ Other vehicles □ □ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ Boats			
□ Other vehicles □ □ □ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ Other vehicles			
□ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) □ □ □ □ □ □ Furniture & furnishings in home □				
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)			
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				
□ Furniture & furnishings in home □				
□ Furniture & furnishings in home				

A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS.	B Current Fair Market Value	Nonm (√ correc	arital
<b>√</b> the box next to any asset(s) which you are requesting the judge award to you.		husband	wife
□ Collectibles			
□ Jewelry			
☐ Life insurance (cash surrender value)			
☐ Sporting and entertainment (T.V., stereo, etc.) equipment			
□ Other assets			
Total Assets (add column B)	\$		

## B. LIABILITIES/DEBTS (This is where you list what you OWE.)

## **INSTRUCTIONS:**

**STEP 1:** In column A, list a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

**STEP 2:** If this is a petition for dissolution of marriage, check the box in Column A next to any debt(s) for which you believe you should be responsible.

STEP 3: In column B, write what you believe to be the current amount owed for all items listed.

<u>STEP 4</u>: Use column C only if this is a petition for dissolution of marriage and you believe an item is "nonmarital," meaning the debt belongs to only one of you and should not be divided. You should indicate to whom you believe the debt belongs. (Typically, you will only use Column C if the debt was owed by one spouse before the marriage. See the "General Information for <u>Self-Represented</u> Litigants" found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of "marital" and "nonmarital" assets and liabilities.)

A LIABILITIES: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS.	B Current Amount Owed	Nonm (√ correc	arital
$oldsymbol{\checkmark}$ the box next to any debt(s) for which you believe you should be responsible.		husband	wife
☐ Mortgages on real estate: First mortgage on home	\$		
□ Second mortgage on home			
□ Other mortgages			
☐ Charge/credit card accounts			
□ Auto loan			
□ Auto loan			
□ Bank/Credit Union loans			
☐ Money you owe (not evidenced by a note)			
□ Judgments			
□ Other			
Total Debts (add column B)	\$		
C. NET WORTH (excluding contingent assets and liabilities)  Total Assets (enter total of Column B in Asset Table; Section A) \$  Total Liabilities (enter total of Column B in Liabilities Table; Section B) \$			
TOTAL NET WORTH (Total Assets minus Total Liabilities	)		
(excluding contingent assets and liabilities)		\$	

## D. CONTINGENT ASSETS AND LIABILITIES

INSTRUCTIONS:

If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

A Contingent Assets	B Possible Value	Nonm (√ correct	arital
the box next to any contingent asset(s) which you are requesting the judge award to you.		husband	wife
	\$		
Total Contingent Assets	\$		
A	В	C	
Contingent Liabilities	Possible Amount	Nonm (√ correct	
<b>√</b> the box next to any contingent debt(s) for which you believe you should be responsible.	Owed	husband	wife
	\$		
Total Contingent Liabilities	\$		
E. CHILD SUPPORT GUIDELINES WORKSHEET. Splorida Fa 12.902(e), Child Support Guidelines Worksheet, MUST be filed with a stablish or modify child support. This requirement cannot be waived by ✓ one only]  A Child Support Guidelines Worksheet IS or WILL BE filed establishment or modification of child support.  A Child Support Guidelines Worksheet IS NOT being filed modification of child support is not an issue in this case.	the court at or property the parties.  In this case. The	rior to a h	earing volves
certify that a copy of this financial affidavit was: ( ) mailed, ( delivered to the person(s) listed below on {date}			) ha
Other party or his/her attorney: Name:			
Address:			
City, State, Zip:Fax Number:			

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

Dated:	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
STATE OF FLORIDA	
COUNTY OF	
	_
Sworn to or affirmed and signed before me on _	by
	NOTARY PUBLIC or DEPUTY CLERK  [Print, type, or stamp commissioned name o notary or deputy clerk .]
Personally known	notary of deputy elerk.
Produced identification	
Type of identification produced	
Type of identification produced	
IF A NONLAWVER HELPED VOILEILI	OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [ \( \sigma\) fill in all blanks]	TOOT THIS FORM, HE/SHE WOST FIELD IN THE
I still local name and trade name of nonlawne	w)
a nonlawyer located at (street)	r}
(state) (shows)	, {city}, helped {name}
who is the $\lceil \sqrt{\text{ one only}} \rceil$ petitioner or re	, neipeu {name}
who is the 1 <b>v one</b> only 1 petitioner or re	espondent, fill out this form.

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

#### When should this form be used?

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

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

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

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

## What should I do next?

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

### Where can I look for more information?

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

## Special notes...

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

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

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

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

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	JUDICIAL CIRCUIT, COUNTY, FLORIDA
	Case No.:
	DIVISIOII.
Petitioner,	
and	
Respondent.	_,
CERTIFICATE OF COMPLIAN	CE WITH MANDATORY DISCLOSURE
I, {full legal name}	, certify that I have
complied with the mandatory disclosure required	, certify that I have d by Florida Family Law Rule 12.285 as follows:
1 EOD TEMPODA DV EINANGIA I DI	
1. <b>FOR TEMPORARY FINANCIAL RI</b> The date the following documents were served:	
The date the following documents were served: $[\sqrt{\mathbf{all}}]$ that apply	<del></del>
a. Financial Affidavit (Filing of a Financial	cial Affidavit cannot be waived )
	rocedure Form 12.902(b) (short form)
( ) Florida Family Law Rules of Pr	
	gift tax, and intangible personal property tax returns for
the preceding year; or	
( ) Transcript of tax return as provi	
	for the past year because the income tax return for the
past year has not been prepared	
c. Pay stubs or other evidence of earned	income for the 3 months before the service of the
financial affidavit.	
2. FOR INITIAL, SUPPLEMENTAL, A	AND PERMANENT FINANCIAL RELIEF:
$[\sqrt{\mathbf{all}}]$ that apply	
a. Financial Affidavit (Filing of a Financial	cial Affidavit cannot be waived.)
<del></del>	rocedure Form 12.902(b) (short form)
	rocedure Form 12.902(c) (long form)
	state tax income returns, gift tax returns, and intangible
personal property tax returns fo	
	for the past year because the income tax return for the
past year has not been prepared	
	income for the 3 months before the service of the
financial affidavit.	meetic for the 3 months before the service of the
	d amount of all income for the 3 months before the
service of the financial affidavit, if not re	
	tements prepared for any purpose or used for any purpose
within the 12 months preceding the serv	
	sently own or owned an interest within the past 3 years.
1.7111 deeds to real estate in which I pres	only own or owned an interest within the past 5 years.

All promissory notes in which I present	tly own or owned an interest within the last 12 months.	
All present leases in which I own an in	terest.	
g. All periodic statements for the last 3 months for all checking accounts and for the last year for		
all savings accounts, money market fur	nds, certificates of deposit, etc.	
h. All brokerage account statements for	r the last 12 months.	
i. Most recent statement for any pension	on, profit sharing, deferred compensation, or retirement	
plan (for example, IRA, 401(k), 403(b)	, SEP, KEOGH, etc.) and summary plan description for	
any such plan in which I am a participa	ant or alternate payee.	
	ic statement, and the certificate for any group insurance	
for all life insurance policies insuring n		
	s covering either me or my spouse and/or our dependent	
child(ren).		
· · · · · · · · · · · · · · · · · · ·	returns for the last 3 tax years, in which I have an	
ownership or interest greater than or eq		
1 .	statements and other records showing my (our)	
<del></del>	g of this action and for the prior 3 months. All promissory	
notes on which I presently owe or owned within the past year. All lease agreements I presently		
owe.	ed within the past year. An lease agreements i presently	
	ts hatween the parties to this ease	
<ul><li>n. All premarital and marital agreements between the parties to this case.</li><li>o. If a modification proceeding, all written agreements entered into between the parties at any</li></ul>		
	time since the order to be modified was entered.	
p. All documents and tangible evidence relating to claims for special equity or nonmarital status		
of an asset or debt. q. Any court order directing that I pay or receive spousal support (alimony) or child support.		
q. Any court order directing that I pay of	or receive spousal support (alimony) or child support.	
delivered to the person(s) listed below on {date}	e only] ( ) mailed ( ) faxed and mailed ( ) hand	
with the mandatory disclosure requirements indicated with specificity, this disclosure is o	affirming under oath to the accuracy of my compliance of Fla. Fam. L. R. P. 12.285 and that, unless otherwise complete. I further understand that the punishment for aplete disclosure includes fines and/or imprisonment.	
Other party or his/her attorney:		
Name:		
Address:		
City, State, Zip:		
Fax Number:		
Dated:		
Dutou.		
	Signature of Party	
	Printed Name:	
	Address.	
	Address:City, State, Zip:	
	Telephone Number:	
STATE OF FLORIDA	Fax Number:	
COUNTY OF		
Sworn to or affirmed and signed before me on	by .	
Sworn to or arringly and signed before the on	υγ .	

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

#### WAIVER OF MANDATORY DISCLOSURE

#### **INSTRUCTIONS FOR USE**

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

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

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

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

## IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT, IN AND FOR $\_\_\_$ COUNTY, FLORIDA

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

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

## 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).

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 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, I Florida 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 12.912(b), NONMILITARY AFFIDAVIT

#### When should this form be used?

#### You should use this form when ALL of the following statements are true:

- The other person in your case has been served, whether by **personal service** or **constructive service**.
- The other person in your case has not responded to your petition.
- You are requesting that the court enter a **default** judgment against the other person.
- You **ABSOLUTELY KNOW FOR CERTAIN** that the other person is **NOT** in the military service.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a <u>notary public</u> or <u>deputy clerk</u>. You must <u>file</u> the original of this form with the <u>clerk of the circuit court</u> when you file your Motion for Default,  $\Box$  Florida Supreme Court Approved Family Law Form 12.922(a). You must also attach copies of all verifications of nonmilitary service that you received from each branch of the United States' military service. You should keep a copy for your records.

#### Special notes...

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	,
retuoner,	
and	
	_,
Respondent.	
NONMILI	TARY AFFIDAVIT
I, {full legal name}	, being sworn, certify that
the following information is true:	
[ $$ all that apply]	
1. I know of my own personal know	ledge that Respondent is not on active duty in the armed
services of the United States.	
2. There is a size defeated a surred a series	
<del>-</del>	es of the United States and the U.S. Public Health Service
certificates stating that Respondent is r	t is a member of the armed services and am attaching
_	affirming under oath to the truthfulness of the claims
	nent for knowingly making a false statement includes
fines and/or imprisonment.	
DATED:	
DATED.	Signature of Petitioner
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
STATE OF FLORIDA COUNTY OF	Fax Number:
	by
	NOMA DV. DUDLIG DEDVIZ CV. EDV.
	NOTARY PUBLIC or DEPUTY CLERK

	[Print, type, or stamp commissioned name of notary or clerk.]
Personally known	
Produced identification	
Type of identification produced	
IF A NONLAWYER HELPED YOU FILL OUT BLANKS BELOW: [ ≠ 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 petitioner, fill out this form.	

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORMS 12.922(a), MOTION FOR DEFAULT, and 12.922(b), DEFAULT

#### When should these forms be used?

If the other **party** has failed to **file** or **serve** any documents within 20 days after the date of service of your **petition**, you may ask the **clerk of the circuit court** to enter a **default** against him or her by filling out this form and filing it with the court. Generally, a default allows you to obtain an earlier **final hearing** to finish your case. Once the default is signed by the clerk, you can request a **trial** or final hearing in your case.

To obtain a default, you will need to complete **Motion for Default**,  $\square$  Florida Supreme Court Approved Family Law Form 12.922(a). You will then need to file your motion for default along with the **Default**,  $\square$  Florida Supreme Court Approved Family Law Form 12.922(b), so that the clerk can enter a default for you if your motion is proper.

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

#### What should I do next?

After the default has been entered, you must ask for a hearing, so that the <u>judge</u> can consider your petition. To do this, you must contact the clerk's office, <u>family law intake staff</u>, or <u>judicial assistant</u> to schedule a hearing and file a **Notice of Hearing (General)**,  $\square$  Florida Supreme Court Approved Family Law Form 12.923, with the clerk. A copy of the notice of hearing must be mailed or hand-delivered to each party in the case. **You must send a notice of final hearing to the defaulted party.** 

#### Where can I look for more information?

**Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms.** For further information, see rule 1.500, Florida Rules of Civil Procedure, concerning defaults and rule 1.140, Florida Rules of Civil Procedure, concerning the time within which a party can file an answer or other responsive pleading to a petition. See also rule 12.080, Florida Family Law Rules of Procedure.

#### Special notes...

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Cose No.
	Case No.:
Petitioner,	
and	
Respondent.	_,
MOTIO	N FOR DEFAULT
TO THE CLERK OF THE CIRCUIT COURT	Γ:
PLEASE ENTER A DEFAULT A	AGAINST RESPONDENT WHO HAS FAILED TO
RESPOND TO THE PETITION.	
* **	as [ $$ one only] ( ) mailed ( ) faxed and mailed ( ) hand $$
derivered to the person(s) listed below on {date	<i></i>
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
Dated:	
	Signature of Petitioner
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:Fax Number:
	rax inumber:
IF A NONLAWYER HELPED YOU FILE	L OUT THIS FORM, HE/SHE MUST FILL IN THI
BLANKS BELOW: [ \( \sigma \) fill in all blanks]	,
I, {full legal name and trade name of nonlaw	vyer}
a nonlawyer, located at {street}	, {city}
{state}, {phone}	, helped {name}
who is the petitioner, fill out this form.	<del>-</del> · · · ·

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	
	DEFAULT
A default is entered in this action aga paper as is required by law.	ainst Respondent for failure to serve or file a response or any
Dated:	
(27.17.)	CLERK OF THE CIRCUIT COURT
(SEAL)	By:
	Deputy Clerk
	was [ $$ one only] ( ) mailed ( ) faxed and mailed ( ) hand tete.
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:Fax Number:	
Tax I vallicer.	
Dated:	
	Signature of Petitioner
	Printed Name:
	Address:
	City, State, Zip: Telephone Number:
	Fax Number:
IF A NONLAWYER HELPED YOU FIT BLANKS BELOW: [ ≠n fill in all blanks]	LL OUT THIS FORM, HE/SHE MUST FILL IN THE
I, {full legal name and trade name of nonle	awyer}
a nonlawyer, located at {street}	
	, helped {name}
who is the petitioner, fill out this form.	

## 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 e Florida Bar and who performs specifically delegated e Florida Bar is responsible. Only persons who meet the, informed me that he/she is not egal.
by me in writing into the blanks on the form. {Nan form and may not complete the form for me. If u	t he/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 frame} in {language}	was read to me [fill in <b>both</b> blanks] by  uage}, which I understand.
Dated:	Signature of Party
	2-5
	Signature of <b>NONLAWYER</b>
	Printed Name:
	Name of Business:
	Address:
	Telephone Number:

## INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(e), CHILD SUPPORT GUIDELINES WORKSHEET

#### When should this form be used?

You should complete this worksheet if **child support** is being requested in your case. If you know the income of the other **party**, this worksheet should accompany your **financial affidavit**. If you do not know the other party's income, this form must be completed after the other party files his or her financial affidavit, and **serves** a copy on you.

This form should be typed or printed in black ink. You should file the original with the <u>clerk of the</u> <u>circuit court</u> in the county where your case is 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 section 61.30, Florida Statutes.

#### Special notes...

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

The chart below contains the guideline amounts that you should use when calculating child support. This amount is based on the number of children and the combined income of the parents, and it is divided between the parents in direct proportion to their income or earning capacity. From time to time, some of the amounts in the child support guidelines chart will change. Be sure you have the most recent version of the chart before using it.

Because the guidelines are based on monthly amounts, it may be necessary to convert some income and expense figures from other frequencies to monthly. You should do this as follows:

If payment is twice per month	Payment amount	×	2	=	Monthly amount
If payment is every two weeks	Payment amount Yearly amount	× ÷	26 12	= =	Yearly amount due <b>Monthly amount</b>
If payment is weekly	Weekly amount Yearly amount	× ÷	52 12	= =	Yearly amount due <b>Monthly amount</b>

If you or the other parent request that the court award an amount that is different than the guideline amount, you must also complete and attach a **Motion to Deviate from Child Support Guidelines**, **♥□** Florida Supreme Court Approved Family Law Form 12.943.

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 <b>must</b> 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.

#### CHILD SUPPORT GUIDELINES CHART

Combined Monthly						
Available	One	Two	Three	Four	Five	Six
Income	Child	Children	Children	Children	Children	Children
650.00	74	75	75	76	77	78
700.00	119	120	121	123	124	125
750.00	164	166	167	169	171	173
800.00	190	211	213	216	218	220
850.00	202	257	259	262	265	268
900.00	213	302	305	309	312	315
950.00	224	347	351	355	359	363
1000.00	235	365	397	402	406	410
1050.00	246	382	443	448	453	458
1100.00	258	400	489	495	500	505
1150.00	269	417	522	541	547	553
1200.00	280	435	544	588	594	600
1250.00	290	451	565	634	641	648
1300.00	300	467	584	659	688	695
1350.00	310	482	603	681	735	743
1400.00	320	498	623	702	765	790
1450.00	330	513	642	724	789	838
1500.00	340	529	662	746	813	869
1550.00	350	544	681	768	836	895
1600.00	360	560	701	790	860	920
1650.00	370	575	720	812	884	945
1700.00	380	591	740	833	907	971
1750.00	390	606	759	855	931	996
1800.00	400	622	779	877	955	1022
1850.00	410	638	798	900	979	1048
1900.00	421	654	818	923	1004	1074
1950.00	431	670	839	946	1029	1101
2000.00	442	686	859	968	1054	1128
2050.00	452	702	879	991	1079	1154
2100.00	463	718	899	1014	1104	1181
2150.00	473	734	919	1037	1129	1207
2200.00	484	751	940	1060	1154	1234
2250.00	494	767	960	1082	1179	1261
2300.00	505	783	980	1105	1204	1287
2350.00	515	799	1000	1128	1229	1314
2400.00	526	815	1020	1151	1254	1340
2450.00	536	831	1041	1174	1279	1367
2500.00	547	847	1061	1196	1304	1394
2550.00	557	864	1081	1219	1329	1420
2600.00	568	880	1101	1242	1354	1447
2650.00	578	896	1121	1265	1379	1477
2700.00	588	912	1141	1287	1403	1500
2750.00	597	927	1160	1308	1426	1500
2800.00	607	941	1178	1308	1448	1549
2850.00	616	956	1178	1349	1448	1573
2030.00	010	730	1171	1 J <del>1</del> 7	17/1	13/3

Combined Monthly						
Available	One	Two	Three	Four	Five	Six
Income	Child	Children	Children	Children	Children	Children
2900.00	626	971	1215	1370	1494	1598
2950.00	635	986	1234	1391	1517	1622
3000.00	644	1001	1252	1412	1540	1647
3050.00	654	1016	1271	1433	1563	1671
3100.00	663	1031	1289	1453	1586	1695
3150.00	673	1045	1308	1474	1608	1720
3200.00	682	1060	1327	1495	1631	1744
3250.00	691	1075	1345	1516	1654	1769
3300.00	701	1090	1364	1537	1677	1793
3350.00	710	1105	1382	1558	1700	1818
3400.00	720	1120	1401	1579	1723	1842
3450.00	729	1135	1419	1599	1745	1867
3500.00	738	1149	1438	1620	1768	1891
3550.00	748	1164	1456	1641	1791	1915
3600.00	757	1179	1475	1662	1814	1940
3650.00	767	1194	1493	1683	1837	1964
3700.00	776	1208	1503	1702	1857	1987
3750.00	784	1221	1520	1721	1878	2009
3800.00	793	1234	1536	1740	1899	2031
3850.00	802	1248	1553	1759	1920	2053
3900.00	811	1261	1570	1778	1940	2075
3950.00	819	1275	1587	1797	1961	2097
4000.00	828	1288	1603	1816	1982	2119
4050.00	837	1302	1620	1835	2002	2141
4100.00	846	1315	1637	1854	2023	2163
4150.00	854	1329	1654	1873	2044	2185
4200.00	863	1342	1670	1892	2064	2207
4250.00	872	1355	1687	1911	2085	2229
4300.00	881	1369	1704	1930	2106	2251
4350.00	889	1382	1721	1949	2127	2273
4400.00	898	1396	1737	1968	2147	2295
4450.00	907	1409	1754	1987	2168	2317
4500.00	916	1423	1771	2006	2189	2339
4550.00	924	1436	1788	2024	2209	2361
4600.00	933	1450	1804	2043	2230	2384
4650.00	942	1463	1821	2062	2251	2406
4700.00	951	1477	1838	2081	2271	2428
4750.00	959	1490	1855	2100	2292	2450
4800.00	968	1503	1871	2119	2313	2472
4850.00	977	1517	1888	2138	2334	2494
4900.00	986	1530	1905	2157	2354	2516
4950.00	993	1542	1927	2174	2372	2535
5000.00	1000	1551	1939	2188	2387	2551
5050.00	1006	1561	1952	2202	2402	2567
5100.00	1013	1571	1964	2215	2417	2583
5150.00	1019	1580	1976	2229	2432	2599
5200.00	1025	1590	1988	2243	2447	2615

Combined Monthly						
Available	One	Two	Three	Four	Five	Six
Income	Child	Children	Children	Children	Children	Children
meome	Cilita	Cilitaren	Cilitaren	Cilitaren	Cilitaren	Cimaren
5250.00	1032	1599	2000	2256	2462	2631
5300.00	1038	1609	2012	2270	2477	2647
5350.00	1045	1619	2024	2283	2492	2663
5400.00	1051	1628	2037	2297	2507	2679
5450.00	1057	1638	2049	2311	2522	2695
5500.00	1064	1647	2061	2324	2537	2711
5550.00	1070	1657	2073	2338	2552	2727
5600.00	1077	1667	2085	2352	2567	2743
5650.00	1083	1676	2097	2365	2582	2759
5700.00	1089	1686	2109	2379	2597	2775
5750.00	1096	1695	2122	2393	2612	2791
5800.00	1102	1705	2134	2406	2627	2807
5850.00	1107	1713	2144	2418	2639	2820
5900.00	1111	1721	2155	2429	2651	2833
5950.00	1116	1729	2165	2440	2663	2847
6000.00	1121	1737	2175	2451	2676	2860
6050.00	1126	1746	2175	2462	2688	2874
6100.00	1131	1754	2196	2473	2700	2887
6150.00	1136	1762	2206	2484	2712	2900
6200.00	1130	1770	2216	2495	2724	2900
6250.00	1141	1778	2227	2506	2724	2914
6300.00	1143	1786	2237	2517	2749	2941
6350.00	1150	1795	2247	2529	2749	2954
6400.00	1160	1803	2258	2540	2773	2934
6450.00	1165	1811	2258	2551	2775	2981
6500.00	1170	1819	2278	2562	2783	2994
6550.00				2573		
	1175	1827 1835	2288		2810	3008
6600.00	1179		2299 2309	2584	2822	3021
6650.00	1184	1843		2595	2834	3034
6700.00	1189	1850	2317	2604	2845	3045
6750.00	1193	1856	2325	2613	2854	3055
6800.00	1196	1862	2332	2621	2863	3064
6850.00	1200	1868	2340	2630	2872	3074
6900.00	1204	1873	2347	2639	2882	3084
6950.00	1208	1879	2355	2647	2891	3094
7000.00	1212	1885	2362	2656	2900	3103
7050.00	1216	1891	2370	2664	2909	3113
7100.00	1220	1897	2378	2673	2919	3123
7150.00	1224	1903	2385	2681	2928	3133
7200.00	1228	1909	2393	2690	2937	3142
7250.00	1232	1915	2400	2698	2946	3152
7300.00	1235	1921	2408	2707	2956	3162
7350.00	1239	1927	2415	2716	2965	3172
7400.00	1243	1933	2423	2724	2974	3181
7450.00	1247	1939	2430	2733	2983	3191
7500.00	1251	1945	2438	2741	2993	3201
7550.00	1255	1951	2446	2750	3002	3211

Combined Monthly		<b></b>	TO STATE OF THE ST		T.	g:
Available	One	Two	Three	Four	Five	Six
Income	Child	Children	Children	Children	Children	Children
7600.00	1259	1957	2453	2758	3011	3220
7650.00	1263	1963	2461	2767	3020	3230
7700.00	1267	1969	2468	2775	3030	3240
7750.00	1207	1975	2476	2784	3039	3250
7800.00	1271	1981	2483	2792	3048	3259
7850.00	1274	1987	2491	2801	3048	3269
7900.00	1278	1992	2491	2810	3067	3279
7950.00	1282	1998	2506	2818	3076	3289
8000.00	1290	2004	2513	2827	3076	3298
8050.00	1290	2010	2521	2835	3094	3308
8100.00	1294	2016	2529	2844	3104	3318
	1302	2016	2529 2536	2852		3318
8150.00					3113	
8200.00	1306	2028	2544	2861	3122	3337
8250.00	1310	2034	2551	2869	3131	3347
8300.00	1313	2040 2046	2559	2878 2887	3141	3357
8350.00	1317		2566 2574		3150	3367
8400.00	1321	2052	2574	2895	3159	3376
8450.00	1325	2058	2581	2904	3168	3386
8500.00	1329	2064	2589	2912	3178	3396
8550.00	1333	2070	2597	2921	3187	3406
8600.00	1337	2076	2604	2929	3196	3415
8650.00	1341	2082	2612	2938	3205	3425
8700.00	1345	2088	2619	2946	3215	3435
8750.00	1349	2094	2627	2955	3224	3445
8800.00	1352	2100	2634	2963	3233	3454
8850.00	1356	2106	2642	2972	3242	3464
8900.00	1360	2111	2649	2981	3252	3474
8950.00	1364	2117	2657	2989	3261	3484
9000.00	1368	2123	2664	2998	3270	3493
9050.00	1372	2129	2672	3006	3279	3503
9100.00	1376	2135	2680	3015	3289	3513
9150.00	1380	2141	2687	3023	3298	3523
9200.00	1384	2147	2695	3032	3307	3532
9250.00	1388	2153	2702	3040	3316	3542
9300.00	1391	2159	2710	3049	3326	3552
9350.00	1395	2165	2717	3058	3335	3562
9400.00	1399	2171	2725	3066	3344	3571
9450.00	1403	2177	2732	3075	3353	3581
9500.00	1407	2183	2740	3083	3363	3591
9550.00	1411	2189	2748	3092	3372	3601
9600.00	1415	2195	2755	3100	3381	3610
9650.00	1419	2201	2763	3109	3390	3620
9700.00	1422	2206	2767	3115	3396	3628
9750.00	1425	2210	2772	3121	3402	3634
9800.00	1427	2213	2776	3126	3408	3641
9850.00	1430	2217	2781	3132	3414	3647
9900.00	1432	2221	2786	3137	3420	3653

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
9950.00	1435	2225	2791	3143	3426	3659
10000.00	1437	2228	2795	3148	3432	3666

IN THE CIRCUIT COURT OF THE _		JUDICIAL CIRCUIT,
IN THE CIRCUIT COURT OF THE _ IN AND FOR		COUNTY, FLORIDA
	G M	
	Case No.: _	
	Division.	
Petitioner,		
and		
Respondent.		
•		
NOTICE OF FILING CHILD	SUPPORT G	UIDELINES WORKSHEET
PLEASE TAKE NOTICE, that {name	}	, is filing his/her
Child Support Guidelines Worksheet attached	and labeled Ex	hibit 1.
<u>CERTIFI</u>	CATE OF SE	RVICE
I certify that a copy of this Notice of F	Filing with the	Child Support Guidelines Worksheet was
[ $$ one only]( ) mailed( ) faxed and maile	d ( ) hand de	livered to the person(s) listed below on
{date}		
Other party or his/her attorney:		
Name:		
Address:		
City, State, Zip:		
Fax Number:		
Date:		
	Signature of Printed Name:	Party
	· · · · · · · · · · · · · · · · · · ·	
	City, State, Zip	: <u></u>
		nber:
	Fax Number:	

CHILD SUPPORT GUIDELINES WORKSHEET							
	A. FATHER	<b>B.</b> MOTHER	TOTAL				
1. Present Net Monthly Income Enter the amount from line number 27, Section I of S□ Florida Family Law Rules of Procedure Form 12.902(b) or (c), Financial Affidavit.							
2. Basic Monthly Obligation  There is (are) [number] minor child(ren) common to the parties. Using the total amount from line 1, enter the appropriate amount from the child support guidelines chart.							
3. Percent of Financial Responsibility Divide the amount on line 1A by the total amount on line 1 to get Father's percentage financial responsibility. Enter answer on line 3A. Divide the amount on line 1B by the total amount on line 1 to get Mother's percentage financial responsibility. Enter answer on line 3B.	.%	. %					
4. Share of Basic Monthly Obligation  Multiply the number on line 2 by the percentage on line 3A to get Father's share of basic obligation.  Enter answer on line 4A.  Multiply the number on line 2 by the percentage on line 3B to get Mother's share of basic obligation. Enter answer on line 4B.							
Additional Support — Health Insu	rance, Child Car	e & Other					
<b>5a.</b> 75% of Monthly Child Care Costs [Child care costs should not exceed the level required to provide quality care from a licensed source for the child(ren). See section 61.30(7), Fla. Stat. for more information.]							
<b>5b.</b> Total Monthly Child(ren)'s Health Insurance Cost [This is only amounts actually paid for health insurance on the child(ren).]							
<b>5c.</b> Total Monthly Child(ren)'s Noncovered Medical, Dental and Prescription Medication Costs							
<b>5d.</b> Total Monthly Child Care & Health Costs [Add lines 5a+5b+5c]							
6. Additional Support Payments  Multiply the number on line 5d by the percentage on line 3A to determine the Father's share.  Enter answer on line 6A.  Multiply the number on line 5d by the percentage on line 3B to determine the Mother's share.  Enter answer on line 6B.							
Statutory Adjustme	nts/Credits						
7a. Monthly child care payments actually made			$\Diamond \Diamond $				
<b>7b.</b> Monthly health insurance payments actually made			$\times\!\!\times\!\!\times\!\!\times\!\!\times$				
<b>7c.</b> Other payments/credits actually made for any noncovered medical, dental and prescription medication expenses of the child(ren) not ordered to be separately paid on a percentage basis. [See § 61.30 (8), Florida Statutes]							
8. Total Support Payments actually made [Add 7a through 7c]			$\times\!\!\times\!\!\times\!\!\times\!\!\times$				
9. MINIMUM CHILD SUPPORT OBLIGATION FOR EACH PARENT [Line 4 plus line 6; minus line 8]							
Substantial Shared Parenting (GROSS UP METHOD) If the percent of the overnights in the year (146 overnights							
10. Basic Monthly Obligation x 150% [Multiply line 2by 1.5]							

CHILD SUPPORT GUIDELINES WORKSHEET								
	A. FATHER	B. MOTHER	TOTAL					
11. Increased Basic Obligation for each parent Multiply the number on line 10 by the percentage on line 3A to determine the Father's share. Enter answer on line 11A. Multiply the number on line 10 by the percentage on line 3B to determine the Mother's share. Enter answer on line 11B.								
12. Percentage of overnight stays with each parent  The child(ren) spend(s) overnight stays with the father each year. Using the number on the above line, multiply it by 100 and divide by 365. Enter this number on line 12A.  The child(ren) spend(s) overnight stays with the mother each year. Using the number on the above line, multiply it by 100 and divide by 365. Enter this number on line 12B.	%	%						
13. Parent's support multiplied by other Parent's percentage of overnights [Multiply line 11A by line 12B. Enter this number in 13A. Multiply line 11B by line 12A. Enter this number in 13B.]								
Additional Support — Health Insu	rance, Child Car	e & Other						
14a. Total Monthly Child Care Costs [Child care costs should not exceed the level required to provide quality care from a licensed source for the child(ren). See section 61.30(7), Fla. Stat. for more information.]								
14b. Total Monthly Child(ren)'s Health Insurance Cost [This is only amounts actually paid for health insurance on the child(ren).]								
14c. Total Monthly Child(ren)'s Noncovered Medical, Dental and Prescription Medication Costs								
<b>14d.</b> Total Monthly Child Care & Health Costs [Add lines 14a+14b+14c]	>>>>>	$\ggg$						
15. Additional Support Payments Multiply the number on line 14d by the percentage on line 3A to determine the Father's share. Enter answer on line 15A. Multiply the number on line 14d by the percentage on line 3B to determine the Mother's share. Enter answer on line 15B.								
Statutory Adjustme	ents/Credits							
16a. Monthly child care payments actually made								
<b>16b.</b> Monthly health insurance payments actually made			$\times\!\!\times\!\!\times\!\!\times$					
<b>16c.</b> Other payments/credits actually made for any noncovered medical, dental and prescription medication expenses of the child(ren) not ordered to be separately paid on a percentage basis. [See § 61.30 (8), Florida Statutes]								
17. Total Support Payments actually made [Add 16a through 16c]								
18. Total Additional Support Transfer Amount [Line 15 minus line 17; Enter any negative number as zero]								
19. Total Child Support Owed from Father to Mother [Add line 13A+18A]								
<b>20.</b> Total Child Support Owed from Mother to Father [Add line 13B+18B]								
<b>21.</b> Actual Child Support to Be Paid. [Comparing lines 19 and 20, Subtract the smaller amount owed from the larger amount owed and enter the result in the column for the parent that owes the larger amount of support]	\$or-	- \$						

<b>ADJUSTMENTS TO GUIDELINES AMOUNT.</b> If you or the other parent is requesting the Court to award a child support amount that is more or less than the child support guidelines, you must complete and file Motion to Deviate from Child Support Guidelines, $\square$ Florida Supreme Court Approved Family Law Form 12.943. $\lceil  $ one only $\rceil$
a. <b>Deviation from the guidelines amount is requested.</b> The Motion to Deviate from Child Support Guidelines,
Florida Supreme Court Approved Family Law Form 12.943, is attached.
b. <b>Deviation from the guidelines amount is NOT requested.</b> The Motion to Deviate from Child Support
Guidelines, Sa Florida Supreme Court Approved Family Law Form 12.943, is not attached.
IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:  [
I, {full legal name and trade name of nonlawyer},
a nonlawyer, located at {street}
who is the [ \( \sqrt{\text{ one} only} \) petitioner $\overline{\text{or}}$ respondent, fill out this form.

### INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.924, NOTICE FOR TRIAL

#### When should this form be used?

Generally, the court will have <u>trials</u> (or <u>final hearings</u>) on contested cases. This form is to be used to notify the court that your case is ready to be set for trial. Before setting your case for trial, certain requirements such as completing <u>mandatory disclosure</u> and <u>filing</u> certain papers and having them <u>served</u> on the other <u>party</u> must be met. These requirements vary depending on the type of case and the procedures in your particular circuit. In some circuits you must complete <u>mediation</u> or a <u>parenting course</u> before you can set a final hearing by using a **Notice of Hearing (General)**,  $\square$  Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form. Other circuits may require that you set the trial using an **Order Setting Trial**. Contact the <u>clerk of the circuit court</u>, <u>family law intake staff</u>, or <u>judicial assistant</u> to determine how the <u>judge</u> assigned to your case sets trials. For further information, you should refer to the instructions for the type of form you are filing.

This form should be typed or printed in black ink. After completing this form, you should <u>file</u> the original with the clerk of the circuit court in the county where your case is 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.

#### Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see rule 12.440, Florida Family Law Rules of Procedure.

#### Special notes...

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, family law intake staff, or judicial assistant 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.

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Cose No.
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	
NOT	ICE FOR TRIAL
	Law Rules of Procedure, the party signing below states that mated time needed for the parties to present their cases is:
	was [ $$ one only] ( ) mailed ( ) faxed and mailed ( ) hand $$
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
Dated:	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
	L OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [ \( \sigma \) fill in all blanks]	
1, full legal name and trade name of nonlav	wyer}
state   Inhone	
who is the [ $$ one only] petitioner or	respondent fill out this form
who is the [ v one only] petitioner of	respondent, im out uns ioin.

## 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.

IN THE CIRCUIT COURT OF THE		JUDICIAL CIRCU	ĺΤ,
IN AND FOR			
	Pof No.		
	IICN:		
	Division:		
Petitioner,			
and			
Respondent.			
NOTICE OF HEA	ARING (GENERA)	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 co	ourt:
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	to you, to the p	orovision of certain assista notice/order)	nce.
Rights Office, 400 S. Ft. Harrison Ave., 4062(V/TDD).	Ste. 300, Clear	please contact the Hurrwater, FL 33756, (727)	
If you are represented by an attorney or plan	ı to retain an attorne	ey for this matter, you should n	otify

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 [	<b>√ one</b> only] (	) mailed (	) faxed and mailed (	) hanc
delivered to the person(s) listed below on {da	ute}			
Other party or his/her attorney:				
Name:				
Address:				
City, State, Zip:				
Fax Number:				
Dated:				
	Signature of 1			
	Printed Name: _			
	Address:			
	City, State, Zip:			
	Telephone Num	iber:		
	Fax Number:			
IF A NONLAWYER HELPED YOU FII		FORM HI	F/CHE MUST FILL I	N THE
BLANKS BELOW: [ 🚈 fill in all blanks]	LL OUT THIS	rokwi, ili	E/SIIE WIOSI FILL I	11 1111
	varl			
I, {full legal name and trade name of nonlawy a nonlawyer, located at {street}	yerr			
a nomaw voi. nocatou at 1811'eet/	· ,	Scitul		
{state}, {phone}		, {city} _		