

**CASE PROGRESSION CHECKLIST
OTHER ORIGINAL PETITIONS**

This checklist has been prepared to assist you with the necessary procedure for bringing your case to a final hearing. This checklist lists the minimum requirements and 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 the necessary steps noted below are followed would reduce procedural difficulties and time delays.

1. Initial filing

A. Required forms

Supplemental Petition (check one):

- Supplemental Petition to Modify Parental Responsibility, Visitation or Parenting Plan/Time-Sharing 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)
- Supplemental Petition to Establish Parenting Plan (with Time-Sharing Scheduled) in a case to which The Florida Department of Revenue (DOR) is a Party – Local Form

B. Forms filed with Supplemental Petitions (not all forms are required for all case types):

- Civil Cover Sheet (local requirement)
- Uniform Child Custody Jurisdiction and Enforcement Affidavit (UCCJEA) - Form 12.902(d) (if applicable)
- Notice of Social Security Number - Form 12.902(j)
- Notice of Related Cases – Form 12.900(h)
- Supplemental Information Regarding Parties (local requirement)
- Financial Affidavit – Form 12.902(b) or 12.902(c) **OR** both Notice of Joint Verified Waiver of filing Financial Affidavit – Form 12.902(k) and Affidavit of Income for Child Support – Form 12.902(l) (if applicable).

- Certificate of Compliance of Mandatory Disclosure – Form 12.932 (this must be filed within 45 days of service of the Petition on the Respondent if not filed at the time of the Petition OR Waiver of Mandatory Disclosure signed by both parties).
- An appropriate Parenting Plan – Forms 12.995(a), 12.995(b), or 12.995(c) (if applicable).
- Child Support Guidelines Worksheet – Form 12.902(e) or you may find an electronic version at <https://floridachildsupportcalculator.com/> (if you do not know your spouse’s income, you may file this after his or her financial affidavit has been served to you (if applicable)).
- Designation of Email Address for a Party not Represented by an Attorney – Form 2.602
- Disclosure from Non-Lawyer (This form is used when someone other than a Lawyer or Paralegal assists you with completing your documents).

B. Required Fees

- Filing fee paid or waiver granted by the Clerk of Court
- Fees for Process Server paid directly to process server. The cost for service is set by the Process Server. The filing party must obtain service procedures, including fees, from the Process Server. A complete list of Pinellas County process servers may be obtained online at www.MyPinellasClerk.org

II. Service of Process

- Summons: Personal service on an individual – Form 12.910(a)
- Process Service Memorandum – Form 12.910(b)
- Summons returned “served” and filed by the Clerk – Form 12.910(a)
After 20 days have passed from the day the Respondent was served, check to see if the Respondent has filed an Answer or any other paperwork within the 20 day period.
- Summons returned “not served” and filed by the Clerk – Form 12.910(a)
- Request that the Clerk issue an alias summons, if address known.
(if proper service is not obtained, the Court cannot hear your case)
- Constructive Service (also known as service by Publication or Posting. This can be used only if you do not know where the other party is. This can be a very complicated area of the law.

- Affidavit of Diligent Search and Inquiry – Form 12.913(b). This form must be fully completely, check all that apply.
- Notice of Action for Family cases with Minor Child(ren) - Form 12.913(a)(2)

If constructive service is used, other than granting a dissolution, the Court may grant only limited relief. This is a complicated area of the law and you may wish to consult with an attorney before using constructive service.

A. Default

- Respondent failed to answer or file any paper after service.
- Motion for Default filed with the Clerk – Form 12.922(a) (no sooner than 20 days after date of service.
- Affidavit of Military Service – Form 12.912(b)
- Default entered by Clerk – Form 12.922(b)
- If the Respondent file a form, but not an answer, you will need to motion the Court to enter a Default and set a hearing on your motion.

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

III. SETTING A HEARING

After an Answer is filed or the Clerk enters a Default:

Call the Family Law office to request a review of your case to see whether or not it is ready for a hearing (727)582-7200. Your court case will be checked for completeness (if the other party filed a counter-petition, you are required to file an answer to it). If it is ready for hearing the Family Law office will pass it on to the General Magistrate’s office and/or Child Support Hearing Officer’s office for scheduling and you will receive a notice of hearing from their office.

Any delays in filing requested items may delay the scheduling of your hearing.

Please make arrangements for child care. Children are not allowed to attend (in person or via Zoom) without prior order per Fla.Fam.L.R.P. 12.407.