

Family Law Forms

Package 7(c) - Request for Change of Name, FAMILY

What this package contains:
☐ Petition to request a court order to change the name of an entire family.
☐ UCCJEA Affidavit, consent form, forms to obtain personal service.
☐ Final judgment form.
How this package may be used:
☐ To request a legal change of name of all family members.
To request a regar change of hame of an family members.
How this package may NOT be used:
☐ To change the name of an individual adult or minor child.
☐ In place of a paternity or adoption action, concerning the minor children.

LAST UPDATE 7-2006

Forms For Use With

Request For Change Of Name (Family) – 7(c)

Index

Information:

- Appendix General Information for Pro Se Litigants
- Address and telephone number list

Form No. Name of Form

FFLF 12.900(a) Disclosure From Nonlawyer

FFLF-L Civil Cover Sheet

FFLF 12.982(f) **Petition for Change of Name (Family)**

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

(UCCJEA) Affidavit

*FINGERPRINTS on a FINGERPRINT CARD taken by a law enforcement agency for each child must be filed with the petition for name change, except where a former name is being restored.

Service of Process:

FFLF 12.910(b) Process Service Memorandum*

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

* If you have obtained consent from all parties, personal service is

not necessary.

Default:

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

FFLF 12.922(b) **Default**

Final Judgment:

FFLF 12.982(g) Final Judgment of Change of Name (Family)

Miscellaneous Forms:

FFLF 12.982(d) Consent for Change of Name (Minor Child)

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 REQUEST FOR CHANGE OF NAME (Family)

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.

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- A. PETITION for (check one).
 - Petition for Change of Name (Family) Form 12.982(f).
 - Other local form original petition: ______
- B. Required forms filed with initial petition:
 - UCCJEA Affidavit Form 12.902(d), is required in most matters involving children, including request for the name change of a minor child. This form is not required if your petition only covers alimony.
 - Non-military Affidavit Form 12.912(b). This form is required only for obtaining a default on petitions that have been personally or constructively served, not required with any joint form.
 - Summons: Personal Service on an Individual Form 12.910(a). Not required if both parties have signed and filed a joint petition, if the other party has signed a consent, or in an adult name change case.
 - Process Service Memorandum Form 12.910(b). If filing for grandparent visitation, both natural or adopted parents must be individually personally served with the petition. This is true even if your son or daughter resides with you.

Service is not required in the following situations:

- a) if both parties have signed and filed a joint petition.
- b) when filing an Adult Name Change.
- c) when filing a minor name change case if the other parent has signed a consent.

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.**

OR:

- Consent for Change of Name (Minor Child(ren)) Form 12.982(d). Signed by other parent and notarized.
- Fingerprint Card. For Name Change Only. Fingerprints are to be taken by a law enforcement agency.

C. Required fees.

- Filing fee paid or fee waiver (Affidavit of Indigence) granted by Court.
- Fees paid for process service by Pinellas County Sheriff, or fees waiver (Affidavit of Indigence) granted.

D. 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 Magistrate 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).

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. If you are filing grandparent visitation you need this document on each parent.
- After 20 days have passed from the day Respondent was served, check to see whether Respondent(s) 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 (2nd attempt at service) or Pluries (3rd or more attempt at service) service to be processed by the clerk of court.
- ² Complete Summons: Personal Service on an Individual-form 12.910(a).
- ² 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.
- ² 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.

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. If you are filing a grandparent visitation case you will complete this section for each parent that didn't respond in writing.

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

III. 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.
- ² 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 www.jud6.org (Representing yourself in court section) for free. You will need the free acrobat reader (available from www.adobe.com) 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.

IV. FINAL HEARING:

- A. Make arrangements for child care if applicable. Children not allowed to attend without prior Order, per Fla. Fam. L. R. P. 12.403.
- B. Bring to 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.
 - ² Driver's License, Florida Identification Card or Voter's Identification card.
 - <u>Certified copies</u> 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.

- 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 <u>both parties appeared</u>, 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.

"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., 5th 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 T	THE	_(1)JUDICIAL CIRCUIT,
IN AND FOR	(2)	COUNTY, FLORIDA
		Case No.:(3)
		Division: (4)
,		
Petitioner,		

and	
(6)	
Respondent.	
the case is filed. You should type or print Line 4 The clerk of the court can tell you the nar should type or print it here. Divisions va in the civil division, the family division, Line 5 Type or print the legal name of the person petitioner because he/she is the one who	ding, the Clerk of the Court will assign a case number after at this case number on all papers you file in this case. The division in which your case is being filed, and you ry from court to court. For example, your case may be filed or the juvenile division. In who originally filed the case on line 5. This person is the
	firming under oath to the truthfulness of the claims made nowingly making a false statement includes fines and/or
Dated:(1)	
	(2) Signature of Petitioner
	Signature of Petitioner
	Printed Name:(3)
	Address:(4) City, State, Zip:(5) Telephone Number:(6)
	City, State, Zip:(5)
	Fax Number:(0)
	1 ax ivumoci(/)
public or deputy clerk (employee of the clerk of valid photo identification unless the notary known	nessed. You must sign the form in the presence of a <u>notary</u> the court's office). When signing the form, you must have a ws you personally. You should completely fill in all lines (1 f applicable. Line 2, the signature line, must be signed in <u>erk</u> .
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
D 11.1	clerk.]
Personally known	
Produced identification Type of identification produced	
Type of identification produced	
DO NOT SIGN OR FILL IN THIS PART O by the notary public who is witnessing your sign	F ANY FORM . This section of the form is to be completed ature.
IF A NONLAWYER HELPED YOU FILL	OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [# fill in all blanks]	
I, full legal name and trade name of nonlawyer,	<i>(</i> 1)

a nonlawy	er, located	at {street}		(2)	, {city}	(3)	
{state}	(4)	, {phone}	(5)		, helped {name}_	(6)	,
who is the	petitioner.	, 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 http://www.flcourts.org/courts/supct.

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.

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	7	
Responden	t.	
NOTICE (OF RELATED CASES	
I, (full legal name)	, certify the	e following:
☐ I am aware of the following case(s) which are or r	nay be related to the curren	at 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 0 0	
(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 { }	UIFSA { } Juvenile Dependency CINS/FINS
How are the cases related? { }Same Parties { } One Pa	arty 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	arty 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 \ { } Other Petition:	Violence Injunction { }	
How are the cases related? { } Same Parties { } One Pa		{ } Same Children
{ }Same Issues [\(\sqrt{any that apply.} \)		

☐ I believe assignment of the cases to one judge or a an efficient determination of the actions.	another method of coordination will conserve judicial resources and promote
	another method of coordination will <u>not</u> conserve judicial resources nor ause
•	ed cases: (Note: Out-of-county cases cannot be coordinated.)
I UNDERSTAND THAT THE CIRCUIT TO COORDINATE FILED CASES.	COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW
I UNDERSTAND THAT I HAVE A CON THIS OR ANY OTHER STATE THAT COULD	TINUING DUTY TO INFORM THE COURT OF ANY CASES IN AFFECT THE CURRENT CASE.
	ASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY STERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN
	one only]: I mailed I faxed and mailed ow on {date}
Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:	
☐ Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:	
Dated:	Signature of Party:

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the <u>petitioner</u> in a family case to file with the court a <u>notice of related cases</u>, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instructions for the Sixth Judicial Circuit Local Family Law Form, Notice of Related Cases, Pasco County 8/06

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. You must do this and show the date that you did it.

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

In West Pasco:	, Unified
Family Court, Administrative Offi	ice of the Courts,
West Pasco Judicial Center, 7530	Little Road, New
Port Richey, FL, 34654	
Fax:	
In East Pasco:	, Unified
Family Court, Administrative Offi	ice of the Courts,
West Pasco Judicial Center, 38053	Live Oak Avenue,
Dade City, FL, 33525	
Fax:	

What should I do next?

Each party, whether the <u>petitioner</u> or the <u>respondent</u> has a continuing duty to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA, IN AND FOR PASCO COUNTY FAMILY LAW DIVISION

UCN: 51-200	Pasco Case No.:	Division:
Petitioner,		
and		
Respondent	•	
NOTICE O	F RELATED CASES	
I, {full legal name}	, certify the following	:
☐ I am aware of the following case(s) which are or m	nay be related to the current case abov	e:
(Attach additional sheets as necessary.)		
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V: { } Other Petition:		
How are the cases related? { }Same Parties { } One Parties { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S.	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V: { } Other Petition:		
How are the cases related? { }Same Parties { } One Par { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S		
(e.g., Smith v. Jones; In Re: the matter of R. S.	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic Vi { } Other Petition:	{ } Child Support { } UIFSA { iolence Injunction { } CINS/FINS	{ } Juvenile Dependency
How are the cases related? { }Same Parties { } One Parties { }Same Issues	ty the Same:	{ } Same Children

[√any	aat apply.]	
	eve assignment of the cases to one judge or another method of coordination will conserve judicial resources and prent determination of the actions.	omote
	eve assignment of the cases to one judge or another method of coordination will <u>not</u> conserve judicial resources no an efficient determination of the actions because	
□ I red	nest 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 HEDRINATE FILED CASES. I UNDERSTAND THAT I HAVE A CONTINUING DUTY TO INFORM THE COURT OF ANY CASE IN R ANY OTHER STATE THAT COULD AFFECT THE CURRENT CASE. THIS FORM SHALL BE USED FOR CASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALE LERK OF CIRCUIT COURT IF IT IS DETERMINED CONFIDENTIAL INFORMATION IS INCLUDED DRM. 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:	i D BY
	Other party or his/her attorney: Name:	
	Address:	
	City, State, Zip:	
	Fax Number:	
Dated:	Signature of Party:	

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax:

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- · adoption,
- · name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

In West Pasco:	, Unified
Family Court, Administrative Office of	of the Courts,
West Pasco Judicial Center, 7530 Litt	le Road, New
Port Richey, FL, 34654	
Fax:	
In East Pasco:	, Unified
Family Court, Administrative Office of	 /
West Pasco Judicial Center, 38053 Liv	,
Dade City, FL, 33525	ŕ
Fax:	

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 <u>default</u> 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**, \square 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...

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

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	- 2
and	
Respondent.	ightarrow
NONMIL	ITARY 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	rledge that Respondent is not on active duty in the armed
services of the United States.	
2. I have inquired of the armed service	es of the United States and the U.S. Public Health Service
to determine whether the Responder certificates stating that Respondent is a	nt is a member of the armed services and am attaching not now in the armed services.
I understand that I am swearing or	affirming under oath to the truthfulness of the claims
	nent for knowingly making a false statement includes
fines and/or imprisonment.	
DATED:	G: CD CC
	Signature of Petitioner
	Printed Name:Address:
	City, State, Zip:
	Telephone Number:
STATE OF FLORIDA	Fax Number:
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? BLANKS BELOW: [← fill in all blanks] I, {full legal name and trade name of nonlawyer} _	
a nonlawyer, located at {street}	, {city},
{state}	, 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, COUNTY, FLORIDA
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division.
Petitioner,	
and	
Respondent.	
DISCLOSURE I	FROM NONLAWYER
	the that he/she is a nonlawyer and may not give legal es 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 help has been been been been been been been bee
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 both blanks] by uage}, which I understand.
Dated:	Signature of Party
	Signature of Larry
	Signature of NONLAWYER Printed Name:
	Name of Business:
	Address:
	Telephone Number:

CIRCUIT/COUNTY COURT, PINELLAS COUNTY, FLORIDA CIVIL DIVISION

CIVIL COVER SHEET

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

Defendant	UCN:	RefUCN:		
II. TYPE OF CASE (PI most definitive.	ace an X in one box only. If the case fits	more than one type of case, select the		
Domestic Relations	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		
☐ Support – Non IV-D		☐ Eminent Domain		
☐ URESA - IV-D		Other		
☐ URESA – Non IV-D				
☐ Domestic Violence				
☐ Other Domestic Relations				
	Specific Case Type			
	☐ (per Administrative order 86-44			
HI I- I Tri-ID	S149			
III. Is Jury Trial Demanded in € Yes □ No	Complaint?			
DATE:	SIGNATURE OF A PARTY INITIATIN	SIGNATURE OF ATTORNEY FOR PARTY INITIATING ACTION:		
ATTORNEY'S SPN NUMBER				

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(f), PETITION FOR CHANGE OF NAME (FAMILY)

When should this form be used?

This form should be used when a family wants the court to change its name. This form is **not** to be used in connection with a divorce, **paternity**, or adoption action. If you want a change of name because of a **dissolution of marriage**, paternity, or adoption action that is not yet final, the change of name should be done as part of that case.

This form should be typed or printed in black ink. The petition should only be completed for one adult. If you wish to change the name(s) of another adult and/or child(ren), you should complete and file a Supplemental Form for Petition for Change of Name (Family) for each additional family member and file the supplemental form(s) as an attachment to the petition. **Be sure that the bottom of each child's supplemental form is initialed.** A copy of the fingerprints of each family member who is petitioning to have his or her name changed, taken by a law enforcement agency, must be attached to the petition. There may be a charge for the fingerprinting which you will have to pay. After completing this form, it should be signed before a **notary public** or **deputy clerk**. You should then **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records.

What should I do next?

If any of the children for whom you are requesting this change of name are not the legal children of both adults filing this petition, you must obtain the consent of the legal parent(s). A parent not named as a **petitioner** in this action may consent by submitting a **Consent for Change of Name (Minor Child(ren))**,
Thorida Supreme Court Approved Family Law Form 12.982(d).

If the other parent does not consent to the change of name, you may still have a <u>hearing</u> on the <u>petition</u> if you have properly notified the other parent about your petition and the hearing. If you know where he or she lives, you must use <u>personal service</u>. If you absolutely do not know where he or she lives, you may use <u>constructive service</u>. For more information about personal and constructive service, you should refer the "General Instructions for Self-Represented Litigants" found at the beginning of these forms and the instructions to Supreme Court Approved Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Indicate the supreme Court Approved Family Law Form 12.913(a). The law on constructive service is very complex and you may wish to consult an attorney regarding constructive service.

Next, you must obtain a **final hearing** date for the court to consider your request. You should ask the clerk of court, **family law intake staff**, or **judicial assistant** about the local procedure for setting a hearing. You may be required to attend the hearing. Included in these forms is a **Final Judgment of Change of Name** (**Family**), **\sum \supersquare 1** Florida Supreme Court Approved Family Law Form 12.982(g), which may be used when a judge grants a change of name for a family. If you attend the hearing, you should take the **final judgment** form with you. You should complete the top part of this form, including the circuit, county, case number, division, the name(s) of the petitioner(s) and leave the rest blank for the judge to complete. It should be typed or printed in black ink.

If the judge grants your petition, he or she will sign this <u>order</u>. This officially changes your family's name. The clerk can provide you with <u>certified copies</u> of the signed order. There will be charges for the certified copies, and the clerk can tell you how much those charges are.

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 section 68.07, Florida Statutes.

Special notes...

The heading of the form calls for the name(s) of the **petitioner(s)**. This is (are) the parent(s) who are requesting the change of their family's name(s). The judicial circuit, case number, and division may be obtained from the clerk of court's office when you file the petition.

It may be helpful to compile a list of all of the people and places that will need a copy of the final judgment. This list may include the driver's license office, social security office, banks, schools, etc. A list will help you know how many copies of your order you should get from the clerk of court after your hearing.

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 COUL	RT OF THE	COU	JUDICIAL CIRCUIT,	
	IN AND FOR	<u> </u>	000	NI I, FLORIDA	
			Case No.:		
IN R	E: THE NAME CHANGE	OF	Division.		
-	D. C.C.	, , , , , , , , , , , , , , , , , , ,			
	Petitio	ner/Father,			
	Petitio	ner/Mother.			
	PET	ITION FOR CHA	NGE OF NAME (FA	AMILY)	
				, being sworn,	
	fy that the following inform				
Ther for ea	re are { <i>enter number</i> } ach adult not set out below	adults n	amed in this petitior	1. A supplemental form is attached	
Ther	e are {enter number}	children	named in this petition	on. I am/We are the birth or lega	
pare	nts of the minor child(ren ach minor child.) named in this pet	ition. I/We have attac	ched a completed supplemental form	
	py of the fingerprints of eacy, is attached.	ch person seeking a	name change in this p	petition, taken by a law enforcement	
	FOLLOWING INFORM HUSBAND () WIFE:	MATION IS TRU	E ABOUT PETITIC	ONER	
1.	My complete present name is:				
	I request that my nam	ne be changed to:			
2.	I live in	County,	Florida, at {street add	dress}	
3.	I was born on {date}		in { <i>city</i> } v}		
4.	My father's full legal n	ame:			
	My mother's full legal	name:			
5.	I have lived in the follo	owing places since	birth:		
	Dates (to/from)	Address			
	/				
	/				

	☐ Check here if you are continuing these facts on an attached page.					
6.	Family					
[√al	I that apply]					
	a. I am not married.					
	b. I am married. My spouse's full legal name is:					
	c. I do not have child(ren).					
	d. The name(s), age(s), and address(es) of my child(ren) are as follows (all children, including those					
	over 18, must be listed):					
	Name {last, first, middle initial} Age Address, City, State					
	<u> </u>					
						
	☐ Check here if you are continuing these facts on an attached page.					
7.	Former names					
[√al	If that apply]					
	My name has never been changed by a court.					
	My name previously was changed by court order from					
	to on {date}, by {court, city, and state}					
	A copy of the court order is attached.					
My name previously was changed by marriage from on {date}						
	in {city, county, and state}					
	A copy of the marriage certificate is attached.					
	I have never been known or called by any other name.					
	I have been known or called by the following other name(s):					
	{list name(s) and explain where you were known or called by such name(s)}					
						
8.	Occupation My accumation is:					
	My occupation is: I am employed at: {company and address}					
	1 am employed at. {company and dadress}					
	During the past 5 years, I have had the following jobs:					
	Dates (to/from) Employer and employer's address					
	Dates (to/from) Employer and employer's address					
	☐ Check here if you are continuing these facts on an attached page.					

9.	Business						
[√one	J _	7 3					
	I do not own and operate a business.						
	I own and operate a business. The name of the business is:						
	The street addre	ess is:					
	My position wit	th the business is:		·			
	I have been invo	olved with the business	s since: {date}				
10.	Profession						
[√one							
	I am not in a pro						
	I am in a profession. My profession is: I have practiced this profession:						
	-	•					
	Dates (to/from)	Place and add	ress				
	/	_					
	/	_					
	/	_					
	/						
	/ 	· · · · · · · · · · · · · · · · · · ·		411			
	□ Check here II	you are continuing the	ese facts on an at	tached page.			
11.	Education I have graduated	d from the following so	chool(s):				
	Degree	Date of					
	Received		School				
	□ Check here if you are continuing these facts on an attached page.						
12.	Criminal Histo	ory					
[√one		. 10 1	1 21 1 1 2				
				ty or nolo contendere to, or have been found			
		ted a criminal offense,					
		I have a criminal history. In the past I have been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The					
		iminal history are:	minited a crimi	nai offense, regardless of adjudication. The			
	details of fify ci	illillai ilistory arc.					
	Date	City/State	Event	(arrest, charge, plea, or adjudication)			
		_					
	□ Check here if	you are continuing the	ese facts on an at	tached page.			
13.	Bankruptcy						
[√one							
		en adjudicated bankrup					
	I was adjudicate	ed bankrupt on {date} _					
	{county}		te}				
	□ Check here if	You have had addition	al bankruptcies,	and explain on an attached page.			

I have never had a money judgment entered against me by a creditor. The following creditor(s)' money judgment(s) have been entered against me: Date Amount Creditor Court entering judgment and case number √ if Parallel Check here if these facts are continued on an attached page. 15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: Fax Number: STATE OF FLORIDA	14.		c(s)' Judgments	S	
The following creditor(s)* money judgment(s) have been entered against me: Date Amount Creditor Court entering judgment and case number √ if Parl Parl Parl Parl Parl Parl Parl Parl	[v one		ever had a mone	v iudgment en	ntered against me by a creditor.
Check here if these facts are continued on an attached page. 15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA					
Check here if these facts are continued on an attached page. 15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA			•		· · · · · ·
Check here if these facts are continued on an attached page. 15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA					
□ Check here if these facts are continued on an attached page. 15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA					□
□ Check here if these facts are continued on an attached page. 15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: Fax Number: STATE OF FLORIDA					
invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise. 16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA		□ Check	here if these fac		
been fully restored. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA	15.	invade th	ne property right		
in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment. Dated: Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA	16.				
Signature of Petitioner Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA	_	petition a			
Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA	Dated:				
Address: City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA					
City, State, Zip: Telephone Number: Fax Number: STATE OF FLORIDA					
Telephone Number: Fax Number: STATE OF FLORIDA					· · · · · · · · · · · · · · · · · · ·
Fax Number: STATE OF FLORIDA					
STATE OF FLORIDA					Fax Number:
COUNTY OF					
Sworn to or affirmed and signed before me on by	Sworn t	to or affir	med and signed	before me on	by
NOTARY PUBLIC or DEPUTY CLERK					NOTARY PUBLIC or DEPUTY CLERK
[Print, type, or stamp commissioned name of notary or clerk.]		D 1			
Personally known Produced identification Type of identification produced	_	Produced	didentification	oduced	
IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [← fill in all blanks]	BLANI	KS BELO	OW: [≠ fill in a	all blanks]	
I, {full legal name and trade name of nonlawyer}	I, {full l	'egal nam	e and trade nan	ne of nonlawye	er}
a nonlawyer, located at {street}	a nonlar	wyer, loca	ated at {street} _	.)	
I, {full legal name and trade name of nonlawyer} a nonlawyer, located at {street}	\{\state\}\ who is 1	the petitic	, {pnone oner_fill out this	form	, neipeu {name}

ADULT SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (FAMILY)

Ι	My complete present name is:
]	request that my name be changed to:
I	live in County, Florida, at {street address}
I	was born on {date}, in {city}, {county} state}, {country}
ľ	My father's full legal name:
Ι	have lived in the following places since birth:
Ι	Pates (to/from) Address
-	
-	
_	
_	
-	
_	
_	
	Check here if you are continuing these facts on an attached page.
1	Camily
	at apply]
	. I am not married.
	I am married. My spouse's full legal name is: I do not have child(ren).
	The name(s), age(s), and address(es) of my child(ren) are as follows (all children, including t
	ver 18, must be listed):
ľ	Name {last, first, middle initial} Age Address, City, State

7.	Former names			
[√all t	that apply]			
	My name has never be	een changed by a court.		
	My name previously w	was changed by court order from		
	to	on {date}		
	by {court, city, and sta	was changed by court order from on {date}		
	A copy of the court or	der is attached.		
	My name previously w	was changed by marriage from		
	to	on {date}		
	in {city, county, and st	on {date}		
	A copy of the marriage	e certificate is attached.		
		wn or called by any other name.		
I have been known or called by the following other name(s):				
	{list name(s) and explain where you were known or called by such name(s)}			
	(·····································			
	-			
8.	Occupation			
٠.				
	I am employed at: {con	mpany and address}	·	
	Tum employed at: 7007	mpuny unu uuuress)		
	During the past 5 years	rs, I have had the following jobs:	·	
		Employer and employer's address		
	/			
	/	-		
	/			
	/			
	□ Check here if you at	re continuing these facts on an attached page.		
		to convinuing under their on an anathra page.		
9.	Business			
[√one	onlyl			
L	I do not own and opera	ate a business.		
		usiness. The name of the business is:	_	
	The street address is:			
	My position with the b			
		with the business since: {date}		
10.	Profession			
[√one	only]			
<u> </u>	I am not in a professio	on.		
		My profession is:		
	I have practiced this pr			
	Dates (to/from)	Place and address		
	/			
		-		
		-		

PETIT	IONER #	, continued		
	/			
	/ Chaola hara	if you are continuing	these facts on an attached page.	
	□ Cneck nere	il you are continuing	these facts on an attached page.	
11.	Education L have gradua	ted from the following	r school(s):	
	-	Date of	3 school(s).	
	Received	Graduation		
	□ Check here	if you are continuing	these facts on an attached page.	
12. [√ one		•		
			arged with, pled guilty or nolo contendere to, or be regardless of adjudication.	en found to
	I have a crim contendere to	inal history. In the pa	st I have been arrested for or charged with, pled gue committed a criminal offense, regardless of adjudic	
	Date	City/State	Event (arrest, charge, plea, or adjudication	on)
	□ Check here	if you are continuing	these facts on an attached page.	
13. [√ one	I have never b	been adjudicated banks ated bankrupt on {date	rupt. 2}, in {city} state}	,
	□ Check here	if you have had addit	ional bankruptcies, and explain on an attached page	.
14. [√ one	<i>y</i>			
			entered against me by a creditor. adgment(s) have been entered against me:	
	Date An	nount Creditor	Court entering judgment and case number	√ if Paid □
	□ Cneck nere	if these facts are conti	inued on an attached page.	
15.			e for filing this petition, and granting it will not in a whether partnership, patent, good will, privacy, tra	
16.	My civil righ been fully res		spended, or, if my civil rights have been suspended	l, they have
PETIT	TIONER(S)	MUST INITIAL HI	ERE	

	ffirming under oath to the truthfulness of the claims made knowingly making a false statement includes fines and/or
Dated:	
	Signature of Petitioner 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	,
BLANKS BELOW: [so fill in all blanks] I. sfull legal name and trade name of nonlawy	L OUT THIS FORM, HE/SHE MUST FILL IN THE
a nonlawar lacated at (atmost)	
a nomawyer, located at {street}	

CHILD SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (FAMILY)

	Minor child's complete present name is:
	I/We request that minor child's name be changed to:
	The minor child lives in County, Florida, at {street address}
	The minor child was born on, in {city, county, state, country}
	The minor child's father's full legal name: The minor child's mother's full legal name: The minor child's mother's maiden name:
	The minor child has lived in the following places since birth: Dates (to/from) Address / / / / / / / Check here if continuing these facts on an attached page.
	[√ one only] The minor child is not married The minor child is married to: {full legal name}
	[\int \text{ one only}] The minor child has no children. The minor child is the parent of the following child(ren): {enter name(s) and date(s) of birth.}
11	Former names that apply] The minor child's name has never been changed by court order. The minor child's name previously was changed by court order from

MINOF	CHILD #, continued				
<u> </u>	The minor child's name previously was changed by marriage from on {date}, n {city, county, and state}, n {city, county, and state}, n {city, county, and state} The minor child has never been known or called by any other name. The minor child has been known or called by the following other name(s): {list name(s) and explaint there child was known or called by such name(s)}				
9.	The minor child is not employed in an occupation or profession, does not own and operate a business, and has received no educational degrees. If the minor child has a job, explain:				
10. [√ one ——	Criminal History only] The minor child has never been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The minor child has a criminal history. In the past, the minor child was arrested for or charged with pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The details of the criminal history are:				
	Date City/State Event (arrest, charge, plea, or adjudication)				
	Check here if you are continuing these facts on an attached page.				
11. [√ one —	Money Judgments nly] The minor child has never been adjudicated bankrupt, and no money judgment has ever been entered gainst him or her. The following money judgment(s) has been entered against him or her: Oute Amount Creditor Court entering judgment and case number ✓ if Paid				

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(d),

CONSENT FOR CHANGE OF NAME (MINOR CHILD(REN))

When should this form be used?

This form should be used when one parent consents to the other parent's **petition** to change the name of their minor child(ren). A parent who is not a **petitioner** in the case but is consenting to the change of name should complete this form and sign it in front of a **notary public** or **deputy clerk**.

This form should be typed or printed in black ink. After this form is signed and notarized, you should <u>file</u> it with the <u>clerk of the circuit court</u> in the county where the petition was filed and keep a copy for your records. This form should be attached to the **Petition for Change of Name (Minor Child(ren))**, \square Florida Supreme Court Approved Family Law Form 12.982(c), **if** obtained prior to the filing of the petition. Otherwise, it may be filed separately after it has been completed.

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 section 68.07, Florida Statutes, and the instructions for Petition for Change of Name (Minor Child(ren)), ⋒☐ Florida Supreme Court Approved Family Law Form 12.982(c), or Petition for Change of Name (Family), ⋒☐ Florida Supreme Court Approved Family Law Form 12.982(f).

Special notes...

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

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT, COUNTY, FLORIDA
IN THAT TOR	·
	Case No.: Division:
IN RE: THE NAME CHANGE OF	DIVISIOII.
Petitioner.	
	OF NAME (MINOR CHILD (DEN))
CONSENT FOR CHANGE	OF NAME (MINOR CHILD(REN))
I, {full legal name} the following information is true:	, being sworn, certify that
I am the birth or legal () father () more consent for the following name changes:	other of the minor child(ren) named in this case, and I give
Minor child(ren)'s complete present name(s): Minor child(ren)'s name(s) to be changed to:
(1)	(1)
(2)	(2)
(3)	(3)
(4)	
(5)	
(6)	
•	ffirming under oath to the truthfulness of the claims for knowingly making a false statement includes fines
Dated:	
	Signature of Consenting Parent
	Printed Name:Address:
	City, State, Zip:
	Telephone Number:
STATE OF FLORIDA	Fax Number:
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	ation	
	on produced	
IF A NONLAWYER HI	ELPED YOU FI	ILL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [🛎	fill in all blanks]	
I, {full legal name and tro	ade name of nonl	lawyer}
a nonlawyer, located at {st	reet}	
		, helped {name}
who is the $[\sqrt{\text{one only}}]$	netitioner or	consenting parent 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 <u>party</u> has failed to <u>file</u> or <u>serve</u> any documents within 20 days after the date of service of your <u>petition</u>, you may ask the <u>clerk of the circuit court</u> to enter a <u>default</u> against him or her by filling out this form and filing it with the court. Generally, a default allows you to obtain an earlier <u>final hearing</u> to finish your case. Once the default is signed by the clerk, you can request a <u>trial</u> 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...

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**, $\$ 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.	
МОТІС	ON FOR DEFAULT
TO THE CLERK OF THE CIRCUIT COUR	T:
DI CACE ENTER A DECAME	A CANOT DECRONDENT WHO WAS EARLED TO
RESPOND TO THE PETITION.	AGAINST RESPONDENT WHO HAS FAILED TO
* **	$Vas[\sqrt{\mathbf{one}} \text{ only}]()$ mailed () faxed and mailed () hand $vale{e}$
derivered to the person(o) instead derew on (www.	
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:
IF A NONLAWYER HELPED YOU FIL	L OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [🗷 fill in all blanks]	,
I, {full legal name and trade name of nonlar	wyer}
a nonlawyer, located at {street}	
{state}	, helped {name}
who is the petitioner, fill out this form.	

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
Totalonoi,	
and	
Respondent.	
	DEFAULT
A default is entered in this action again paper as is required by law.	inst Respondent for failure to serve or file a response or any
Dated:	OF EDAY OF THE ORDONET COLUBT
(SEAL)	CLERK OF THE CIRCUIT COURT
(32.12)	By:
	Deputy Clerk
	was [$$ one only] () mailed () faxed and mailed () hand e }
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:
IF A NONLAWYER HELPED YOU FIL BLANKS BELOW: [≠ fill in all blanks]	L OUT THIS FORM, HE/SHE MUST FILL IN THE
I, {full legal name and trade name of nonlar	wyer}
a nonlawyer, located at {street}	
	, helped {name},
who is the petitioner, fill out this form.	

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORMS 12.920(a), MOTION FOR REFERRAL TO GENERAL MAGISTRATE, 12.920(b), ORDER OF REFERRAL TO GENERAL MAGISTRATE, and 12.920(c), NOTICE OF HEARING BEFORE GENERAL MAGISTRATE

When should these forms be used?

A general magistrate is an attorney appointed by a <u>judge</u> to take testimony and recommend decisions on certain matters connected with a divorce. These recommendations are then reviewed by the judge and are generally approved unless contrary to the law or the facts of the case. The primary purposes of having general magistrates hear family law matters are to reduce the costs of litigation and to speed up cases. Either <u>party</u> may request that their case, or portions of their case, be heard by a general magistrate by filing <u>Motion for Referral to General Magistrate</u>. Thorida Family Law Rules of Procedure Form 12.920(a). You must also prepare an <u>Order of Referral to General Magistrate</u>, Thorida Family Law Rules of Procedure Form 12.920(b), to submit to the judge assigned to your case.

Many times, the court, either on its own motion or under current administrative orders of the court, may refer your case to a general magistrate. Even in those instances, you may be required to prepare and submit an **Order of Referral to General Magistrate**, \square Florida Family Law Rules of Procedure Form 12.920(b), to the judge.

Once a general magistrate has been appointed to your case, the general magistrate will assign a time and place for a **hearing** as soon as reasonably possible after the referral is made. The general magistrate will give notice of that hearing to each of the parties directly or will direct a party or attorney in the case to file and serve a notice of hearing on the other party. If you are asked to send the notice of hearing, you will need to use the form entitled **Notice of Hearing Before General Magistrate**, \square Florida Family Law Rules of Procedure Form 12.920(c). Regardless of who prepares the notice of hearing, the moving party (the one who requested referral to the general magistrate) is required to have the notice properly served on the other party.

These forms 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.

What should I do next?

If you are filing a **Motion for Referral to General Magistrate**, ℕ□ Florida Family Law Rules of Procedure Form 12.920(a), you need to send or deliver your motion directly to the judge assigned to your case, along with an **Order of Referral to General Magistrate**, ℕ□ Florida Family Law Rules of Procedure Form 12.920(b), and an addressed, stamped envelope for each party in the case. The judge will then either grant or deny the motion, usually without a hearing.

If you are required to submit a **Order of Referral to General Magistrate**, **S**☐ Florida Family Law Rules of Procedure Form 12.920(b), to the judge assigned to your case, you will need to send or deliver the order directly to the judge, along with addressed, stamped envelopes for each party in the case.

The party who prepares any of these forms must file the original with the clerk of the circuit court. A copy of the motion must be mailed **or** hand delivered to any other party in your case.

Instructions for Florida Family Law Rules of Procedure Forms 12.920(a), Motion for Referral to General Magistrate, 12.920(b), Order of Referral to General Magistrate, and 12.920(c), Notice of Hearing Before General Magistrate (10/04)

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 12.490, Florida Family Law Rules of Procedure.

Special notes...

IMPORTANT: After the judge refers your case to a general magistrate, either party (including the party who was required to prepare and submit the Order of Referral) may object to the referral within 10 days of the date that the referral is made (if the Order of Referral is served by mail, the parties have an additional 5 days within which to object to the referral). Every litigant is entitled to have his or her case heard by a judge. However, before you decide to object to an Order of Referral to General Magistrate, you should consider the potential extra costs and time delays that may result from having a judge hear your case instead of a general magistrate. You may want to speak with an attorney in your area who can assist you in making a more informed decision regarding whether you should file an objection to an Order of Referral to General Magistrate.

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 :
	Case No.:
Petitioner,	
and	
Respondent.	
MOTION FOR REFERR	AL TO GENERAL MAGISTRATE
I, {full legal name}	, request that the Court enter an
	The case should be referred to a general magistrate on
Legify that a copy of this document w	$\operatorname{ras} \left[\int \mathbf{one} \operatorname{only} \right] () \text{ mailed } () \text{ faxed and mailed } ()$
	{date}
1	
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:Fax Number:	
rax Number.	
Dated:	
	Signature of Party
	Printed Name:Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT, COUNTY, FLORIDA
IN AND FOR	COUNTY, FLORIDA
	Case No.:
,	Division:
Petitioner,	
and	
Dogwood out	
Respondent.	
ORDER OF REFERRAL T	O GENERAL MAGISTRATE
THIS CASE IS REFERRED TO THE GEN	NERAL MAGISTRATE on the following issues:
1	
2	
3	
4	
AND ANY OTHER MATTER RELATED THERE	ETO.
IT IS FURTHER ORDERED that the abov {name}	e issues are referred to General Magistrate
for further proceedings, under rule 12.490 of the Floadministrative orders of the Court. Financial Affidation Form 12.902(b) or (c), shall be filed in accordance The General Magistrate is authorized to administer	
	for the proceedings as soon as reasonably possible ach of the parties either directly or by directing counse
Counties within the State of Florida may ha Court () Family Law Intake Staff () other procedure.	ave different rules. Please consult the () Clerk of the relating to this
	STRATE REQUIRES THE CONSENT OF ALL

A REFERRAL TO A GENERAL MAGISTRATE REQUIRES THE CONSENT OF ALL PARTIES. YOU ARE ENTITLED TO HAVE THIS MATTER HEARD BY A JUDGE. IF YOU DO NOT WANT TO HAVE THIS MATTER HEARD BY THE GENERAL MAGISTRATE, YOU MUST FILE A WRITTEN OBJECTION TO THE REFERRAL WITHIN 10 DAYS OF THE TIME OF SERVICE OF THIS ORDER. IF THE TIME SET FOR THE HEARING IS LESS THAN 10 DAYS AFTER SERVICE OF THIS ORDER, THE OBJECTION MUST BE MADE BEFORE THE HEARING. IF THIS ORDER IS SERVED WITHIN THE FIRST 20 DAYS AFTER SERVICE OF PROCESS, THE TIME TO FILE AN OBJECTION IS EXTENDED TO

THE TIME WITHIN WHICH A RESPONSIVE PLEADING IS DUE. FAILURE TO FILE A WRITTEN OBJECTION WITHIN THE APPLICABLE TIME PERIOD IS DEEMED TO BE A CONSENT TO THE REFERRAL.

If either party files a timely objection, this matter shall be returned to the undersigned judge with a notice stating the amount of time needed for hearing.

REVIEW OF THE REPORT AND RECOMMENDATIONS MADE BY THE GENERAL MAGISTRATE SHALL BE BY EXCEPTIONS AS PROVIDED IN RULE 12.490(f), FLORIDA FAMILY LAW RULES OF PROCEDURE. A RECORD, WHICH INCLUDES A TRANSCRIPT, MAY BE REQUIRED TO SUPPORT EXCEPTIONS.

YOU ARE ADVISED THAT IN T	THIS CIRCUIT:
a. electronic recording is pthat party's expense.b. a court reporter is provi	provided by the court. A party may provide a court reporter at ided by the court.
MADE BY THE GENERAL MAGISTR ACCORDANCE WITH RULE 12.490(f) YOU WILL BE REQUIRED TO PROV SUPPORT YOUR EXCEPTIONS, OR Y ORDINARILY INCLUDES A WRITTE	EW OF THE REPORT AND RECOMMENDATION ATE, YOU MUST FILE EXCEPTIONS IN DISTRICT OF PROCEDURE. THE COURT WITH A RECORD SUFFICIENT TO YOUR EXCEPTIONS WILL BE DENIED. A RECORD ON TRANSCRIPT OF ALL RELEVANT PROCEEDINGS. UST HAVE THE TRANSCRIPT PREPARED IF VIEW.
ORDERED on	
	CIRCUIT JUDGE
COPIES TO: Petitioner (or his or her attorney) Respondent (or his or her attorney) General Magistrate	

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT, COUNTY, FLORIDA
nvinva i orc	
	Case No.:
,	Division:
Petitioner,	
and	
Respondent.	
NOTICE OF HEARING BE	FORE GENERAL MAGISTRATE
[🗷 fill in all blanks] TO:	
-	Magistrate {name of general magistrate},
hour(s)/ minutes have be PLEASE GOVERN YOURSELF ACCORDINGI	
	MAY RESULT IN THE COURT ISSUING A WRIT RREST. IF YOU ARE ARRESTED, YOU MAY BE
PLEASE GOVERN YOURSELF ACCORDING	LY.
court: If you are a person with a disability who needs any you are entitled, at no cost to you, to th	accommodation in order to participate in this proceeding, ne provision of certain assistance. Please contact
{name} {address}	, , {telephone}
within 2 working days of your receipt of this Noti TDD 1-800-955-8771.	
MADE BY THE GENERAL MAGISTRATE,	F THE REPORT AND RECOMMENDATION YOU MUST FILE EXCEPTIONS IN RIDA FAMILY LAW RULES OF PROCEDURE.

Florida Family Law Rules of Procedure Form 12.920(c), Notice of Hearing Before General Magistrate (10/04)

YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO

SUPPORT YOUR EXCEPTIONS, OR YOUR EXCEPTIONS WILL BE DENIED. A RECORD ORDINARILY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED IF NECESSARY FOR THE COURT'S REVIEW.

YOU ARE HEREBY ADVISED THAT IN THI	S CIRCUIT:
a. electronic recording is provid	led by the court. A party may provide a court reporter at
that party's expense.	
b. a court reporter is provided b	v the court.
	y
If you are represented by an attorney or	plan to retain an attorney for this matter you should
notify the attorney of this hearing.	
If this matter is resolved, the moving par	ty shall contact the General Magistrate's Office to cancel
this hearing.	of similar outside constant in angular to a constant of similar to a constant in angular to a constant of similar to a co
ing nearing.	
I certify that a conv of this document wa	s [$$ one only]() mailed() faxed and mailed()
hand delivered to the person(s) listed below on S	date}
india delivered to the person(s) instea below on (s	
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
Tax Pumber.	
Dated:	
Dated.	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
	Tun Tunioot.
IF A NONLAWVER HELPED VOILEILL O	UT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [\(\nlies \) fill in all blanks]	or fills form, he/site wost fille in the
	}
a nonlawyer located at Istract?	Scitul
Setatol Inhone	, $\{city\}$, helped $\{name\}$, who is the [$$ one only]
petitioner or respondent, fill out this form.	, helped \text{name}, who is the [v one only]
pennonei oi respondent, ini out tills form.	

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT, COUNTY, FLORIDA
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
IN RE: THE NAME CHANGE OF	
Petitioner/Father,	
Petitioner/Mother.	
FINAL JUDGMENT OF	CHANGE OF NAME (FAMILY)
This cause came before the Court on {d. Change of Name under section 68.07, Florida St.	tate}, for a hearing on Petition for atutes, and it appearing to the Court that:
1. Petitioners are bona fide residents of	County, Florida;
Petitioner is the parent of the min been properly notified and has e Other:	minor child(ren) named in the petition; nor child(ren) named in the petition, and the other parent has ither consented or failed to respond;
3. Petitioner's request is not for any ulterior	
4. Granting this petition will not in any mann patent, good will, privacy, trademark, or	ner invade the property rights of others, whether partnership otherwise; it is
ORDERED that the:	
present name(s)	be changed to
(1)	(1)
(2)	(2)
(3)	
(4)	(4)
(5)	(5)
(6)	(6)
by which they shall hereafter be known.	
ORDERED on	

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

When should this form be used?

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

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

What should I do next?

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

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information on serving notices of hearing, see rule 1.090(d), Florida Civil Rules of Procedure.

Special notes...

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

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

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Pof No.
	Ref. No.:UCN:
	Division:
Petitioner,	
and	
Respondent.	
NOTICE OF H	EARING (GENERAL)
[🗷 fill in all blanks]	
TO: {name of other party}	
	e {name}, on
	m., in Room of the
	on
hour(s)/ minutes have	been reserved for this hearing.
This part to be filled out by the court or to be f	filled in with information you obtained from the court:
this proceeding, you are entitled, at no co Within two (2) working days of your recei	eeds any accommodation in order to participate in ost to you, to the provision of certain assistance. pt of this (describe notice/order)please contact the Human
Rights Office, 400 S. Ft. Harrison Av 4062(V/TDD).	e., Ste. 300, Clearwater, FL 33756, (727)464-
If you are represented by an attorney or p the attorney of this hearing.	plan to retain an attorney for this matter, you should notify

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

	is [$\sqrt{$ one only]() mailed() faxed and mailed() han $\{date\}$
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:
IF A NONLAWYER HELPED YOU	FILL OUT THIS FORM, HE/SHE MUST FILL IN THI
BLANKS BELOW: [🚈 fill in all blanks	
I, {full legal name and trade name of non	lawyer}
a nonlawyer, located at {street}	, {citv}
{state} , {phone}	, helped {name}
who is the $[\sqrt{\mathbf{one}} \text{ only}]$ petitioner 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 <u>Notice of Hearing (General)</u>, \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 <u>Order Setting Trial</u>. 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 **file** 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.

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	COUNTY, FLORIDA
	Cara Na
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	,
NOTIC	E FOR TRIAL
	aw Rules of Procedure, the party signing below states that ated time needed for the parties to present their cases is:
	as [√ one only] () mailed () faxed and mailed () hand
Other party or his/her attorney:	
Name:Address:	
City, State, Zip:	
Fax Number:	
Dated:	
Butou.	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
	OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [& fill in all blanks]	and
a nonlowyer located at (attact)	eer}
state} [nhone]	
who is the $\lceil \sqrt{\text{ one only}} \rceil$ petitioner or res	
	<u>.</u>