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Self Help Kit List

<u>Description</u>	<u>Packet Price</u>	<u>Filing Fee</u>
1. <u>Simplified Dissolution</u>	\$17.00	\$408.00
2. <u>Dissolution of Marriage W/ Children</u>	\$44.00	\$408.00
3. <u>Dissolution w/Property and No Child</u>	\$31.00	\$408.00
4. <u>Dissolution No Property And No Child</u>	\$27.00	\$408.00
5. <u>Modification of Parenting Plan, Time –Sharing Schedule and Other Relief</u>	\$40.00	\$50.00
6. <u>Modification of Child Support</u>	\$38.00	\$50.00
7. <u>Emergency Child Pick Up Order</u>	\$10.00	\$400.00
8. <u>Paternity and Related Relief</u>	\$42.00	\$300.00
9. <u>Contempt of Court</u>	\$12.00	N/A
10. <u>Step Parent Adoption</u>	\$19.00	\$400.00
11. <u>Name Change Adult</u>	\$8.00	\$400.00
12. <u>Name Change Child</u>	\$20.00	\$400.00
13. <u>Name Change Family</u>	\$20.00	\$400.00
14. <u>Petition for Parenting Plan W/Time Sharing/ Parents Never Married</u>	\$29.00	\$300.00
15. <u>Petition for Parenting Plan W/Time Sharing and Support Unconnected w/DOM</u>	\$30.00	\$300.00
16. <u>Petition for Temporary Custody by Extended Family OR Petition for Concurrent Custody by Extended Family</u>	\$21.00	\$400.00
17. <u>Petition for Support Unconnected w/DOM and No Children</u>	\$19.00	\$300.00
18. <u>Petition for Support Unconnected w/DOM With Children</u>	\$27.00	\$300.00

1. Simplified Dissolution:

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.901(a), PETITION FOR SIMPLIFIED DISSOLUTION OF MARRIAGE (10/11)

When should this form be used?

This form should be used when a husband and wife are filing for a simplified **dissolution of marriage**. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for dissolution in Florida. You may file a simplified dissolution of marriage in Florida if **all** of the following are true:

- You and your spouse agree that the marriage cannot be saved.
- You and your spouse have no minor or dependent child(ren) together, the wife does not have any minor or dependent children born during the marriage, and the wife is not now pregnant.
- You and your spouse have worked out how the two of you will divide the things that you both own (your **assets**) and who will pay what part of the money you both owe (your **liabilities**), and you are both satisfied with this division.
- You are not seeking support (**alimony**) from your spouse, and vice versa.
- You and your spouse have filed financial affidavits with the court or you have waived the filing of financial affidavits and you are satisfied with the financial disclosure received from the other spouse.
- You are willing to give up your right to **trial** and **appeal**.
- You and your spouse are both willing to go into the clerk's office to sign the petition (not necessarily together).
- You and your spouse are both willing to go to the **final hearing** (at the same time).

If you do not meet the criteria above, you must file a regular **petition** for dissolution of marriage.

This petition should be typed or printed in black ink. Each of you must sign **the** petition in the presence of a deputy clerk (in the clerk's office), although you do not have to go into the clerk's office at the same time. You will need to provide picture identification (valid driver's license or official identification card) for the clerk to witness your signatures.

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2. Dissolution of Marriage w/Children:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.901(b)(1), PETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) (10/11)

When should this form be used?

This form should be used when a husband or wife is filing for a **dissolution of marriage** and you and your spouse have a dependent or minor child(ren) together or the wife is pregnant. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for dissolution in Florida. You must **file** this form if the following is true:

- You and your spouse have a dependent or minor child(ren) together or the wife is pregnant.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should file the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records.

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3. Dissolution w/Property and No Child:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.901(b)(2), PETITION FOR DISSOLUTION OF MARRIAGE WITH PROPERTY BUT NO DEPENDENT OR MINOR CHILD(REN)(10/11)

When should this form be used?

This form may be used when a husband or wife is filing for a **dissolution of marriage**, and the husband and wife have **marital assets** and/or **marital liabilities** but they do not have any dependent children nor is the wife now pregnant. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for dissolution in Florida. If you and your spouse agree on all issues and both can attend the hearing, you may want to file a **simplified dissolution of marriage petition**, Florida Family Law Rules of Procedure Form 12.901(a). However, you cannot file for a simplified dissolution of marriage if **any** of the following are true:

- You disagree about property, debts, or other matters and wish to have a judge settle them for you.
- Either you or your spouse is seeking support (**alimony**).
- You would like to ask questions and get documents concerning your spouse's income, expenses, assets, debts, or other matters before having a trial or settlement.
- You would like to reserve your rights to have any matters reconsidered or appeal the judge's decision.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk** . You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records.

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4. Dissolution No Property And No Child:

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.901(b)(3),
PETITION FOR DISSOLUTION OF MARRIAGE WITH NO DEPENDENT OR MINOR CHILD(REN) OR
PROPERTY(10/11)**

When should this form be used?

This form may be used when a husband or wife is filing for a **dissolution of marriage**, and the husband and wife have no **marital assets** and/or **marital liabilities** and they do not have any dependent children nor is the wife now pregnant. You and/or your spouse must have lived in Florida for at least 6 months before filing for a dissolution in Florida. If you and your spouse agree on all issues and both can attend the hearing, you may want to file a **Petition for Simplified Dissolution of Marriage**, Florida Family Law Rules of Procedure Form 12.901(a). However, you may **file** this form if **all** of the following are true:

- You have no marital assets or marital debts.
- Neither you nor your spouse is seeking support (alimony).

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records.

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5. Modification of Parenting Plan, Time-Sharing Schedule and Other Relief:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.905(a), SUPPLEMENTAL PETITION TO MODIFY PARENTAL RESPONSIBILITY, VISITATION OR PARENTING PLAN/ TIME-SHARING SCHEDULE AND OTHER RELIEF (12/10)

When should this form be used?

This form should be used when you are asking the court to change the current parental responsibility, visitation, and/or Parenting Plan/time-sharing schedule. A determination of parental responsibility, a Parenting Plan and a time-sharing schedule may not be modified without a showing of a substantial, material, and unanticipated change in circumstances and a determination that the modification is in the best interests of the child(ren).

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

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6. Modification of Child Support:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.905(b), SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT (12/10)

When should this form be used?

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

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

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7. Emergency Child Pick Up Order:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.941(d), EMERGENCY VERIFIED MOTION FOR CHILD PICK-UP ORDER (11/15)

When should this form be used?

You may use this form to request that the court enter an **order** directing the sheriff or other law enforcement officer to take a minor child(ren) from the person who currently has physical possession of the child(ren) and deliver the child(ren) to your physical custody or possession. **This form should only be used in an emergency by a person who has a pre-existing legal right to physical possession of a minor child.** This means that you already have a court order awarding you legal custody of or time-sharing with the child(ren) **OR** you are the birth mother of one or more children born out of wedlock and no court order has addressed any other person's parental rights. Before proceeding, you should read **General Information for Self-Represented Litigants** found at the beginning of these forms.

This form should be typed or printed in black ink. This form presumes that you want the court to enter an **ex parte** order without giving the other side advance notice of the **hearing**. You should explain your reasons for why such an ex parte order should be entered in paragraph 7 of this form. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original, along with all of the other forms required, with the **clerk of the circuit court** in the county where the child(ren) is (are) physically located and keep a copy for your records. You should also ask the clerk to process your motion through their emergency procedures.

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8. Paternity and Related Relief:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.983(a), PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF (10/11)

When should this form be used?

This form should be used by a birth mother or father to ask the court to establish **paternity**, a **time-sharing schedule**, and/or **child support** of a minor child or children. This means that you are trying to legally establish who is the father of the child(ren).

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records.

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9. Contempt of Court:

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY
LAW FORM 12.960, MOTION FOR CIVIL CONTEMPT/ENFORCEMENT (12/10)**

When should this form be used?

To initiate a civil contempt/enforcement proceeding against a party who is not complying with a prior court order, you must file a motion with the court explaining what the party has failed to do. This form should be typed or printed in black ink. After completing this form, you should sign it before a notary public or deputy clerk. You should then file the original with the clerk of the circuit court in the county where your case was filed and keep a copy for your records.

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10. Step Parent Adoption:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.981(b)(1), JOINT PETITION FOR ADOPTION BY STEPPARENT (12/10)

When should this form be used?

This form should be used when a stepparent is adopting his or her **spouse's** child. Both the stepparent and his or her spouse must sign this **petition**. You must attach all necessary consents or acknowledgments that apply to your case, as listed under the Special Notes section below. Florida Statutes require that consent to adoption be obtained from:

- the mother of the minor.
- the father of the minor if:
 - the minor was conceived or born while the father was married to the mother;
 - the minor is his child by adoption;
 - the minor has been established by a court proceeding to be his child;
 - he has filed an affidavit of paternity pursuant to section 382.013(2)(c) Florida Statutes; or
 - in the case of an unmarried biological father, he has acknowledged in writing, signed in the presence of a competent witness, that he is the father of the minor, has filed such acknowledgment with the Office of Vital Statistics of the Department of Health within the required timeframes, and has complied with the requirements of section 63.062(2).

Determining whether someone's consent is required, or when consent may not be required is a complicated issue and you may wish to consult an attorney. For more information about consenting to adoption, you should refer to Chapter 63, Florida Statutes, and sections 63.062 - 63.082 in particular.

This form should be typed or printed in black ink. The name to be given to the child(ren) **after** the adoption should be used in the heading of the petition. The stepparent is the **petitioner**, because he or she is the one who is asking the court for legal action. After completing this form, you and your spouse must sign it before a **notary public** or **deputy clerk**. You should then **file** the original and 1 copy with the **clerk of the circuit court** in the county where the minor resides unless the court changes the venue.

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11. Name Change Adult:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(a), PETITION FOR CHANGE OF NAME (ADULT) (06/10)

When should this form be used?

This form should be used when an adult wants the court to change his or her name. This form is **not** to be used in connection with a dissolution of marriage or for adoption of child(ren). If you want a change of name because of a **dissolution of marriage** or adoption of child(ren) that is not yet final, the change of name should be requested as part of that case.

This form should be typed or printed in black ink and must be signed before a **notary public** or **deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records

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12. Name Change Child:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(c), PETITION FOR CHANGE OF NAME (MINOR CHILD(REN)) (06/10)

When should this form be used?

This form should be used when parents want the court to change the name of their minor child(ren). For the purposes of this proceeding, a person under the age of 18 is a minor. This form is not to be used in connection with an adoption, dissolution of marriage, or **paternity action**. If you want a change of name for your child(ren) because of an adoption or paternity action that is not yet final, the change of name should be requested as part of that case.

This form should be typed or printed in black ink and must be signed before a notary public or deputy clerk. You should file the original with the clerk of the circuit court, in the county where you live and keep a copy for your records. The **Petition** should only be completed by one Petitioner for one child. If you wish to change the name of more than one child or if there is more than one Petitioner, you should complete and file a Supplemental Form for Petition for Change of Name (Minor Child) for each child and/or a Supplemental Form for Petition for Change of Name. The supplemental form(s) is an attachment to the petition. **Be sure that the bottom of each page of each supplemental form is initialed by the petitioner(s).**

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13. Name Change Family:

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(f), PETITION FOR CHANGE OF NAME (FAMILY) (06/10)

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 **dissolution of marriage, 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 requested as part of that case.

This form should be typed or printed in black ink and must be signed before a **notary public or deputy clerk.** You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records. The petition should only be completed for one adult. If you wish to change the name(s) of another adult and/or any child(ren), you should complete and file with the clerk of court the attached Supplemental Form(s) for Petition for Change of Name (Family) for each additional family member. **Be sure that the bottom of each page of each supplemental form is initialed.**

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14. Petition for Parenting Plan w/Time Sharing/ Parents Never Married:

**INSTRUCTION FOR PETITION TO ESTABLISH PARENTING PLAN WITH TIME-SHARING SCHEDULE
WITH MINOR CHILD(REN) OF PARENTS WHO WERE NEVER MARRIED**

When should this form be used?

If paternity has been established by **final judgment** in a child support enforcement proceeding filed by the Department of Revenue or other IV-D child support enforcement agency, or by an acknowledgement of paternity signed in conformity with §742.10(1), Florida Statutes, a parent who was **never married** to the other **parent may use this form to establish parental responsibility** and to obtain a **Parenting Plan with a Time-Sharing Schedule**. If the Department of Revenue, has not filed a **paternity action**, or paternity has not been established, the parent must file a **Petition to Determine Paternity and for Related Relief**, Florida Supreme Court Approved Family Law Form 12.983. This form is only appropriate when the parents are unable to have the issues of decided in the **paternity action**. You should consult a family law attorney before you file your **petition**. If you use the wrong form, the court may dismiss the case.

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15. Petition for Parenting Plan w/Time Sharing and Support Unconnected w/DOM:

INSTRUCTIONS FOR PETITION FOR PARENTING PLAN WITH TIME-SHARING SCHEDULE AND SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE

When should this form be used?

This form may be used to ask the court to enter and order for support if you and your spouse are separated, and a dissolution of marriage has **NOT** been filed. If a petition for dissolution of marriage has been filed, you may file a **Motion for Temporary Support and Time-Sharing With Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(a), instead of this petition.

This petition cannot address the issues of property or debts. It only deals with parental responsibility, timesharing schedules, child support, and alimony. The petition is for the purpose of entering an order defining where the child(ren) will live, the time-sharing with or access to the child(ren), child support, and, if appropriate, spousal support.

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16. Petition for Temporary Custody by Extended Family:

INSTRUCTIONS FOR PETITION FOR TEMPORARY CUSTODY BY EXTENDED FAMILY

When should this form be used?

This form may be used by an extended family member to obtain temporary custody of a child or children that are currently living with the extended family member when the extended family member is caring for the children full time in the role of substitute parent. Chapter 751, Florida Statutes controls who may file a case and when the court may grant temporary custody. **If you fail to complete the procedures in these instructions or comply with applicable Florida laws on notice and service of process, the court may dismiss the case. Your filing fee will not be refunded. The custody of a minor child is a very important matter. Therefore, YOU SHOULD CONSULT A FAMILY LAW ATTORNEY before you file your papers.**

You may file a Petition for Temporary Custody by Extended Family if you meet all of these requirements:

- You must be related to the child(ren) within the third degree by blood or marriage to the parent, or you must be a stepparent of the child(ren). If you are a stepparent, you are disqualified if you are involved in a pending dissolution of marriage, suit for separate maintenance, domestic violence case, or any other criminal or civil case involving one or both of the child(ren)'s parents;
- You must have the signed, notarized consent from both of the child(ren)'s legal parents, or you must be caring full time for the child(ren) in the role of substitute parent; or
- If you are caring for the child(ren) full time, but do not have signed, notarized consents from both of the child(ren)'s parents, you must be able to prove that the parents abused, abandoned, or neglected the children as defined in chapter 39. If you have any questions about this standard you should consult an attorney.

If you do not meet the qualifications above, you should talk to an attorney about other options. You may also report any suspected abuse, abandonment, or neglect to the Department of Children and Families.

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17. Petition for Support Unconnected w/DOM and No Children

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.904(b),
PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH NO
DEPENDENT OR MINOR CHILD(REN)**

When should this form be used?

This form may be used if a **dissolution of marriage** has not been filed, and you are requesting **alimony**. If a petition for dissolution has been filed, you should file a **Motion for Temporary Support with No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(c), instead of using this **petition**. Also, if you are requesting that an order be entered for you to pay support to your spouse, you should not file this form.

This petition does not address the issues of property or debts. It only deals with alimony.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records. Because you are filing the **petition** in this proceeding, you are also referred to as the **petitioner** and your **spouse** as the **respondent**.

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18. Petition for Support Unconnected w/DOM with Children

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.904(a), PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN)

When should this form be used?

This form may be used to ask the court to enter a support **order** if your spouse has the ability to contribute to you and your minor child(ren), but has failed to do so. You can **only** use this form if a **dissolution of marriage** has not been filed **and** based upon the time-sharing schedule, you are entitled to support. If a petition for dissolution of marriage has been filed, you should file a **Motion for Temporary Support and Time-Sharing with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(a), instead of using this **petition**. Also, if you are requesting that an order be entered for you to pay support to your spouse, you should not file this form.

This petition cannot address the issues of property, debts, or parental responsibility and time-sharing with child(ren). It only deals with **alimony** and **child support**.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records. Because you are filing this **petition**, you are also referred to as the **petitioner** and your spouse as the **respondent**.

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