221 Pages
$33.15

Forms Associated with Florida Supreme Court Forms for Filing a

Dissolution of Marriage
with Dependent or Minor Children

Revised December 1, 2015
For Forms Revised 11-2015

PETITION FOR DISSOLUTION OF MARRIAGE
WITH CHILDREN AND/OR PREGNANT

*******NOTICE******
FEES FOR FORMS, PACKETS, AND FEES FOR FILING ARE NON-REFUNDABLE.
New cases filed by unrepresented (pro se) litigants will not be processed after 4:30 p.m. each day due to their complex nature and extensive time required to intake a case.

*****INFORMATION ABOUT THIS PACKET*****

PLEASE NOTE THAT SOME OF THE SUPREME COURT FORMS INCLUDED IN THIS PACKET MAY BE INCOMPLETE OR OUTDATED DUE TO RECENT CHANGES IN LAWS OR RULES. THIS DOES NOT CHANGE HOW THOSE LAWS OR RULES MAY AFFECT YOUR CASE OR FILING REQUIREMENTS.

The forms included in this packet are for litigants who choose to represent themselves in Court, pro se (without an attorney). The packet may or may not include all the forms you may need for your particular situation. There may be other forms not included in this packet, that are available on request. Before you choose to represent yourself in any action, it is strongly recommended that you seek the advice of an attorney.

It is up to you, the pro se litigant, to determine which forms are appropriate for your situation, if any. Please remember that you are representing yourself and you alone are responsible for the correct completion and filing of the forms. It is also your decision whether or not you choose to use forms. Clerk and Court personnel cannot act as your lawyer or tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. The presiding judge in your case may require amendment of form(s) or substitution of a different form other than those you may have obtained from the clerk's office. The form(s) you file are only a request and the judge is not required to grant the relief requested in a form. The information you give to and receive from Clerk and Court personnel is not confidential and may be subject to disclosure at a later date. If there is another person involved in your case, that person will receive the same type of assistance that you receive. If you have any questions concerning your legal rights and remedies, please contact an attorney.

*****ATTENTION*****

If an agreement signed by BOTH parties and notarized is NOT filed at the time your Petition for Dissolution of Marriage is filed, an Order of Referral to Family Mediation will be issued. You will be responsible for the mediation fees (based on your income) at the time of filing in addition to the regular filing fee.

Please have forms completed, stapled property, signed and notarized BEFORE filing them with the Clerk of Court.

Revised 10/2011

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SOCIAL SECURITY NUMBER COLLECTION STATEMENT

The Okaloosa County Clerk of Circuit Courts collects and receives Social Security Numbers for the purposes outlined below. Social Security Numbers which have been collected or received by this office may be used as a unique identifier and may be used for cross-reference search purposes in certain applications.

PASSPORT APPLICATIONS – Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number when you apply for a U.S. Passport or for the renewal of a U.S. Passport. This office, in our acceptance agency capacity, verifies the completeness of your application for U.S. Passport which is forwarded to the U.S. Department of State.

MARRIAGE LICENSE APPLICATIONS – Pursuant to Section 741.04 of the Florida Statutes, and in compliance with the federal *Personal Responsibility and Work Opportunity Reconciliation Act of 1996*, when applying for a marriage license, you are required to provide your Social Security Number, if you have been issued one. Use of Social Security Numbers through this requirement shall be limited to the purpose of administration of the Department of Revenue Title IV-D program for child support enforcement. It is sent to the Florida Department of Health, Office of Vital Statistics as part of your marriage record.

COURT RECORDS – Pursuant to federal, state, and local laws, rules and codes, you are required to provide your Social Security Number on certain court pleadings, forms, and financial documents. The Okaloosa County Clerk of Circuit Courts, in our capacity as clerk to the courts and custodian of court records, may receive your Social Security Number, from you or from other agencies, as part of document filings. We may use the number in order to process records of court cases, in compliance with the listed authorities, for the following uses: Identification and verification, verifying financial information, billing and payments, collections, data collection, data processing, reconciliation, tracking, tax reporting, reporting required information to other agencies, transmittals and for administration of the Department of Revenue Title IV-D program for child support enforcement. This office is in compliance with state privacy laws regarding access of court files.

OFFICIAL RECORDS – The Okaloosa County Clerk of Circuit Courts, in our capacity as county recorder and custodian of the county's Official Record series, does not collect your Social Security Number. This office may receive documents containing your Social Security Number to be recorded into the Official Records. This office is in compliance with state privacy laws relative to the Official Record Series.

VENDORS AND EMPLOYEES – Pursuant to federal, state, and local laws, rules, and codes, we may collect your Social Security Number for the following uses: Identification and verification, verifying financial information, billing and payments, collections, data collection, data processing, reconciliation, tracking, tax reporting, reporting required information to other agencies, transmittals, employee benefits, and compliance with record keeping requirements.

CASH PAYMENTS OVER $10,000 - Pursuant to the Department of the Treasury Internal Revenue Service Pub. 1544, this office collects the Social Security Number or Taxpayer Identification Number for cash payments over $10,000 for tax reporting purposes.

IN THE CIRCUIT/COUNTY COURT OF THE FIRSTJUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

_____ **CASE NO.**_____

Plaintiff/Petitioner or In the Interest Of
vs.

_____

Defendant//Respondent

APPLICATION FOR DETERMINATION OF CIVIL INDIGENT STATUS

Notice to Applicant: If you qualify for civil indigence you must enroll in the clerk's office payment plan and pay a one-time administrative fee of $25.00. This fee shall not be charged for Dependency or Chapter 39 Termination of Parental Rights actions.

1. **I have** _____**dependents.** *(Include only those persons you list on your U.S. Income tax return.)*
Are you Married?...Yes….No Does your Spouse Work?...Yes….No Annual Spouse Income? $_____

2. **I have a net income of $**_____ paid ( ) weekly ( ) every two weeks ( ) semi-monthly ( ) monthly ( ) yearly ( ) other _____.
*(Net income is your total income including salary, wages, bonuses, commissions, allowances, overtime, tips and similar payments, **minus** deductions required by law and other court-ordered payments such as child support.)*

3. **I have other income** paid ( ) weekly ( ) every two weeks ( ) semi-monthly ( ) monthly ( ) yearly ( ) other _____.
(Circle "Yes" and fill in the amount if you have this kind of income, otherwise circle "No")

Second Job .....Yes $_____ No
Social Security benefits
.....No
For you.....Yes $_____ No
For child(ren).....Yes $_____ No
Unemployment compensation .....Yes $_____ No
Union payments .....Yes $_____ No
Retirement/pensions .....Yes $_____ No
Trusts.....Yes $_____ No
Veterans' benefits.....Yes $
.....No
Workers compensation .....Yes $
.....No
Income from absent family members .....Yes $
.....No
Stocks/bonds.....Yes $
.....No
Rental income.....Yes $
.....No
Dividends or interest.....Yes $
.....No
Other kinds of income not on the list.....Yes $
.....No
Gifts.....Yes $
.....No

I understand that I will be required to make payments for fees and costs to the clerk in accordance with §57.082(5), Florida Statutes, as provided by law, although I may agree to pay more if I choose to do so.

4. I have other assets: *(Circle "yes" and fill in the value of the property, otherwise circle "No")*
Cash .....Yes $_____ No
Bank account(s) .....Yes $_____ No
Certificates of deposit or
.....No
money market accounts .....Yes $_____ No
.....No
Boats* .....Yes $_____ No
.....No
Savings account .....Yes $
.....No
Stocks/bonds.....Yes $
.....No
Homestead Real Property* .....Yes $
.....No
Motor Vehicle* .....Yes $
.....No
Non-homestead real property/real estate*.....Yes $
.....No

*show loans on these assets in paragraph 5

Check one: I ( ) DO ( ) DO NOT expect to receive more assets in the near future. The asset is_____.

5. **I have total liabilities and debts of $**_____ as follows: Motor Vehicle $_____, Home $_____, Other Real Property $_____, Child Support paid direct $_____, Credit Cards $_____, Medical Bills $_____, Cost of medicines (monthly) $_____,
Other $_____.

6. **I have a private lawyer in this case**…… Yes No

A person who knowingly provides false information to the clerk or the court in seeking a determination of indigent status under s. 57.082, F.S. commits a misdemeanor of the first degree, punishable as provided in s.775.082, F.S. or s. 775.083, F.S. **I attest that the information I have provided on this application is true and accurate to the best of my knowledge.**

Signed this _____ day of _____, 20____.

_____ _____

Date of Birth Driver's License or ID Number

_____

Address, P O Address, Street, City, State, Zip Code

_____

Signature of Applicant for Indigent Status

Print Full Legal Name _____

Phone Number: _____

CLERK'S DETERMINATION

Based on the information in this Application, I have determined the applicant to be ( ) Indigent ( ) Not Indigent, according to s. 57.082, F.S.

Dated this _____ day of _____, 20 ____.

Clerk of the Circuit Court by _____

This form was completed with the assistance of: _____

Clerk/Deputy Clerk/Other authorized person.

APPLICANTS FOUND NOT TO BE INDIGENT MAY SEEK REVIEW BY A JUDGE BY ASKING FOR A HEARING TIME.

THERE IS NO FEE FOR THIS REVIEW.

Sign here if you want the judge to review the clerk's decision _____

COURT ADMINISTRATION, FIRST JUDICIAL CIRCUIT OF FLORIDA
SELF-HELP PROCEDURES FOR FILING PETITION FOR DISSOLUTION OF MARRIAGE

This list of forms and procedural information are provided as a self-help service for litigants who choose to represent themselves in Court, pro se (without an attorney) and should be considered only as a guideline and not legal advice. Please remember that you are representing yourself and you alone are responsible for the choosing and correct completion and filing of the forms. It is best to consult with your own attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension benefits, assets, or liabilities.

Please remember that the Clerk and Court personnel cannot act as your lawyer or tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. Clerk and Court personnel are not acting on behalf of the court or any judge. The presiding judge in your case may require amendment of form(s) or substitution of a different form other than those you may have obtained from the Clerk's Office or a legal form provider. The form(s) you file are only a request and the judge is not required to grant the relief requested in a form. The information you give to and receive from Clerk and Court personnel is not confidential and may be subject to disclosure at a later date. If there is another person involved in your case, that person will receive the same type of assistance that you receive.

Filing Fees-If you cannot afford to pay the filing fees to begin your action, you may obtain an Application for Determination of Civil Indigent Status from the Clerk, fill it out, and the clerk will determine whether you are eligible to have the filing fees waived.

PLEASE READ ALL INSTRUCTIONS BEFORE FILING YOUR CASE

A HEARING CANNOT BE SCHEDULED UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN FILED WITH THE CLERK OF COURT AND ALL TIME PERIODS ALLOWED FOR FILING INFORMATION HAVE PASSED.

DEFINITIONS:

Petitioner –Person who files a petition to begin an action.

Respondent – Person who is served with the petition and/or files and answer to the petition.

Service of Process – All petitions require Service of Process unless the respondent waives service of process by signing the Acceptance and Waiver of Formal Service of Process form. If the Respondent will not waive service of process, then formal service of process is required either by sheriff or by publication.

Uncontested Dissolution of Marriage – A Petition for Dissolution of Marriage is **"uncontested"** if you and your spouse agree on every issue and all required documents have been filed, or your spouse files an answer agreeing with the petition, or your spouse does not respond to your petition and a default is entered.

Contested Dissolution of Marriage – A Petition for Dissolution of Marriage is **"contested"** if you and your spouse do not agree on every issue. If parties do not agree on all issues, a Mediation Order will be issued at the time of filing the Petition for Dissolution of Marriage and all parties must comply with the terms of that order. If the parties later file a written agreement settling all issues, mediation will not be required.

A list of required forms as follows. Additional forms that may be needed are listed under the specific sections below that may apply to your case. This list of forms and procedural information as provided only as a guideline and not legal advice.

DOCUMENTS TO BE FILED

1. _____ **You must fill out and file the following four (4) forms with the Petition:**
   a. Cover Sheet for Family Law Cases – Form 12.928
   b. Notice of Related Cases (include all open and closed cases, if any)-Form 12.900(h)
   c. Final Disposition form-Form 1.998
   d. Parties Information Sheet

2._____ **Petition for Dissolution of Marriage: (√ Choose One)**

- _____Petition for Dissolution of Marriage With Dependent or Minor Children Form 12.901(b)(1).
- _____Petition for Dissolution of Marriage With Dependent or Minor Children and Relocation – Form 12.950(c).
- _____Petition for Dissolution of Marriage with No Child(ren) or Property – Form 12.901(b)(3).
- _____Petition for Dissolution of Marriage with Property But No Child(ren) – Form 12.901(b)(2).

3._____ **Service of Process**: **(√ Choose One)**

- _____ Acceptance and Waiver of Service and Answer form (when the parties are in agreement and the respondent agrees to waive service by the sheriff.)

OR

- _____Personal Service (*see instruction "B" below*).

OR

- _____Constructive Service (*see instruction "C" below*).

4._____ **Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage** –Form 12.903(a). This form may be used by the respondent ***after*** he/she has been served with a petition by sheriff or certified process server for dissolution of marriage and he/she ***agrees*** with the petition.

5.____ **Marital Settlement Agreement**-If parties do not file a Marital Settlement Agreement (and Parenting Plan if there are children), a Mediation Order will be issued at the time of filing the Petition for Dissolution of Marriage and parties must comply with the terms of that order.

(√ Choose One)

_____**With Children-Marital Settlement Agreement with Children**-Form12.902(f)(1) and Parenting Plan-You may use the local Okaloosa-Walton Parenting Plan included in this packet or download the Parenting Plan-Form 12.995(a), Safety Focused Parenting Plan Form 12.995(b), or Relocation/Long Distance Parenting Plan – Form 12.995(c) from www.flcourts.org under the Self-Help section, or use any other Parenting Plan that complies with Section 61.13, Florida Statutes, Agreements must be signed by BOTH parties and notarized.

OR

_____**No Children-Marital Settlement Agreement With Property But <u>No Children</u>**-Form 12.902(f)(2) or other agreement prepared by the parties. Agreement must be signed by BOTH parties and notarized.

6._____ **Family Law Financial Affidavit (one from each party)**-Financial Affidavits cannot be waived unless there are no children and a Marital Settlement Agreement has been filed. Otherwise, the respondent has 45 days from the day he/she is served with the petition to file his/her Financial Affidavit with the Clerk of Court, unless a default has been entered.

(√ Choose One)

_____Financial Affidavit-Form 12.902(b)-Individual Income <u>Under</u> $50,000 per year.

OR

_____Financial Affidavit (Long) Form 12.902(c) – Individual Income **Over** $50,000 per year.

7._____ **Certificate of Compliance with Mandatory Disclosure (one from each party)**-Form 12.932

8._____ **Proof of Florida Residency**: Affidavit of Corroborating Witness-Form 12.902(I)-The witness signing this form must know that you have lived in the State of Florida for more than 6 months **<u>before</u>** the date your petition for dissolution of marriage was filed. In the alternative, if you cannot get a witness to fill out the form, you may file a photocopy of your Florida driver's license if the issue date on its face shows it was issued more than 6 months before your petition for dissolution of marriage was filed.

9._____ **Notice of Social Security (one from each party)**-Form 12.902(j).

10._____ **Disclosure from Non-Lawyer**-Form 12.900(a). If anyone other than a lawyer helps you to complete any of these forms.

PARTIES WITH CHILDREN MUST ALSO FILE THE FOLLOWING:

11._____ U**niform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**-Form 12.902(d).

12._____ **Child Support Guidelines Worksheet**-Form 12.902(e) Child Support in Florida is determined by the child support guidelines found in section 61.30, Florida Statutes. After calculations are made in this worksheet, the amount should be inserted in the Marital Settlement Agreement. If there is more than one child and you want the support to change as each child reaches 18, you must calculate what the amount the child support will change to go along with the date it takes effect and include that in the Marital Settlement Agreement.

13._____ **Copy(s) of Any Other Court Order** relating to custody, visitation, and/or child support of the dependent or minor children from this marriage, must be filed with the Petition for Dissolution of Marriage.

14._____ **Proof of Attendance Parenting Class** by both parties. At the time of filing, an order will be issued and parties will be given (60) days to attend. There may be sanctions for failure to attend the seminar, unless attendance has been waived by the Court. (If a party lives outside the county or state, or there are extenuating circumstances that make actual attendance of the class a hardship, that party may request that he/she be allowed to complete a Court approved alternative course. The request must be approved by the Court before completion of any approved alternative course.

A. Where to file: Once the required documents have been completed, you must file the **originals** with the Circuit Civil Division in the Clerk of Court's Office. Keep a copy for your records and take the **ORIGINALS** and a copy to the Clerk's Office.

B. **Service of Process**: If the respondent will not waive service by signing the Acceptance and Waiver of Service and Answer form, then service of process is required. If the respondent lives in the State of Florida or has previously lived in Florida, inform the clerk that you will need a **Summons** issued. (*if the respondent has never lived in Florida and/or the respondent's location is unknown, skip to instruction "C" below). The Summons informs the respondent that he/she will have 20 days to respond to your petition. After filing your case and receiving the Summons from the Clerk's Office, take or send the Summons along with copies of all the documents you have filed, plus a blank Financial Affidavit and Notice of Social Security Number for the respondent to complete, to the Sheriff's Office Civil Process Division or Certified Process Server for service on the respondent. It is your responsibility to provide the Summons and copies of documents plus any service fee that may be required to the Sheriff or Process Server in the county where the respondent lives. You will be charged a service fee by the Sheriff's Department. If you have been certified indigent, you must provide a certified copy of the Certificate of Indigency to have the service fee waived. Once the

Sheriff's Department or Process Server has served the respondent, the Sheriff's Office or Process Server will send a Return of Service to you and to the Clerk of Court, stating the date of service and/or whether the respondent was or was not served. If the Sheriff's Office or Process Server sends you a Return of Service that shows the respondent was not served, you may then use the constructive service method (see instruction "C" below).

C. **What if the respondent's location is unknown or he/she lives outside the State of Florida;** If you cannot locate the respondent and/or the respondent lives *outside* the State of Florida and has *never* lived in Florida, you must use what is called *constructive* service (sometimes call service by publication). If the last address you have for the respondent is a Florida address, you must attempt personal service by Sheriff *first* (see Instruction "B" above), before constructive service is allowed. If you determine that constructive service is the proper method of service, you will need to file the following forms with the

_____**Affidavit of diligent Search and Inquiry**, Form 12.913(b) – You must make a very serious effort to get information about your spouse's location.

_____**Affidavit of Military Service**-Form 12.921(b)

_____**Notice of Action for Dissolution of Marriage**-Form 12.913(a)-You should insert your spouse's name and address and take this form to the Clerk of the Circuit Court in the county where your petition for dissolution of marriage was filed. Do not insert the response date in your Notice of Action until you present it to the Clerk for signature. When calculating the response date to be inserted in the Notice of Action, it is suggested that you insert a response date that is at least 38 days, but not more than 60 days, away from the day you bring the Notice of Action to the Clerk of Court's office for signing and filing. Please remember that you are responsible for properly calculating the response date in the Notice of Action. The Clerk will then sign the original Notice of Action which will be filed in the Court file. You will need to request a copy for your records and a copy for the newspaper. A copy of the Notice of Action must be taken immediately to a qualified local newspaper in the county where you case is filed (ask the clerk for a list of qualified newspapers), and published once a week for four (4) consecutive weeks. In addition, if you do not know if the respondent is on active duty in the United States Military, you will need to fill out the **Memorandum for Certificate of Military Service**, Form 12.912(a) and mail one copy to each of the military branches. If you cannot afford to pay to public the Notice of Action in the newspaper, you may file an **Affidavit of Indigency**-Form 12.902(a) along with your Financial Affidavit. If a Judge or Clerk determines that you cannot afford these fees, the Clerk will post your Notice of action in designated places for the four consecutive week period.

D. **<u>If the respondent DOES NOT file a written response to the petition after service:</u>** If the respondent has been served by Sheriff or certified Process Server, he/she will have 20 days to file a written response and/or counterpetition to the Petition for Dissolution of Marriage. If the respondent was served by constructive service, he/she has until the response date stated in the Notice of Action to file a written response/ and or counterpeitition to the Petition for Dissolution of Marriage. If the respondent fails to respond to your petition, you may then file a **Motion for Default**-Form 12.922(a) and 12.922(b), **Affidavit of Military Service**-Form 12.921(b) and **Request to Waive Mediation** based on the default.

E. **<u>What if the respondent files an answer and/or counterpetition disagreeing with the petition</u>**: You may file an Answer to Counterpetition-Form 12.903(d). You should seek the advice of an attorney.

F. **<u>What if the respondent does not file the required Financial Affidavit</u>**: Depending on your case, what you are asking for in your petition for dissolution of marriage, and whether or not a default has been entered, you may choose to request financial documents by filing a Notice of Service of Standard Family Law Interrogatories-Form 12.930(a) and Standard Family Law Interrogatories-Form12.930(b). These forms are not included in the forms packet, but are available on request. There is a charge for these forms.

G. **<u>Scheduling a final hearing</u>**: An instruction sheet will be given to you at the time of filing.

YOU MAY CONSULT WITH AND/OR RETAIN AN ATTORNEY AT ANY TIME DURING YOUR ACTION.

FAMILY LAW FORMS, COMMENTARY, AND INSTRUCTIONS GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS (09/13)

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 **Ex parte** 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 **party** is present or has been properly notified. **If you have something you need to tell the judge, you must ask for a hearing 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 **petition**. 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 **petitioner** and remains the petitioner throughout the case.

A petition is given to the **clerk of the circuit court**, 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 **filing** a case. A **filing fee** 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 **petition**, **motion**, or other **pleading**, 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. **Personal service** of the petition and summons on the respondent

by a deputy sheriff or private process server is required in all **original petitions** and **supplemental petitions**, unless **constructive service** 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 **certified mail** 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 **service** 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 original or supplemental petitions, any time you file additional pleadings or motions in your case, you must provide a copy to the other party and include a **certificate of service**. 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, which cannot include either alimony or child support. For more information on constructive service, see **Notice of Action for Dissolution of Marriage (No Child or Financial Support)**, Florida Supreme Court Approved Family Law Form 12.913(a)(1), **Notice of Action for Family Cases with Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.913(a)(2), **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b), and **Affidavit of Diligent Search**, Florida Family Law Rules of Procedure Form 12.913(c).. 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 is very complex and you may wish to consult an attorney regarding these issues.

Default... After being served with a petition or **counterpetition**, 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 **final hearing**, and a **judge** 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.

Answer 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.

Parenting Plan. If your case involves minor or dependent child(ren), a **Parenting Plan** shall be approved or established by the court. **Parenting Plan**, Florida Supreme Court Approved Family Law Form, 12.995(a), **Safety-Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b), or **Relocation/Long Distance Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(c). The Parenting Plan shall be developed and agreed to by the parents and approved by a court**. If the parents cannot agree, or if the agreed Parenting Plan is not approved, the court must establish a Parenting Plan.** The Parenting Plan shall contain a time-sharing schedule and should address the issues regarding the child(ren)'s education, health care, and physical, social, and emotional well-being.

Setting a hearing or trial. Generally, the court will have hearings on motions, final hearings on **uncontested** or **default** cases, and trials on contested cases. Before setting your case for **final hearing** 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 **family law intake staff** about the local procedure for setting a hearing or trial, which you should attend. These family law forms contain **orders** and **final judgments**, which the judge may use. You should ask the clerk of court or family law intake staff if you need to bring one of these forms with you to the hearing or trial. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial.

Below are explanations of symbols or parts of different family law forms...

{specify}, {date}, {name(s)}, {street}, {city}, {state}, {phone}

Throughout these forms, you will find hints such as those above. These tell you what to put in the blank(s).

[**one** only] [**all** that apply]

These show how many choices you should check. Sometimes you may check only one, while other times you may check several choices. ( ) This also shows an area where you must make a choice. Check the ( ) in front of the choice that applies to you or your case.

IN THE CIRCUIT COURT OF THE _____(1)_____ JUDICIAL CIRCUIT,
IN AND FOR _____(2)_____ COUNTY, FLORIDA

Case No.: _____(3)_____
Division: _____(4)_____

_____(5)_____ ,
Petitioner,
and

_____(6)_____,
Respondent.

Line 1 The clerk of court can tell you the number of your judicial circuit. Type or print it here.
Line 2 Type or print your county name on line (2).
Line 3 If you are filing an initial petition or pleading, the Clerk of the Court will assign a case number after the case is filed. You should type or print this case number on all papers you file in this case.
Line 4 The clerk of the court can tell you the name of the division in which your case is being filed, and you should type or print it here. Divisions vary from court to court. For example, your case may be filed in the civil division, the family division, or the juvenile division.
Line 5 Type or print the legal name of the person who originally filed the case on line 5. This person is the petitioner because he/she is the one who filed the original petition.
Line 6 Type or print the other party's legal name on line 6. The other party is the respondent because he/she is responding to the petition.

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: _____(1)_____ _____(2)_____
Signature of Petitioner
Printed Name: _____(3)_____
Address: _____(4)_____
City, State, Zip: _____(5)_____
Telephone Number: _____(6)_____
Fax Number: _____(7)_____
E-mail Address: _____(8)_____

Some forms require that your signature be witnessed. You must sign the form in the presence of a **notary public** or deputy clerk (employee of the clerk of the court's office). When signing the form, you must have a valid photo identification unless the notary knows you personally. You should completely fill in all lines (1 & 3–8) except 2 with the requested information, if applicable. **Line 2, the signature line, must be signed in the presence of the notary public or deputy clerk.**

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 _____

DO NOT SIGN OR FILL IN THIS PART OF ANY FORM. This section of the form is to be completed by the notary public who is witnessing your signature.

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{either Petitioner or Respondent; or Husband or Wife}*
This form was completed with the assistance of:
*{name of individual }*_____(1)_____,
{name of business} _____(2)_____,
{address} _____(3)_____,
*{city}*___(4)_____,*{state}* _____(5), *{telephone number}* _(6)_____.

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 2–6 The nonlawyer's business name, address, (including street, city, state, and telephone number) should be typed or printed on lines 2–6.

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.

Alimony-spousal support which may be ordered by the court in a proceeding for dissolution of marriage. Types of alimony include: bridge-the-gap, durational, rehabilitative, or retroactive, and may be either temporary or permanent. The court may order periodic payments, payment in lump sum, or both. In determining whether to award alimony, the court must determine whether either party has an actual need for alimony and whether the other party has the ability to pay. The court must consider the factors set forth in section 61.08, Florida Statutes, and must make certain written findings. An alimony award may not leave the paying party with significantly less net income than that of the receiving party without written findings of exceptional circumstances.

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.

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.

Beneficiary Designation-Florida law provides that a beneficiary designation made by or on behalf of a party providing for the payment or transference of an asset or benefit upon his or her death to the other spouse is void when the final judgment dissolving or declaring a marriage invalid is signed, unless the final judgment specifically states otherwise. Federal law and other statutory provisions may also apply. This includes, but is not limited to, such assets as life insurance policies, annuities, employee benefit plans, individual retirement accounts, and payable-on-death accounts. Whether or not to continue a beneficiary designation is a complex area of the law and you may wish to consult with an attorney.

Bridge-the-Gap Alimony-spousal support which is ordered to assist a party to make the transition from being married to being single. Bridge-the-Gap alimony is designed to assist a party with legitimate, identifiable short-time needs; its length cannot exceed two years and it cannot be modified.

Central 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.

Concurrent Custody-(for the purposes of a petition filed pursuant to chapter 751, Florida Statutes) means that an eligible extended family member is awarded custodial rights to care for a child or children concurrently with the child(ren)'s parent or parents.

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; that relief cannot include either alimony or child support. 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.

Custody Order – a judgment or order incorporating a Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. ss. 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980.

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, have a mental or physical disability that prevents them from supporting themselves, or are in high school, between the ages of 18 and 19, and performing in good faith with a 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.

Durational Alimony-spousal support which is ordered to provide economic assistance for a set period of time following a marriage of short or moderate duration or following a marriage of long duration if there is no ongoing need for support on a permanent basis. Durational alimony terminates upon the death of either party or upon remarriage of the party receiving support. It may be modified or terminated , but cannot exceed the length of a marriage.

Electronic Communication – Contact, other than face-to-face contact, facilitated by tools such as telephones, electronic mail or email, webcams, video-conferencing equipment and software or other wired or wireless technologies, or other means of communication to supplement fact-to face contact between a parent and that parent's minor child.

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.

Extended Family-(for the purposes of a petition filed pursuant to chapter 751, Florida Statutes) is a person who is either:

1) A relative of a minor child within the third degree by blood or marriage to the parent; OR
2) The stepparent of a minor child if the stepparent is currently married to the parent of the child and is not a party in a pending dissolution, separate maintenance, domestic violence, or other civil or criminal proceeding in any court of competent jurisdiction involving one or both of the child's parents as an adverse 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.

Health Insurance-coverage under a fee-for-service arrangement, health care maintenance organization, or preferred provider organization, and other types of coverage available to either parent, under which medical services could be provided to a minor or dependent child.

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.

Parenting Plan – a document created to govern the relationship between the parents relating to the decisions that must be made regarding the minor child(ren). The Parenting Plan must contain a time-sharing schedule for the parents and child(ren) and shall address the issues concerning the minor child(ren). The issues concerning the minor child(ren) may include, but are not limited to, the child(ren)'s education, health care, and physical, social, and emotional well-being. In creating the Plan, all circumstances between the parents, including their historic relationship, domestic violence, and other factors must be taken into consideration. The Parenting Plan must be developed and agreed to by the parents and approved by the court. If the parents cannot agree to a Parenting Plan, or if the parents agreed to a plan that is not approved by the court, a Parenting Plan will be established by the court with or without the use of **parenting plan recommendations.**

Parenting Plan Recommendation – A nonbinding recommendation concerning one or more elements of a Parenting Plan made by a court-appointed mental health practitioner or other professional designated pursuant to either section 61.20 or 61.401, Florida Statutes, or Florida Family Law Rule of Procedure 12.363.

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 provide for the needs and necessities of life as they were established during the marriage for a party who lacks the financial ability to meet his or her needs and necessities after dissolution of marriage. Permanent alimony is paid at a specified, periodic rate until: modification by a court order; the death of either party;or the remarriage of the party receiving alimony, whichever occurs first. Permanent alimony requires consideration of the factors set forth in section 61.08(2), Florida Statutes, and must include certain written findings by the court.

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.

Pro Se or Self-Represented Litigant - a person who appears in court without the assistance of a lawyer.

Pro Se Coordinator - see **Family Law Intake Staff**.

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 after dissolution of marriage.

Relocation- a change in the location of the principal residence of a parent or other person in accordance with section 61.13001, Florida Statutes.

Respondent - the person who is served with a petition requesting some legal action against him or her.

Scientific Paternity Testing - a medical test to determine who the father of a child is.

Service - the delivery of legal documents to a party. Service must be in accordance with Florida Rule of Judicial Administration 2.516.

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 time-sharing to the other parent.

State Disbursement Unit- the unit established and operated by the Title IV-D agency to provide one central address for the collection and disbursement of child support payments made in both Department of Revenue and non-Department of Revenue cases, in which the obligation is paid through an income deduction order.

Supervised Time-Sharing- a parenting arrangement under which time-sharing 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.

Supportive Relationship-a relationship, defined in section 61.14(1)(b)1, Florida Statutes, existing between a spouse who receives alimony and a person with whom that spouse resides.

Time-Sharing Schedule – a timetable that must be included in the Parenting Plan that specifies the time, including overnights and holidays, that a minor child or children will spend with each parent. The time-sharing schedule shall either be developed and agreed to by the parents of a minor child or children and is approved by the court, or established by the court if the parents cannot agree, or if their agreed-upon schedule is not approved by the court.

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.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.901(b)(1), PETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) (02/18)

When should this form be used?

This form should be used when you are filing for a **dissolution of marriage,** and you and your spouse have a dependent or minor child(ren) together, or a spouse is pregnant. You or your **spouse** must have lived in Florida for at least 6 months before filing for a 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 a spouse 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. Because you are filing the **petition** in this proceeding, you may also be referred to as the **petitioner** and your spouse as the **respondent.**

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should I do next?

For your case to proceed, you must properly notify your spouse of the **petition**. If you know where your spouse lives, you should use **personal service**. If you absolutely do not know where your spouse lives, you may use **constructive service**. You may also be able to use constructive service if your spouse resides in another state or country; however, if constructive service is used, other than granting a divorce, the court may only grant limited relief, which cannot include either spousal support (alimony) or child support. For more information on constructive service, see **Notice of Action for Family Cases with Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.913(a)(2), and **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(c). If your spouse 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) and **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b). In sum, the law regarding constructive service and service on an individual in the military service is very complex and you may wish to consult an attorney regarding these issues.

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

DEFAULT. If after 20 days, your spouse has not filed an **answer**, you may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk of court. Then, if you have filed all of the required papers, you may contact the clerk, **family law intake staff**, or **judicial assistant** to set a **final hearing**. You must notify your spouse of the hearing by using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form.

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

CONTESTED. If your spouse files an answer or an answer and **counterpetition**, which disagrees with or denies anything in your petition, **and** you are unable to settle the disputed issues, you should file a **Notice for Trial**, Florida Supreme Court Approved Family Law Form 12.924, after you have complied with mandatory disclosure and filed all of the required papers. Some circuits may require the completion of **mediation** before a final hearing may be set. You should contact the clerk, family law intake staff, or judicial assistant for instructions on how to set your case for trial (final hearing). If your spouse files an answer and counterpetition, you should answer the counterpetition within 20 days using an **Answer to Counterpetition**, Florida Supreme Court Approved Family Law Form 12.903(d).

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Special notes…

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

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file a **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

With this form, you must also file the following:

- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**, Florida Supreme Court Approved Family Law Form 12.902(d).
- **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e), if you are asking that child support be ordered in the final judgment. (If you do not know your spouse's income, you may file this worksheet after your spouse's financial affidavit has been served on you.)
- **Affidavit of Corroborating Witness**, Florida Supreme Court Approved Family Law Form 12.902(i) OR photocopy of current Florida driver's license, Florida identification card, or voter's registration card (issue date of copied document must be at least six months before date case is actually filed with the clerk of the circuit court).
- **Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(1), if you and your spouse have reached an agreement on any or all of the issues.
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j).
- **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). (This must be filed with the petition if the petitioner seeks to establish child support. Otherwise, it must be filed within 45 days of service of the petition on the respondent.)
- **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932. (This must be filed within 45 days of service of the petition on the respondent, if not filed at the time of the petition, unless you and your spouse have agreed not to exchange these documents.)
- **Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(a), (b), or (c). If the parents have reached an agreement, a signed and notarized Parenting Plan should be attached. If the parents have not reached an agreement, a proposed Parenting Plan may be filed.

Parenting Plan and Time-Sharing. If you and your spouse are unable to agree on parenting arrangements and a time-sharing schedule, a judge will decide for you as part of establishing a Parenting Plan. The judge

will decide the parenting arrangements and time-sharing based on the child(ren)'s best interests. Regardless of whether there is an agreement, the court reserves jurisdiction to modify issues relating to the minor child(ren).

The judge may request a **parenting plan recommendation** or appoint a **guardian ad litem** in your case. This means that a neutral person will review your situation and report to the judge concerning parenting issues. The purpose of such intervention is to be sure that the best interests of the child(ren) is (are) being served. For more information, you may consult section 61.13, Florida Statutes.

A **parenting course** must be completed prior to entry of the final judgment. You should contact the clerk, family law intake staff, or judicial assistant about requirements for parenting courses where you live.

Listed below are some terms with which you should become familiar before completing your petition. **If you do not fully understand any of the terms below or their implications, you should speak with an attorney before going any further.**

- **Shared Parental Responsibility**
- **Sole Parental Responsibility**
- **Supervised Time-Sharing**
- **No contact**
- **Parenting Plan**
- **Parenting Plan Recommendation**
- **Time-Sharing Schedule**

Child Support. Both parents are required to provide financial support for their minor or dependent child(ren); however, the court may order one parent to pay child support to the other parent. Florida has adopted guidelines for determining the amount of child support to be paid. These guidelines are based on the combined income of **both** parents and take into account the financial contributions of **both** parents and the number of overnights the child(ren) spend with each parent. You must file a **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c), and your spouse will be required to do the same. From your financial affidavits, you should be able to calculate the amount of child support that should be paid using the **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e). Because the child support guidelines take several factors into consideration, change over time, and vary from state to state, your child support obligation may be more or less than that of other people in seemingly similar situations.

Alimony. Alimony may be awarded to a spouse if the judge finds that one spouse has an actual need for it and also finds that the other spouse has the ability to pay. **If you want alimony, you must request it in writing in the original petition. If you do not request alimony in writing before the final hearing, it is waived (you may not request it later).** You may request **permanent alimony**, **bridge-the-gap alimony, durational alimony,** , and/or **rehabilitative alimony**. If alimony is awarded, the judge may order periodic payments, payments in lump sum, or both.

Marital/Nonmarital Assets and Liabilities. Florida law requires an **equitable distribution** of **marital assets** and **marital liabilities**. "Equitable" does not necessarily mean "equal." Many factors, including child support, time-sharing, and alimony awards, may lead the court to make an unequal (but still equitable) distribution of assets and liabilities. **Nonmarital assets** and **nonmarital liabilities** are those

assets and liabilities which the parties agree or the court determines belong to, or are the responsibility of, only one of the parties. If the parties agree or the court finds an asset or liability to be nonmarital, the judge will not consider it when distributing marital assets and liabilities.

Temporary Relief. If you need temporary relief regarding temporary use of assets, temporary responsibility for liabilities, parental responsibility and time-sharing with child(ren), temporary child support, or temporary alimony, 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). For more information, see the instructions for that form.

Marital Settlement Agreement. If you and your spouse are able to reach an agreement on any or all of the issues, you should file a **Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(1). Both of you must sign this agreement before a **notary public** or **deputy clerk**. Any issues on which you are unable to agree will be considered **contested** and settled by the judge at the final hearing.

Parenting Plan. In all cases involving minor or dependent child(ren), a Parenting Plan shall be approved or established by the court. If you and your spouse have reached an agreement, you should file one of the following: **Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(a), **Safety-Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b), or **Relocation/Long-Distance Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(c), which addresses the time-sharing schedule for the child(ren). If you have not reached an agreement, a proposed Parenting Plan may be filed. If the parties are unable to agree, a **Parenting Plan will be established by the court.**

Final Judgment Form. These family law forms contain a **Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.990(c)(1), which the judge may use if your case is contested. If you and your spouse reach an agreement on all of the issues, the judge may use a **Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren) (Uncontested)**, Florida Supreme Court Approved Family Law Form 12.990(b)(1). You should check with the clerk, family law intake staff, or judicial assistant to see if you need to bring a final judgment with you to the hearing. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial.

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

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Division: _____

In re: The Marriage of:

_____,
Petitioner,

and

_____,
Respondent.

PETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN)

I, *{full legal name}* _____, the

Petitioner, being sworn, certify that the following statements are true:

1. JURISDICTION/RESIDENCE
   _____Petitioner _____ Respondent _____ Both has (have) lived in Florida for at least 6 months before the filing of this Petition for Dissolution of Marriage.
2. Petitioner _____ is or _____ is not a member of the military service.
   Respondent _____ is or _____ is not a member of the military service.
3. MARRIAGE HISTORY
   Date of marriage: *{month, day, year}* _____
   Date of separation: *{month, day, year}*_____ (_____Please indicate if approximate)
   Place of marriage: *{county, state, country}* _____
4. DEPENDENT OR MINOR CHILD(REN)
   *{Choose **all** that apply}*
   a. _____ Petitioner is pregnant. Baby is due on: *{date}* _____
   b. _____ Respondent is pregnant. Baby is due on: *{date}* _____
   c. _____ The minor (under 18) child(ren) common to both parties are:

   Name **Birth date**

   _____
   _____
   _____

_____
_____
_____

d. ☐ The minor child(ren) born or conceived during the marriage who are **not** common to both parties are:

Name **Birth date**

_____
_____

The birth parent (s) of the above minor child(ren) is (are): *{name and address}*

_____
_____

e. ☐ The child(ren) common to both parties who are 18 or older but who are dependent upon the parties due to a mental or physical disability are:

Name **Birth date**

_____
_____

5. A completed Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c) *{choose only **one**}* ☐ is filed with this petition or ☐ will be timely filed.

6. A completed Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Florida Supreme Court Approved Family Law Form 12.902(d), is filed with this petition. (You **must** complete and attach this form in a dissolution of marriage with minor child(ren)).

7. A completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this petition.

8. This petition for dissolution of marriage should be granted because:
   *{Choose only **one**}*
   a. ☐ The marriage is irretrievably broken.

   OR

   b. ☐ One of the parties has been adjudged mentally incapacitated for a period of 3 years prior to the filing of this petition. A copy of the Judgment of Incapacity is attached.

SECTION I. MARITAL ASSETS AND LIABILITIES

1. ☐ There are no marital assets or liabilities.

   OR

2. ☐ There are marital assets or liabilities. All marital and nonmarital assets and liabilities are (or will be) listed in the financial affidavits, Florida Family Law Rules of Procedure Form 12.902(b) or (c), filed in this case.
*{Indicate **all** that apply}*

   a. ☐ All marital assets and liabilities have been divided by a written agreement between the parties, which is attached, to be incorporated into the final judgment of dissolution of marriage. (The parties may use Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren), Florida Supreme Court Approved Family Law Form 12.902(f)(1).

   b. ☐ The Court should determine how the assets and liabilities of this marriage are to be distributed, under section 61.075, Florida Statutes.

   c. ☐ Petitioner ☐ Respondent should be awarded an interest in the other spouse's property because:

_____
_____
_____
_____

SECTION II. SPOUSAL SUPPORT (ALIMONY)

1. ☐ **Petitioner** ☐ **Respondent forever gives up any right to spousal support (alimony) from the other spouse.**

   OR

2. ☐ Petitioner ☐ Respondent requests that the Court order the other spouse to pay the following spousal support (alimony) and claims that he or she has an actual need for the support that he or she is requesting **and that the other spouse has the ability to pay that support**. Spousal support (alimony) is requested in the amount of $_____ every: ☐ week ☐ other week ☐ month, or ☐ other _____ beginning *{date}* _____ and continuing until *{date or event}* _____.

   Explain why the Court should order ☐ Petitioner ☐ Respondent to pay, and any specific request(s) for type of alimony (temporary, permanent, bridge-the-gap, durational, rehabilitative, and/or lump sum):

_____
_____
_____
_____
_____
_____.

3. ☐ Other provisions relating to alimony, including any tax treatment and consequences:

_____
_____
_____.

4. ☐ Petitioner requests life insurance on the other spouse's life, provided by that spouse, to secure such support.

SECTION III. PARENTING PLAN ESTABLISHING PARENTAL RESPONSIBILITY AND TIME-SHARING

1. The minor child(ren) currently reside(s) with ☐ Petitioner ☐ Respondent ☐ Other: *{explain}* _____
_____

2. **Parental Responsibility.** It is in the child(ren)'s best interests that parental responsibility be:
*{Choose only **one**}*
a. ☐ shared by both parents;

b. ☐ awarded solely to ☐ Petitioner ☐ Respondent . Shared parental responsibility would be detrimental to the child(ren) because:_____
_____
_____
_____.

3. **Parenting Plan and Time-Sharing.** It is in the best interests of the child(ren) that the family be ordered to comply with a Parenting Plan that ☐ includes ☐ does not include parental time- sharing with the child(ren). For purposes of a Parenting Plan, the Petitioner will be referred to as *{name or designation}*_____, and the Respondent will be referred to as *{name or designation}*_____. The Petitioner states that it is in the best interests of the child(ren) that:

*{Choose only **one**}*
a. ☐ The attached proposed Parenting Plan should be adopted by the court. The parties *{Choose only one}* ☐ have ☐ have **not** agreed to the Parenting Plan.

b. ☐ Each child will have time-sharing with both parents as follows: _____
_____
_____
_____
(☐ Indicate if a separate sheet is attached.)

c. ☐ The court should establish a Parenting Plan with the following provisions for:
{Insert name or designation of the appropriate parent in the space provided}
☐ No time-sharing for Parent _____
☐ Limited time-sharing with Parent _____
☐ Supervised Time-Sharing for Parent _____Parent_____;
☐ Supervised or third-party exchange of the child(ren).
☐ Explain:
_____
_____
_____

4. Explain why this request is in the best interests of the child(ren):
_____
_____
_____
_____.

SECTION IV. CHILD SUPPORT

*{Choose **all** that apply}*

1. ☐ Petitioner requests that the Court award child support as determined by Florida's child support guidelines, section 61.30, Florida Statutes. A completed Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), ☐ is, or ☐ will be filed. Such support should be ordered retroactive to:

   a. ☐ the date of separation *{date}* _____.
   b. ☐ the date of the filing of this petition.
   c. ☐ other *{date}*_____ *{explain}* _____.

2. ☐ Petitioner requests that the Court award child support to be paid beyond the age of 18 years because:

   a. ☐ the following child(ren) *{name(s)}* _____ is (are) dependent because of a mental or physical incapacity which began before the age of 18. *{explain}* _____ _____.

   b. ☐ the following child(ren) *{name(s)}*_____is (are) dependent in fact, is (are) in high school, and are between the ages of 18 and 19; said child(ren) is (are) performing in good faith with reasonable expectation of graduation before the age of 19.

3. ☐ Petitioner requests that the Court award a child support amount that is more than or less than Florida's child support guidelines and understands that a Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, **must** be filed before the Court will consider this request.

4. ☐ Petitioner requests that medical/dental insurance for the minor child(ren) be provided by:

   *{Choose only **one**}*

   a. ☐ Petitioner
   b. ☐ Respondent.

5. ☐ Petitioner requests that uninsured medical/dental expenses for the child(ren) be paid:

   *{Choose only **one**}*

   a. ☐ by Petitioner;
   b. ☐ by Respondent;
   c. ☐ equally by the spouses *{each spouse pays one-half}.*
   d. ☐ according to the percentages in the Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e).
   e. ☐ Other *{explain}*: _____ _____ _____

6. ☐ Petitioner requests that life insurance to secure child support be provided by the other spouse.

SECTION V. OTHER

1. Petitioner requests to be known by the following former legal name, which was: *{former legal name}*:_____.

2. Other relief *{specify}* _____
_____
_____
_____

SECTION VI. REQUEST

{This section summarizes what you are asking the Court to include in the final judgment of dissolution of marriage.}

Petitioner requests that the Court enter an order dissolving the marriage **and**:
{*Indicate **all** that apply}*

1. ☐ distributing marital assets and liabilities as requested in Section I of this petition;
2. ☐ awarding spousal support (alimony) as requested in Section II of this petition;
3. ☐ adopting or establishing a Parenting Plan containing provisions for parental responsibility and time-sharing for the dependent or minor child(ren) common to both parties, as requested in Section III of this petition;
4. ☐ establishing child support for the dependent or minor child(ren) common to both parties, as requested in Section IV of this petition;
5. ☐ restoring Petitioner's former name as requested in Section V of this petition;
6. ☐ awarding other relief as requested in Section V of this petition; and any other terms the Court deems necessary.

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: _____
Designated E-mail Address(es): _____
_____

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 deputy clerk.}

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the Petitioner.
This form was completed with the assistance of:
*{name of individual}*_____,
{name of business} _____,
{address} _____,
*{city}*_____*{state}*_____, *{zip code}*_____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.950(c),PETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) AND RELOCATION (11/15)

When should this form be used?

This form should be used when a husband or wife is filing for **dissolution of marriage,** there are dependent or minor children and pursuant to Section 61.13001, Florida Statutes:

1. You plan to relocate your residence more than 50 miles from the principal place of residence you have at the time of filing this petition; and

2. The change of location is for at least 60 consecutive days, not including a temporary absence from your principal place of residence for purposes of vacation, education or the provision of health care for the minor child(ren).

You and/or your **spouse** must have lived in Florida for at least 6 months before filing for dissolution of marriage in Florida.

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.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link

to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

What should I do next?

For your case to proceed, you must properly notify your spouse and every other person entitled to access or time-sharing with the child(ren) of the petition. "Other Person" means an individual who is not the parent but with whom the child resides pursuant to court order, or who has the right of access to, time-sharing with, or visitation with the child(ren). If you know where he or she lives, you should use **personal service**. If you absolutely do not know where he or she lives, you may use **constructive service**. You may also be able to use constructive service if your spouse or the other person resides in another state or country. However, if constructive service is used, other than granting a divorce, the court may only grant limited relief. For more information on constructive service, see **Notice of Action for Dissolution of Marriage**, Florida Supreme Court Approved Family Law Form 12.913(a), and **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b). If your spouse is in the military service of the United States, additional steps for service may be required. See, for example, **Memorandum for Certificate of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(a). In sum, the law regarding constructive service and service on an individual in the military service is very complex and you may wish to consult an attorney regarding these issues.

If personal service is used, the **respondent** has 20 days to answer after being served with your petition. Your case will then generally proceed in one of the following three ways:

DEFAULT. If after 20 days, your spouse has not filed an **answer**, you may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk of court. Then, if you have filed all of the required papers, you may call the clerk, **family law intake staff**, or **judicial assistant** to set a **final hearing**. You must notify your spouse of the hearing by using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form.

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

CONTESTED. If your spouse files an answer or an answer and **counterpetition**, which disagrees with or denies anything in your petition, **and** you are unable to settle the disputed issues, you should file a **Notice for Trial**, Florida Supreme Court Approved Family Law Form 12.924, after you have complied with mandatory disclosure and filed all of the required papers. Some circuits may require the completion of **mediation** before a final hearing may be set. You should contact the clerk, family law intake staff, or judicial assistant for instructions on how to set your case for trial (final hearing). If your spouse files an answer and counterpetition, you should answer the counterpetition within 20 days using an **Answer to Counterpetition**, Florida Supreme Court Approved Family Law Form 12.903(d).

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in **"bold underline"** in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

Special notes…

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

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file a **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

With this form, you must also file the following:

- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**, Florida Supreme Court Approved Family Law Form 12.902(d).
- **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e), if you are asking that child support be ordered in the final judgment. (If you do not know your spouse's income, you may file this worksheet after his or her financial affidavit has been served on you.)
- **Affidavit of Corroborating Witness**, Florida Supreme Court Approved Family Law Form 12.902(i) OR photocopy of current Florida driver's license, Florida identification card, or voter's registration card (issue date of copied document must be at least six months before date case is actually filed with the clerk of the circuit court).
- **Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(1), if you and your spouse have reached an agreement on any or all of the issues.
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j).

- **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). (This must be filed with the petition if the petitioner seeks to establish child support. Otherwise, it must be filed within 45 days of service of the petition on the respondent.)
- **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932. (This must be filed within 45 days of service of the petition on the respondent, if not filed at the time of the petition, unless you and your spouse have agreed not to exchange these documents.)
- **Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(a), Safety-Focused Parenting Plan, Form 12.995(b), or Relocation/Long-Distance Parenting Plan, Form 12.995(c). If the parents have reached an agreement, a signed and notarized Parenting Plan should be attached. If the parents have not reached an agreement, a proposed Parenting Plan may be filed.

Updating Information. A parent or other person seeking to relocate has a continuing duty to provide current and updated information required by the relocation statute when that information becomes known.

Parenting Plan and Time-Sharing. If you and your spouse are unable to agree on parenting arrangements and a time-sharing schedule, a judge will decide for you as part of establishing a Parenting Plan. The judge will decide the parenting arrangements and time-sharing based on the child(ren)'s best interests. Regardless of whether there is an agreement, the court reserves jurisdiction to modify issues relating to the minor child(ren).

The judge may request a **parenting plan recommendation** or appoint a **guardian ad litem** in your case. This means that a neutral person will review your situation and report to the judge concerning parenting issues. The purpose of such intervention is to be sure that the best interests of the child(ren) is (are) being served. For more information, you may consult section 61.13, Florida Statutes.

A **parenting course** must be completed prior to entry of the final judgment. You should contact the clerk, family law intake staff, or judicial assistant about requirements for parenting courses where you live.

Listed below are some terms with which you should become familiar before completing your petition. **If you do not fully understand any of the terms below or their implications, you should speak with an attorney before going any further.**

- **Shared Parental Responsibility**
- **Sole Parental Responsibility**
- **Supervised Time-Sharing**
- **No contact**
- **Parenting Plan**
- **Parenting Plan Recommendation**
- **Time-Sharing Schedule**

Child Support. The court may order one parent to pay **child support** to assist the other parent in meeting the child(ren)'s material needs. **Both parents are required to provide financial support**, but one parent may be ordered to pay a portion of his or her support for the child(ren) to the other parent. Florida has adopted guidelines for determining the amount of child support to be paid. These guidelines

are based on the combined income of **both** parents and take into account the financial contributions of both parents. You must file a **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c), and your spouse will be required to do the same. From your financial affidavits, you should be able to calculate the amount of child support that should be paid using the **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e). Because the child support guidelines take several factors into consideration, change over time, and vary from state to state, your child support obligation may be more or less than that of other people in seemingly similar situations.

Alimony. Alimony may be awarded to a spouse if the judge finds that he or she needs it and that the other spouse has the ability to pay it. **If you want alimony, you must request it in writing in the original petition or counterpetition. If you do not request alimony in writing before the final hearing, it is waived (you may not request it later).** You may request either **permanent alimony**, **bridge-the-gap alimony, durational alimony, lump sum alimony**, or **rehabilitative alimony**.

Marital/Nonmarital Assets and Liabilities. Florida law requires an **equitable distribution** of **marital assets** and **marital liabilities**. "Equitable" does not necessarily mean "equal." Many factors, including child support, time-sharing, and alimony awards, may lead the court to make an unequal (but still equitable) distribution of assets and liabilities. **Nonmarital assets** and **nonmarital liabilities** are those assets and liabilities which the parties agree or the court determines belong to, or are the responsibility of, only one of the parties. If the parties agree or the court finds an asset or liability to be nonmarital, the judge will not consider it when distributing marital assets and liabilities.

Temporary Relief. If you need temporary relief regarding temporary use of assets, temporary responsibility for liabilities, parental responsibility, relocation and time-sharing with child(ren), temporary child support, or temporary alimony, 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) and a **Motion for Temporary Relocation**, Florida Supreme Court Approved Family Law From 12.950(e). For more information, see the instructions for those forms.

Marital Settlement Agreement. If you and your spouse are able to reach an agreement on any or all of the issues, you should file a **Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(1). Both of you must sign this agreement before a **notary public** or **deputy clerk**. Any issues on which you are unable to agree will be considered **contested** and settled by the judge at the final hearing.

Parenting Plan. In all cases involving minor or dependent child(ren), a Parenting Plan shall be approved or established by the court. As you are seeking to relocate, the Parenting Plan must include a post-relocation schedule for access and time-sharing together with the necessary transportation arrangements. If you and your spouse have reached an agreement, you should file a **Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(a), a **Safety-Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b), or a **Relocation/Long-Distance Parenting Plan,** Florida Supreme Court Approved Family Law Form 12.995(c), which addresses the time-sharing schedule for the child(ren). If you have not reached an agreement, a proposed Parenting Plan may be filed. If the parties are unable to agree, a **Parenting Plan will be established by the court.**

Final Judgment Form. These family law forms contain a **Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.990(c)(1), which the judge may use if your case is contested. If you and your spouse reach an agreement on all of the issues, the judge may use a **Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren) (Uncontested)**, Florida Supreme Court Approved Family Law Form 12.990(b)(1). You should check with the clerk, family law intake staff, or judicial assistant to see if you need to bring a final judgment with you to the hearing. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial.

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

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No: _____
Division: _____

_____,
Husbandr,

And

_____,
Wife.

PETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) AND RELOCATION

I, *{full legal name}* _____, the *{Choose only **one**}* ____ Husband ____ Wife, being sworn, certify that the following statements are true:

1. JURISDICTION/RESIDENCE
   _____ Husband _____ Wife _____ Both Spouses has/have lived in Florida for at least six (6) months before the filing of this Petition for Dissolution of Marriage.
2. The husband *{Choose only **one**}* _____ is _____ is not a member of the military service.
   The wife *{Choose only **one**}* _____ is _____ is not a member of the military service.
3. MARRIAGE HISTORY
   Date of marriage: *{month, day, year}*_____.
   Place of marriage: *{city, county, state}*_____.
   Date of separation: *{month, day, year}*_____ *(Please indicate if approximate).*
4. DEPENDENT OR MINOR CHILD(REN)
   *{Indicate **all** that apply}*
   a. ____ The wife is pregnant. Baby is due on: *{date}* _____
   b. ____ The minor (under 18) child(ren) common to both parties are:

Name(s)	**Birth Date(s)**

c. _____The minor child(ren) born or conceived during the marriage who are **not** common to both parties are:

Name(s) **Birth Date(s)**

_____

_____

The birth father(s) of the above minor child(ren) is/are *{name(s) and address(es)}* _____

_____

_____

d. _____ The child(ren) common to both parties who are 18 or older but who are dependent upon the parties due to a mental or physical disability are:

Name(s) **Birth Date(s)**

_____

_____

5. A completed **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c) *{Choose only **one**}*____ has been filed or ____ will be filed.

6. A completed **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**, Florida Supreme Court Approved Family Law Form 12.902(d), is filed with this petition. (You **must** complete and attach this form in a dissolution of marriage with minor child(ren)).

7. A completed **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this petition.

8. This petition for dissolution of marriage should be granted because:
   *{Choose only **one**}*
   a. _____ The marriage is irretrievably broken.
   b. _____ One of the parties has been adjudged mentally incapacitated for a period of 3 years prior to the filing of this petition. A copy of the Judgment of Incapacity is attached to this Petition.

SECTION I. MARITAL ASSETS AND LIABILITIES

*{Choose only **one**}*

1. _____ There are no marital assets or liabilities.

2. _____ There are marital assets or liabilities. All marital and nonmarital assets and liabilities are (or will be) listed in the financial affidavits, Florida Family Law Rules of Procedure Form 12.902(b) or (c), to be filed in this case.
   *{Choose **all** that apply}*
   a. _____ All marital assets and liabilities have been divided by a written agreement between the parties, which is attached, to be incorporated into the final judgment of dissolution of marriage. (The parties may use Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren), Florida Supreme Court Approved Family Law Form 12.902(f)(1)).
   b. _____ The Court should determine how the assets and liabilities of this marriage are to be distributed, under section 61.075, Florida Statutes.

c. _____Husband _____Wife should be awarded an interest in the other spouse's property because:

_____
_____
_____
_____.

SECTION II. SPOUSAL SUPPORT (ALIMONY)

*{Choose only **one**}*

1. **____ Husband _____Wife forever gives up his/her right to spousal support (alimony) from the other spouse.**

2. _____ Husband _____Wife requests that the Court order the other spouse to pay the following spousal support (alimony) and claims that he or she has a need for the support that he or she is requesting **and that the other spouse has the ability to pay that support**. Spousal support (alimony) is requested in the amount of $_____ every _____ week _____ other week _____month, beginning *{date}*_____ and continuing until *{date or event}* _____.

   Explain why the Court should order _____Husband _____Wife to pay and any specific request(s) for type of alimony (temporary, permanent, bridge-the-gap, durational, rehabilitative, and/or lump sum): _____
   _____
   _____
   _____
   _____
   _____
   _____.

   {Indicate if applicable} _____ Husband _____Wife requests life insurance on the other spouse's life, provided by that spouse, to secure such support.

SECTION III. RELOCATION

1. The ____ Mother ____ Father seeks to relocate his/her residence to a place more than 50 miles from his/her place of residence at the time of filing of the Petition. The change of location is for a period of at least consecutive 60 days not including a temporary absence from the principal residence for purposes of vacation, education, or the provision of health care for the child(ren).

2. *{ If applicable}* The following other person is an individual who is not a parent but with whom the child resides pursuant to a court order, or who has the right of access to, time-sharing with, or visitation with the child(ren)_____.

3. Pursuant to Section 61.13001(3), Florida Statutes, the following information is provided:

   a. The location of the intended new residence, including the state, city, and physical address, if known, is:

      _____
      _____
      _____

b. The mailing address of the new physical residence, if not the same as the physical address, is:
_____
_____
_____

c. The home telephone number of the intended new residence, if known, is: _____.

d. The date of the intended move or proposed relocation is: _____.

e. The specific reasons for the proposed relocation are:
_____
_____
_____
_____.
Attach additional sheets, if necessary.

f. One of the reasons for the proposed relocation is a job
_____ Yes _____ No. A copy of the written job offer is attached to this Petition.

4. The relocation and time-sharing have been agreed to by the parties. *{Choose only **one**}* _____ Yes _____ No. If yes, attach a copy of the Agreement for Relocation to the Petition.

Failure to obtain an Order prior to the relocation renders the petition to relocate legally insufficient.

SECTION IV. PARENTING PLAN ESTABLISHING PARENTAL RESPONSIBILITY AND TIME-SHARING

1. The minor child(ren) currently reside(s) with _____ Mother _____ Father _____ Other Person: *{explain}* _____.

2. **Parental Responsibility.**
It is in the child(ren)'s best interests that parental responsibility be: *{Choose only **one**}*
a. ____ shared by both Father and Mother.

b. ____ awarded solely to _____ Father _____ Mother. Shared parental responsibility would be detrimental to the child(ren) because:_____
_____
_____
_____.

3. **Parenting Plan and Time-Sharing.**
It is in the best interests of the child(ren) that the family be ordered to comply with a Parenting Plan that _____ includes _____ does not include parental time-sharing with the child(ren). It is in the best interests of the child (ren) that:
{**Choose only **one**}
a. **_____** The attached proposed Parenting Plan should be adopted by the court. The parties:
_____ have _____ have **not** agreed to the Parenting Plan.

b. _____ The court should establish a Parenting Plan with the following provisions:
_____ No time-sharing for the ____ Father ____ Mother.
_____ Limited time-sharing with the ____ Father _____Mother.
_____ Supervised Time-Sharing for the ____ Father _____Mother.

_____ Supervised or third-party exchange of the child(ren).
____ Time-Sharing Schedule as follows:
_____
_____
_____.

4. The proposed post-relocation transportation arrangements are as follows: _____
_____
_____
_____
_____.

5. Explain why the relocation time-sharing schedule is in the best interests of the child(ren): _____
_____
_____
_____
_____.

SECTION V. CHILD SUPPORT

*{Indicate **all** that apply}*

1. ____Husband _____Wife requests that the Court award child support as determined by Florida's child support guidelines, section 61.30, Florida Statutes. A completed Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), is, or will be filed. Such support should be ordered retroactive to:
   a. ____ the date of separation *{date}* _____
   b. ____the date of the filing of this petition.
   c. ____ other *{date}*_____ *{explain}* _____
2. ____ Husband _____Wife requests that the Court award child support to be paid beyond the age of 18 years because:
   a. _____ the following child(ren): *{name(s)}* _____ is (are) dependent because of a mental or physical incapacity which began before the age of 18. *{explain}*_____
   _____
   b. _____ the following child(ren): *{name(s)}* _____ is (are) dependent in fact; is (are) in high school; between the ages of 18 and 19; and is (are) performing in good faith with reasonable expectation of graduation before the age of 19.
3. ____Husband _____Wife requests that the Court award a child support amount that is more than or less than Florida's child support guidelines. _____Husband _____Wife understands that Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, **must** be filed before the court will consider this request.
4. ____Husband _____Wife requests that medical/dental insurance for the minor child(ren) be provided by:
   *{Choose only **one**}*
   a. ____ Father.
   b. ____ Mother.

5. ____Husband ____Wife requests that uninsured medical/dental expenses for the child(ren) be paid:
*{Choose only **one**}*
   a. ____by Father.

b. ____by Mother.
c. ____by Father and Mother [each pay one-half].
d. ____according to the percentages in the Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e).
e. ____Other *{explain}*: _____
_____
_____

6. _____Husband _____Wife requests that life insurance to secure child support be provided by:
a. ____Husband
b. ____Wife
c. ____Both.

SECTION VI. OTHER

1. *{If applicable}* _____Wife requests to be known by her former name, which was *{full legal name}*_____.

2. Other relief *{specify}*:
_____
_____
_____
_____
_____

SECTION VII. REQUEST (This section summarizes what you are asking the Court to include in the final judgment of dissolution of marriage.)

_____Husband _____Wife requests that the Court enter an order dissolving the marriage **and**:
*{Indicate **all** that apply}*

1. _____distribute marital assets and liabilities as requested in Section I of this petition;
2. _____award spousal support (alimony) as requested in Section II of this petition;
3. _____adopt or establish a Parenting Plan containing provisions for parental responsibility and time-sharing for the dependent or minor child(ren) common to both parties, as requested in Section IV of this petition;
4. _____permit relocation in accordance with Section III of this petition;
5. _____establish child support for the dependent or minor child(ren) common to both parties, as requested in Section V of this petition;
6. _____restore Wife's former name as requested in Section VI of this petition;
7. _____award other relief as requested in Section VI of this petition; and any other terms the Court deems necessary.

A RESPONSE TO THE PETITION OBJECTING TO THE RELOCATION MUST BE MADE IN WRITING, FILED WITH THE COURT, AND SERVED ON THE SPOUSE SEEKING TO RELOCATE WITHIN 20 DAYS AFTER SERVICE OF THIS PETITION TO RELOCATE. IF YOU FAIL TO TIMELY OBJECT TO THE RELOCATION, THE RELOCATION WILL BE ALLOWED, UNLESS IT IS NOT IN THE BEST INTERESTS OF THE CHILD, WITHOUT FURTHER NOTICE AND WITHOUT A HEARING.

The Response is in the form of an Answer and it must be sworn to under oath and must include the specific factual basis supporting the reasons for objecting to the relocation, including a statement of the amount of participation or involvement you currently have or have had in the life of the child(ren).

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 _____ HUSBAND _____WIFE

Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by_____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the _____Husband _____Wife
This form was completed with the assistance of:
{name of individual} _____,
*{name of business}*_____,
{address} _____,
{city} _____,*{state}* ____, *{zip code}*_____,*{telephone number}* _____.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

_____,
Petitioner,

vs. **Case No. _____-DR-_____**

_____,
Respondent.

FAMILY MEDIATION INCOME VERIFICATION AFFIDAVIT

I do hereby certify that our ***COMBINED ANNUAL*** household income:

_____ Does not exceed $50,000.00

_____ Exceeds $50,000.00.00 but less than $100,000.00

_____ Exceeds $100,000.000

_____ _____
Petitioner's Printed Name Petitioner's Signature

Sworn and subscribed before me this _____ day of _____ 20_____.

_____
Notary Public
My Commission Expires:_____

or

JD PEACOCK II
Clerk of Circuit Court and Comptroller

By: _____
Deputy Clerk

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.928, COVER SHEET FOR FAMILY COURT CASES (11/13)

When should this form be used?

The Cover Sheet for Family Court Cases and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form shall be filed by the petitioner/party opening or reopening a case for the use of the **clerk of the circuit court** for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

This form should be typed or printed in black ink. The petitioner must **file** this cover sheet with the first pleading or motion filed to open or reopen a case in all domestic and juvenile cases.

What should I do next?

Follow these instructions for completing the form:

I. Case Style. Enter the name of the court, the appropriate case number assigned at the time of filing of the original petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of the petitioner(s) and respondent(s).

II. Type of Action /Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed.

   (A) Initial Action/Petition
   (B) Reopening Case. If you check "Reopening Case," indicate whether you are filing a modification or supplemental petition or an action for enforcement by placing a check beside the appropriate action/petition.
      1. Modification/Supplemental Petition
      2. Motion for Civil Contempt/ Enforcement
      3. Other – All reopening actions not involving modification/supplemental petitions or petition enforcement.

III. Type of Case. Place a check beside the appropriate case. If the case fits more than one category, select the most definitive. Definitions of the categories are provided below.
   (A) Simplified Dissolution of Marriage- petitions for the termination of marriage pursuant to Florida Family Law Rule of Procedure 12.105.
   (B) Dissolution of Marriage - petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.

(C) Domestic Violence - all matters relating to injunctions for protection against domestic violence pursuant to section 741.30, Florida Statutes.

(D) Dating Violence - all matters relating to injunctions for protection against dating violence pursuant to section 784.046, Florida Statutes.

(E) Repeat Violence - all matters relating to injunctions for protection against repeat violence pursuant to section 784.046, Florida Statutes.

(F) Sexual Violence - all matters relating to injunctions for protection against sexual violence pursuant to section 784.046, Florida Statutes.

(G) Stalking-all matters relating to injunctions for protection against stalking pursuant to section 784.0485, Florida Statutes

(H) Support - IV-D - all matters relating to child or spousal support in which an application for assistance has been filed with the Department of Revenue, Child Support Enforcement under Title IV-D, Social Security Act, except for such matters relating to dissolution of marriage petitions (sections 409.2564, 409.2571, and 409.2597, Florida Statutes), paternity, or UIFSA.

(I) Support-Non IV-D - all matters relating to child or spousal support in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.

(J) UIFSA- IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has been filed under Title IV-D, Social Security Act.

(K) UIFSA - Non IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.

(L) Other Family Court - all matters involving time-sharing and/or parenting plans relating to minor child(ren), support unconnected with dissolution of marriage, annulment, delayed birth certificates pursuant to Florida Statutes section 382.0195, expedited affirmation of parental status pursuant to Florida Statutes section 742.16, termination of parental rights proceedings pursuant to Florida Statutes section 63.087, declaratory judgment actions related to premarital, marital, post-marital agreements, or other matters not included in the categories above.

(M) Adoption Arising Out Of Chapter 63 - all matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.

(N) Name Change - all matters relating to name change, pursuant to section 68.07, Florida Statutes.

(O) Paternity/Disestablishment of Paternity – all matters relating to paternity pursuant to Chapter 742, Florida Statutes.

(P) Juvenile Delinquency - all matters relating to juvenile delinquency pursuant to Chapter 985, Florida Statutes.

(Q) Petition for Dependency - all matters relating to petitions for dependency.

(R) Shelter Petition – all matters relating to shelter petitions pursuant to Chapter 39, Florida Statutes.

(S) Termination of Parental Rights Arising Out Of Chapter 39 – all matters relating to termination of parental rights pursuant to Chapter 39, Florida Statutes.

(T) Adoption Arising Out Of Chapter 39 – all matters relating to adoption pursuant to Chapter 39, Florida Statutes.

(U) CINS/FINS – all matters relating to children in need of services (and families in need of services) pursuant to Chapter 984, Florida Statutes.

ATTORNEY OR PARTY SIGNATURE. Sign the Cover Sheet for Family Court Cases. Print legibly the name of the person signing the Cover Sheet for Family Court Cases. Attorneys must include a Florida Bar number. Insert the date the Cover Sheet for Family Court Cases is signed. Signature is a certification that filer has provided accurate information on the Cover Sheet for Family Court Cases.

Nonlawyer Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **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.

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 12.100, Florida Family Law Rules of Procedure.

COVER SHEET FOR FAMILY COURT CASES

I. Case Style

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Judge: _____

_____
Petitioner

and

_____
Respondent

II. Type of Action/Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed. **If you are reopening a case, choose one of the three options below it.**

(A) ____ Initial Action/Petition
(B) ____ Reopening Case
1. ____ Modification/Supplemental Petition
2. ____ Motion for Civil Contempt/Enforcement
3. ____ Other

III. Type of Case. If the case fits more than one type of case, select the most definitive.

(A) ____ Simplified Dissolution of Marriage
(B) XXXX Dissolution of Marriage
(C) ____ Domestic Violence
(D) ____ Dating Violence
(E) ____ Repeat Violence
(F) ____ Sexual Violence
(G) ____ Stalking
(H) ____ Support IV-D (Department of Revenue, Child Support Enforcement)
(I) ____ Support Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
(J) ____ UIFSA IV-D (Department of Revenue, Child Support Enforcement)
(K) ____ UIFSA Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
(L) ____ Other Family Court
(M) ____ Adoption Arising Out Of Chapter 63
(N) ____ Name Change

(O) ____ Paternity/Disestablishment of Paternity
(P) ____ Juvenile Delinquency
(Q) ____ Petition for Dependency
(R) ____ Shelter Petition
(S) ____ Termination of Parental Rights Arising Out Of Chapter 39
(T) ____ Adoption Arising Out Of Chapter 39
(U) ____ CINS/FINS

IV. Rule of Judicial Administration 2.545(d) requires that a Notice of Related Cases Form, Family Law Form 12.900(h), be filed with the initial pleading/petition by the filing attorney or self-represented litigant in order to notify the court of related cases. Is Form 12.900(h) being filed with this Cover Sheet for Family Court Cases and initial pleading/petition?
____ No, to the best of my knowledge, no related cases exist.
____ Yes, all related cases are listed on Family Law Form 12.900(h).

ATTORNEY OR PARTY SIGNATURE

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature_____ FL Bar No.: _____
Attorney or party (Bar number,if attorney)

_____ _____
(Type or print name) (E-mail Address(es))

_____
Date

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in **all** blanks]
This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
*{name of individual}*_____,
{name of business} _____,
*{address}*_____,
*{city}*_____, *{state}*_____ , *{telephone number }*_____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(i),
AFFIDAVIT OF CORROBORATING WITNESS

When should this form be used?

This form may be used to prove residency in a **dissolution of marriage** proceeding. To get a divorce in Florida, either the husband or the wife must have lived in Florida for at least 6 months before filing the petition. Residency may be proved by the **affidavit** of someone other than you or your spouse. This form is used to prove residency by affidavit**.** ***THE PERSON SIGNING THIS FORM MUST KNOW THAT YOU HAVE LIVED IN THE STATE OF FLORIDA FOR AT LEAST 6 MONTHS*** **BEFORE** ***THE DATE YOU FILED YOUR PETITION FOR DISSOLUTION OF MARRIAGE.*** ****Your witness will need to know the date you filed your petition.**

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

What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case, if it is not **served** on him or her with your initial papers.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances**. You must strictly comply with the format requirements set forth in the Rules of Judicial Administration**. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General**), Florida Supreme Court Approved Family Law Form 12.914; **Designation of**

Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in "**bold underline**" in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

Special notes...

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.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(i),
AFFIDAVIT OF CORROBORATING WITNESS

When should this form be used?

This form may be used to prove residency in a **dissolution of marriage** proceeding. To get a divorce in Florida, either the husband or the wife must have lived in Florida for at least 6 months before filing the petition. Residency may be proved by the **affidavit** of someone other than you or your spouse. This form is used to prove residency by affidavit**.** ***THE PERSON SIGNING THIS FORM MUST KNOW THAT YOU HAVE LIVED IN THE STATE OF FLORIDA FOR AT LEAST 6 MONTHS*** **BEFORE** ***THE DATE YOU FILED YOUR PETITION FOR DISSOLUTION OF MARRIAGE.*** ****Your witness will need to know the date you filed your petition.**

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

What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case, if it is not **served** on him or her with your initial papers.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances**. You must strictly comply with the format requirements set forth in the Rules of Judicial Administration**. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General**), Florida Supreme Court Approved Family Law Form 12.914; **Designation of**

Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in "**bold underline**" in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

Special notes...

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

In Re: The Marriage of:

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

AFFIDAVIT OF CORROBORATING WITNESS

I, *{full legal name}* _____, being sworn, certify that the following statements are true: I have known *{name}* _____ since *{approximate date}*_____; to the best of my understanding the petition in this action was filed on *{date petition filed}*_____; and I know of my own personal knowledge that this person has resided in the State of Florida for at least 6 months immediately prior to the date of filing of the petition.

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

Dated: _____

_____
Signature of Corroborating Witness
Printed Name:_____
Address: _____
City, State, Zip: _____
Telephone Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.
{date} *{corroborating witness name}*

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification-Type of identification produced _____

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(h), NOTICE OF RELATED CASES (11/13)

When should this form be used?

Florida Rule of Judicial Administration 2.545(d) requires the **petitioner** in a family law case to file with the court a notice of related cases, if any. Your circuit may also require this form to be filed even if there are no related cases. A case is considered related if

- it involves the same parties, children, or issues and is pending when the family law case is filed; or
- it affects the court's jurisdiction to proceed; or
- an order in the related case may conflict with an order on the same issues in the new case; or
- an order in the new case may conflict with an order in the earlier case.

This form is used to provide the required notice to the court.

This form should be typed or printed in black ink. It must be **filed** with the **clerk of the circuit court** with the initial pleading in the family law case.

What should I do next?

A copy of the form must be served on the presiding judges, either the chief judge or the family law administrative judge, and all parties in the related cases. You should also keep a copy for your records. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in "**bold underline"** in these instructions are defined there. For further information, see Florida Rule of Judicial Administration 2.545(d).

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**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms **must** also 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,
and

_____,
Respondent.

NOTICE OF RELATED CASES

1. Petitioner submits this Notice of Related Cases as required by Florida Rule of Judicial Administration 2.545(d). A related case may be an open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. A case is "related" to this family law case if it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; if it affects the court's jurisdiction to proceed; if an order in the related case may conflict with an order on the same issues in the new case; or if an order in the new case may conflict with an order in the earlier litigation.

   [check **one** only]
   ___ There are no related cases.
   ___ The following are the related cases (add additional pages if necessary):

   Related Case No. 1
   Case Name(s): _____
   Petitioner _____
   Respondent _____
   Case No.: _____ Division: _____

   Type of Proceeding: [check **all** that apply]

____ Dissolution of Marriage	____ Paternity
____ Custody	____ Adoption
____ Child Support	____ Modification/Enforcement/Contempt Proceedings
____ Juvenile Dependency	____ Juvenile Delinquency
____ Termination of Parental Rights	____ Criminal
____ Domestic/Sexual/Dating/Repeat Violence or Stalking Injunctions	____ Mental Health
	____ Other *{specify}*_____

   State where case was decided or is pending: ____ Florida ____ Other: *{specify}* _____

   Name of Court where case was decided or is pending (*for example, Fifth Circuit Court, Marion County, Florida*): _____

Title of last Court Order/Judgment (if any): _____
Date of Court Order/Judgment (if any): _____

Relationship of cases check **all** that apply]:
____ pending case involves same parties, children, or issues;
____ may affect court's jurisdiction;
____ order in related case may conflict with an order in this case;
____ order in this case may conflict with previous order in related case.
Statement as to the relationship of the cases: _____
_____
_____

Related Case No. 2
Case Name(s): _____
Petitioner _____
Respondent _____
Case No.: _____ Division: _____

Type of Proceeding: [check **all** that apply]

____ Dissolution of Marriage
____ Custody
____ Child Support
____ Juvenile Dependency
____ Termination of Parental Rights
____ Domestic/Sexual/Dating/Repeat Violence or Stalking Injunctions
____ Paternity
____ Adoption
____ Modification/Enforcement/Contempt Proceedings
____ Juvenile Delinquency
____ Criminal
____ Mental Health
____Other *{specify}*_____

State where case was decided or is pending: ____ Florida ____ Other: *{specify}* _____

Name of Court where case was decided or is pending (*for example, Fifth Circuit Court, Marion County, Florida*): _____
Title of last Court Order/Judgment (if any): _____
Date of Court Order/Judgment (if any): _____

Relationship of cases check all that apply]:
____ pending case involves same parties, children, or issues;
____ may affect court's jurisdiction;
____ order in related case may conflict with an order in this case;
____ order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: _____
_____
_____

Related Case No. 3
Case Name(s): _____
Petitioner _____
Respondent _____
Case No.: _____ Division: _____

Type of Proceeding: [check **all** that apply]

____ Dissolution of Marriage	____ Paternity
____ Custody	____ Adoption
____ Child Support	____ Modification/Enforcement/Contempt Proceedings
____ Juvenile Dependency	____ Juvenile Delinquency
____ Termination of Parental Rights	____ Criminal
____ Domestic/Sexual/Dating/Repeat Violence or Stalking Injunctions	____ Mental Health
	____ Other *{specify}* _____

State where case was decided or is pending: ____ Florida ____ Other: *{specify}* _____

Name of Court where case was decided or is pending (*for example, Fifth Circuit Court, Marion County, Florida*): _____
Title of last Court Order/Judgment (if any): _____
Date of Court Order/Judgment (if any): _____

Relationship of cases check all that apply]:
____ pending case involves same parties, children, or issues;
____ may affect court's jurisdiction;
____ order in related case may conflict with an order in this case;
____ order in this case may conflict with previous order in related case.
Statement as to the relationship of the cases: _____
_____
_____

2. [check **one** only]
____ I **do not** request coordination of litigation in any of the cases listed above.
____ I **do** request coordination of the following cases: _____
_____
_____

3. [check **all** that apply]
____ Assignment to one judge
____ Coordination of existing cases
will conserve judicial resources and promote an efficient determination of these cases because*:*_____.

4. The Petitioner acknowledges a continuing duty to inform the court of any cases in this or any other state that could affect the current proceeding.

Dated: _____

_____
Petitioner's Signature
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address(es):_____
_____

CERTIFICATE OF SERVICE

I CERTIFY that I delivered a copy of this Notice of Related Cases to the _____ County Sheriff's Department or a certified process server for service on the Respondent, and [**check all used**] ( ) e-mailed ( ) mailed ( ) hand delivered, a copy to *{name}*_____, who is the [**check all that apply**] ( ) judge assigned to new case, ( ) chief judge or family law administrative judge, ( ) *{name}*_____ a party to the related case, ( ) *{name}* _____, a party to the related case on *{date}* _____.

_____
Signature of Petitioner/Attorney for Petitioner
Printed Name:_____
Address:_____
City, State, Zip:_____
Telephone Number:_____
Fax Number:_____
E-mail Address(es):_____
Florida Bar Number:_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the *{choose **only** one}*: ( ) Petitioner ( ) Respondent.
This form was completed with the assistance of:
{name of individual} _____,
*{name of business}*_____,
*{address}*_____,
{city} _____*{state}* _____, *{telephone number}* _____.

PARTIES INFORMATION
THIS FORM MUST BE COMPLETED AND RETURN TO
THE CLERK OF COURT AT THE TIME YOU FILE YOUR CASE.
PLEASE PRINT NEATLY IN INK

WIFE'S NAME: _____
First Middle Last

RESIDENCE: _____
Street Address

_____
County City State Zip

TELEPHONE NUMBER: _____
Area Code Number

WIFE MAIDEN NAME: _____

HUSBAND'S NAME: _____
First Middle Last

RESIDENCE: _____
Street Address

_____
County City State Zip

TELEPHONE NUMBER: _____
Area Code Number

DATE OF THIS MARRIAGE: _____
Month Day Year

COUNTY OF MARRIAGE: _____

STATE OF Marriage (If not in U.S.A., name country): _____

TOTAL NUMBER OF LIVING CHILDREN: _____

NUMBER OF CHILDREN UNDER 18 YEARS OF AGE: _____

INSTRUCTIONS FOR ACCEPTANCE AND WAIVER OF SERVICE AND ANSWER OF MARRIAGE

When should this form be used?

This form should be used when the respondent wishes to receive a copy of the petition for dissolution of marriage without being formally served by the sheriff with a summons, there are no issues to be resolved by the court, and the respondent does not want to **contest** or appear at a **hearing.**

This form should be typed or printed in black ink. After completing this form, the respondent should sign before a **notary public** and **file** the original with the **clerk of the circuit court** in the county where the petition was filed and keep a copy for your records. The person filing the **petition** in a dissolution of marriage proceeding is also referred to as the **petitioner** and his or her **spouse** as the **respondent.**

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should the Respondent do next?

Fill our and file the other documents listed below with the clerk of the circuit court in the county where the petition was filed and keep a copy for hi/her records. A copy of this form along with copies of the other forms required below should be either mailed or hand delivered to the other party in this case.

Special notes…

With this form, you must also file the following:

- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j).
- **Family Law Financial Affidavit,** Florida Family Law Rules of Procedure Form 12.902(b) or (c). (This must be filed within 45 days of service of the petition on you, if not filed at the time you file this answer.)
- **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932. (This must be filed within 45 days of service of the petition on you, if not filed at the time you file this answer, unless you and the other party have agreed not to exchange these documents.)

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No: _____
Division: _____

In re: the Marriage of:

_____,
Husband,
and

_____,
Wife

ANSWER AND WAIVER OF SERVICE AND ANSWER

1. The Respondent, _____, acknowledges receipt of a copy of the Petition for Dissolution of Marriage in this action and hereby waives formal service of process and accepts service of process to the same degree as if said petition and a summons has been served by the Sheriff or other certified process server duly authorized by law.

2. The Respondent admits the allegations in the petition and consents to the jurisdiction of this Court. The parties have reached agreement on all matters and there are no issues to be resolved by the court.

3. Respondent waives notice of hearing as well as all future notices in connection with the Petition for Dissolution of Marriage, as filed. Respondent also waives appearance at the final hearing.

4. Respondent requests that a copy of the Final Judgment of Dissolution of Marriage entered in this case be forwarded to Respondent at the address below.

I certify that a copy of this document was ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

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

Dated: _____

_____
Signature of Respondent
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by_____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Husband ( ) Wife
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* ____, *{zip code}*_____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.910(a), SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL (09/12)

When should this form be used?

This form should be used to obtain **personal service** on the other **party** when you begin your lawsuit. **Service** is required for **all** documents filed in your case. Service means giving a copy of the required papers to the other party using the procedure that the law requires. Generally, there are two ways to make service: (1) personal service, or (2) service by e-mail, mail, or hand delivery. A third method for service is called **constructive service**; however, the relief a court may grant may be limited in a case where constructive service has been used.

The law requires that certain documents be served by **personal service** if personal service is possible. **Personal service** means that a summons (this form) and a copy of the forms you are filing with the court that must be personally served are delivered by a deputy sheriff or private process server

- directly to the other party, **or**
- to someone over the age of fifteen with whom the other party lives.

Personal service is required for **all petitions**, including petitions for modification. You cannot serve these papers on the other party yourself or by mail or hand delivery. Personal service must be made by the sheriff's department in the county where the other party lives or works or by a private process server certified in the county where the other party lives or works.

In many counties, there are private process servers who, for a fee, will personally serve the summons and other documents that require personal service. You should look under **process servers** in the yellow pages of the telephone book for a list of private process servers in your area. You may use a private process server to serve any paper required to be personally served in a family law case **except** a petition for injunction for protection against domestic or repeat violence.

How do I start?

When you begin your lawsuit, you need to complete this form (summons) and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b). The forms should be typed or printed legibly in black ink. Next, you will need to take these forms and, if you have not already done so, **file** your petition with the **clerk of the circuit court** in the county where

you live. You should keep a copy of the forms for your records. The clerk will sign the summons, and then the summons, a copy of the papers to be served, and the process service memorandum must be delivered to the appropriate sheriff's office or to a private process server for service on the other party.

IF THE OTHER PARTY LIVES IN THE COUNTY WHERE SUIT IS FILED: Ask the clerk in your county about any local procedures regarding service. Generally, if the other party lives in the county in which you are filing suit and you want the sheriff's department to serve the papers, you will file the summons along with a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b), with the clerk and the clerk will forward those papers to the sheriff for service. Make sure that you attach a copy of the papers you want personally served to the summons. You may also need to provide the sheriff with a stamped envelope addressed to you. This will allow the sheriff to send the proof of service to you, after the sheriff serves your papers on the other party. However, in some counties the sheriff may send the proof of service directly to the clerk. If you are instructed to supply a self-addressed, stamped envelope and you receive the proof of service, you should file the proof of service with the clerk after you receive it from the sheriff. Also, you will need to find out how much the sheriff charges to serve the papers. Personal checks are not accepted. You should attach to the summons a cashier's check or money order made payable to the sheriff, and either give it to the clerk for delivery to the sheriff or send all of the paperwork and the fee to the sheriff yourself. The clerk will tell you which procedure to use. The costs for service may be waived if you are indigent.

If you want a private process server to serve the other party, you should still bring the summons to the clerk's office and have the clerk sign it for you. You should deliver the summons, along with the copy of your initial petition and any other papers to be served, and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b), to the private process server. The private process server will charge you a fee for serving the papers. After service is complete, proof of service by the private process server must be filed with the clerk. You should discuss how this will occur with the private process server.

IF THE OTHER PARTY LIVES IN ANOTHER COUNTY: If the other party lives in another county, service needs to be made by a sheriff in the county where the other party lives or by a private process server certified in the county where the other party lives. Make sure that you attach a copy of the papers you want personally served to the summons as well as the **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b). If you want the sheriff to serve the papers, the clerk may send your papers to that sheriff's office for you, or you may have to send the papers yourself. The clerk will tell you which procedure to use. Either way, you will need to provide the sheriff with a stamped envelope addressed to you. This will allow the sheriff to send the proof of service to you, after the sheriff serves your papers on the other party. You should file the proof of service with the clerk after you receive it from the sheriff. Also, you will need to find out how much the sheriff charges to serve the papers. Personal checks are not accepted. You should attach to the summons a cashier's check or money order made payable to the sheriff, and either give it to the clerk for delivery to the

sheriff or send all of the paperwork and the fee to the sheriff yourself. The clerk will tell you which procedure to use. The costs for service may be waived if you are indigent.

If you want a private process server to serve the other party, you should still bring the summons to the clerk's office where the clerk will sign it for you. You should deliver the summons, along with the copy of your initial petition and any other papers to be served, and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b), to the private process server. The private process server will charge you a fee for serving the papers. After service is complete, proof of service by the private process server must be filed with the clerk. You should discuss how this will occur with the private process server.

IF THE OTHER PARTY CANNOT BE LOCATED OR DOES NOT LIVE IN FLORIDA: If, after you have made a diligent effort to locate the other party, you absolutely cannot locate the other party, you may serve the other party by publication. Service by publication is also known as **constructive service**. You may also be able to use constructive service if the other party does not live in Florida. **However, Florida courts have only limited jurisdiction over a party who is served by constructive service and may have only limited jurisdiction over a party living outside of Florida regardless of whether that party is served by constructive or personal service**; that is, the judge's power to order the other party to do certain things may be limited. For example, the judge may be able to grant your request for a divorce, but the judge may not be able to address issues such as child support, spousal support (alimony), or division of property or debts.

Regardless of the type of service used, if the other party once lived in Florida but is living outside of Florida now, you should include in your petition a statement regarding the length of time the party lived in Florida, if any, and when. For example: Respondent last lived in Florida from *{date}* _____ *date}* _____.

This area of the law is very complex and you may need to consult with an attorney regarding the proper type of service to be used in your case if the other party does not live in Florida or cannot be located.

What happens when the papers are served on the other party?

The date and hour of service are written on the original summons and on all copies of it by the person making the service. The person who delivers the summons and copies of the petition must file a proof of service with the clerk or provide a proof of service to you for filing with the court. **It is your responsibility to make sure the proof of service has been returned to the clerk and placed in your case file.**

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. For further information regarding service of process, see chapters 48 and 49, Florida Statutes, and rule 1.070, Florida Rules of Civil Procedure, as well as the instructions for **Notice of Action for Dissolution of Marriage (No Child or Financial**

Support), Florida Supreme Court Approved Family Law Form 12.913(a)(1), **Notice of Action for Family Cases with Minor Child(ren),** Florida Supreme Court Approved Family Law Form 12.913(a)(2), **Affidavit of Diligent Service and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b), and **Affidavit of Diligent Search,** Florida Family Law Rules of Procedure Form 12.913(c).

Special notes…

If you have been unable to obtain proper service on the other party within **120 days** after filing your lawsuit, the court will dismiss your lawsuit against the other party unless you can show the court a good reason why service was not made within **120 days**. For this reason, if you had the local sheriff serve the papers, you should check with the clerk every couple of weeks after completing the service papers to see if service has been completed. You may need to supply the sheriff with a new or better address. If you had a private process server or a sheriff in another county serve the papers, you should be in contact with that person or sheriff until you receive proof of service from that person or sheriff. You should then file the proof of service with the clerk immediately.

If the other party fails to respond, i.e., fails to file a written response with the court, within **20 days** after the service of the summons, you are entitled to request a **default**. See the instructions to **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922 (a), and **Default**, Florida Supreme Court Approved Family Law Form 12.922(b), for further information. You will need to file an **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b), before a default may be granted.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL
ORDEN DE COMPARECENCIA: SERVICIO PERSONAL EN UN INDIVIDUO
CITATION: L'ASSIGNATION PERSONAL SUR UN INDIVIDUEL

TO/PARA/A: *{enter other party's full legal name}* _____,
{address (including city and state)/location for service} _____.

IMPORTANT

A lawsuit has been filed against you. You have **20 calendar days** after this summons is served on you to file a written response to the attached complaint/petition with the clerk of this circuit court, located at: *{street address}* _____.
A phone call will not protect you. Your written response, including the case number given above and the names of the parties, must be **filed** if you want the Court to hear your side of the case.

If you do not file your written response on time, you may lose the case, and your wages, money, and property may be taken thereafter without further warning from the Court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response to the Court, you must also serve a copy of your written response on the party serving this summons at:

{Name and address of party serving summons} _____

_____.

If the party serving summons has designated e-mail address(es) for service or is represented by an attorney, you may designate e-mail address(es) for service by or on you. Service must be in accordance with Florida Rule of Judicial Administration 2.516.

Copies of all court documents in this case, including orders, are available at the Clerk of the Circuit Court's office. You may review these documents, upon request.

You must keep the Clerk of the Circuit Court's office notified of your current address. (You may file Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915.) Future papers in this lawsuit will be served at the address on record at the clerk's office.

WARNING: Rule 12.285, Florida Family Law Rules of Procedure, requires certain automatic disclosure of documents and information. Failure to comply can result in sanctions, including dismissal or striking of pleadings.

IMPORTANTE

Usted ha sido demandado legalmente. Tiene veinte (20) dias, contados a partir del recibo de esta notificacion, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Localizado en: _____. Una llamada telefonica no lo protegera. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el numero del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podria ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, usted puede consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guia telefonica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presente su respuesta ante el tribunal, usted debe enviar por correo o entregar una copia de su respuesta a la persona denominada abajo.

Si usted elige presentar personalmente una respuesta por escrito, en el mismo momento que usted presente su respuesta por escrito al Tribunal, usted debe enviar por correo o llevar una copia de su respuesta por escrito a la parte entregando esta orden de comparencencia a:

Nombre y direccion de la parte que entrega la orden de comparencencia: _____

_____.

Copias de todos los documentos judiciales de este caso, incluyendo las ordenes, estan disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.

Usted debe de manener informada a la oficina del Secretario de Juzgado del Circuito de su direccion actual. (Usted puede presentar _____ el Formulario: Ley de Familia de la Florida 12.915, Florida Supreme Court Approved Family Law Form 12.915, Designation of Current Mailing and E-mail Address.) Los papelos que se presenten en el futuro en esta demanda judicial seran env ados por correo a la direccion que este registrada en la oficina del Secretario.

ADVERTENCIA: Regla 12.285 (Rule 12.285), de las Reglas de Procedimiento de Ley de Familia de la Florida [Florida Family Law Rules of Procedure], requiere cierta revelacion automatica

de documentos e informacion. El incumplimient, puede resultar en sanciones, incluyendo la desestimacion o anulacion de los alegatos.

IMPORTANT

Des poursuites judiciaries ont ete entreprises contre vous. Vous avez 20 jours consecutifs a partir de la date de l'assignation de cette citation pour deposer une reponse ecrite a la plainte ci-jointe aupres de ce tribunal. Qui se trouve a: *{L'Adresse}* _____. Un simple coup de telephone est insuffisant pour vous proteger; vous etes obliges de deposer votre reponse ecrite, avec mention du numero de dossier ci-dessus et du nom des parties nommees ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne deposez pas votre reponse ecrite dans le delai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent etre saisis par la suite, sans aucun preavis ulterieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requerir les services immediats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez telephoner a un service de reference d'avocats ou a un bureau d'assistance juridique (figurant a l'annuaire de telephones).

Si vous choisissez de deposer vous-meme une reponse ecrite, il vous faudra egalement, en meme temps que cette formalite, faire parvenir ou expedier une copie au carbone ou une photocopie de votre reponse ecrite a la partie qui vous depose cette citation.

Nom et adresse de la partie qui depose cette citation: _____

_____

Les photocopies de tous les documents tribunals de cette cause, y compris des arrets, sont disponible au bureau du greffier. Vous pouvez revue ces documents, sur demande.

Il faut aviser le greffier de votre adresse actuelle. (Vous pouvez deposer Florida Supreme Court Approved Family Law Form 12.915, Designation of Current Mailing and E-mail Address.) Les documents de l'avenir de ce proces seront envoyer a l'adresse que vous donnez au bureau du greffier.

ATTENTION: La regle 12.285 des regles de procedure du droit de la famille de la Floride exige que l'on remette certains renseignements et certains documents a la partie adverse. Tout refus de les fournir pourra donner lieu a des sanctions, y compris le rejet ou la suppression d'un ou de plusieurs actes de procedure.

THE STATE OF FLORIDA
TO EACH SHERIFF OF THE STATE: You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named person.

DATED: _____

JD PEACOCK II
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

(SEAL)

By: _____
Deputy Clerk

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.910(b), PROCESS SERVICE MEMORANDUM (11/15)

When should this form be used?

You should use this form to give the sheriff's department (or private process server) instructions for serving the other **party** in your case with the **Summons: Personal Service on an Individual**, Florida Family Law Rules of Procedure Form 12.910(a), and other papers to be served. On this form you can tell the sheriff's department the best times to find the person at work and/or at home. You can also include a map to the other person's home or work place to help the sheriff find the person and deliver the summons. Do not forget to attach to the summons a copy of your initial petition and any other papers you want personally served on the other party.

This form should be typed or printed in black ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your petition was filed and attach a copy to the **Summons: Personal Service on an Individual**, Florida Family Law Rules of Procedure Form 12.910(a). You should also keep a copy for your records.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. You should read the instructions for **Summons: Personal Service on an Individual**, Florida Family Law Rules of Procedure Form 12.910(a), for additional information.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving

pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Special notes…

If you fear that disclosing your address would put you in danger because you are the victim of sexual battery, aggravated child abuse, stalking, aggravated stalking, harassment, aggravated battery, or domestic violence, you should complete a **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h), file it with the clerk, and write confidential in the space provided on the petition.

Nonlawyer. Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____
Petitioner,

and

_____,
Respondent.

PROCESS SERVICE MEMORANDUM

TO: ( ) Sheriff of _____ County, Florida; _____ Division
( ) Private process server: _____

Please serve the *{name of document(s)}* _____
_____
in the above-styled cause upon:
Party: *{full legal name}* _____
Address or location for service: _____
_____
Work Address: _____
_____

If the party to be served owns, has, and/or is known to have guns or other weapons, describe what type of weapon(s): _____

SPECIAL INSTRUCTIONS: _____
_____
_____
_____

Dated: _____

_____
Signature of Party
*Printed Name: _____
*Address: _____
*City, State, Zip: _____
*Telephone Number: _____
*Fax Number: _____
*Designated E-mail Address(es): _____
_____

*** Please see the Special Notes section in the instructions to this form regarding Florida Supreme Court Approved Family Law Form 12.980(h), Request for Confidential Filing of Address, which may be used if you need to keep your addresses or telephone numbers confidential for safety reasons.**

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
*{name of individual}*_____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* ___, *{zip code}* _____,*{telephone number}* _____,
.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.903(a) ANSWER, WAIVER, AND REQUEST FOR COPY OF FINAL JUDGMENT OF DISSOLUTION OF MARRIAGE (11/15)

When should this form be used?

This form should be used when you have been served with a **petition** for **dissolution of marriage** and you do not wish to **contest** it or appear at a **hearing**. If you file this form, you are admitting all of the allegations in the **petition**, saying that you do not need to be notified of or appear at the **final hearing**, and that you would like a copy of the **final judgment** mailed to you.

This form should be typed or printed in black ink, and your signature should be witnessed by a **notary public** or **deputy clerk**. After completing this form, you should sign the form before a notary public. You should **file** the original with the **clerk of the circuit court** in the county where the petition was filed and keep a copy for your records. The person filing the **petition** in a dissolution of marriage proceeding is also referred to as the **petitioner** and his or her **spouse** as the **respondent.**

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should I do next?

You have 20 days to **answer** after being **served** with your spouse's petition. A copy of this form, along with all of the other forms required with this **answer** and **waiver**, must be mailed, e-mailed, or hand delivered to your spouse.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the**

Rules of Judicial Administration. If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

Special notes…

With this form, you must also file the following:

- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**, Florida Supreme Court Approved Family Law Form 12.902(d), if the case involves a dependent or minor child(ren).
- **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e), if the case involves a dependent or minor child(ren). (If you do not know the other party's income, you may file this worksheet after his or her financial affidavit has been served on you).
- **Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(1), or **Marital Settlement Agreement for Dissolution of Marriage with No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.902(f)(2), if you have reached an agreement on any or all of the issues.

- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j).
- **Family Law Financial Affidavit,** Florida Family Law Rules of Procedure Form 12.902(b) or (c). (This must be filed within 45 days of service of the petition on you, if not filed at the time you file this answer.)
- **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932. (This must be filed within 45 days of service of the petition on you, if not filed at the time you file this answer, unless you and the other party have agreed not to exchange these documents.)

Parenting Plan and Time-Sharing… By filing this answer and waiver, you are agreeing to any parenting plan and time-sharing requests in the petition. The judge may request a **parenting plan recommendation** or appoint a **guardian ad litem** in your case. This means that a neutral person will review your situation and report to the judge concerning parenting issues. The purpose of such intervention is to be sure that the best interests of the child(ren) is (are) being served. For more information, you may consult section 61.13, Florida Statutes.

A **parenting course** must be completed prior to entry of a final judgment. You should contact the clerk, family law intake staff, or judicial assistant about requirements for parenting courses where you live.

Listed below are some terms with which you should become familiar before completing your answer to the petition. **If you do not fully understand any of the terms below or their implications, you should speak with an attorney before going any further.**

- **Shared Parental Responsibility**
- **Sole Parental Responsibility**
- **Supervised Time-Sharing**
- **No contact**
- **Parenting Plan**
- **Parenting Plan Recommendation**
- **Time-Sharing Schedule**

Child Support... By filing this answer and waiver, you are agreeing to any child support requests in the petition. The court may order one parent to pay **child support** to assist the other parent in meeting the child(ren)'s material needs. **Both parents are required to provide financial support**, but one parent may be ordered to pay a portion of his or her support for the child(ren) to the other parent. Florida has adopted guidelines for determining the amount of child support to be paid. These guidelines are based on the combined income of **both** parents and take into account the financial contributions of both parents. You must file a **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c), and your spouse will be required to do the same. From your financial affidavits, you should be able to calculate the amount of child support that should be paid using the **Child Support Guidelines Worksheet**, Florida Family Law Rules of

Procedure Form 12.902(e). Because the child support guidelines take several factors into consideration, change over time, and vary from state to state, your child support obligation may be more or less than that of other people in seemingly similar situations.

Alimony... By filing this answer and waiver, you are agreeing to any alimony requests in the petition. Alimony may be awarded to one spouse if the judge finds that he or she has an actual need for it and also finds that the other spouse has the ability to pay. **If you want alimony, you must request it in writing in a counterpetition and should not use this form. If you do not request alimony in writing before the final hearing, it is waived (you may not request it later).** You may request **permanent alimony**, **bridge-the-gap alimony, durational alimony, lump sum alimony**, or **rehabilitative alimony**.

Marital/Nonmarital Assets and Liabilities... Florida law requires an **equitable distribution** of **marital assets** and **marital liabilities**. "Equitable" does not necessarily mean "equal." Many factors, including child support, time-sharing and alimony awards, may lead the court to make an unequal (but still equitable) distribution of assets and liabilities. **Nonmarital assets** and **nonmarital liabilities** are those assets and liabilities which the parties agree or the court determines belong to, or are the responsibility of, only one of the parties. By filing this answer and waiver, you are agreeing to any requests in the petition regarding division of assets and liabilities.

Final Judgment... You should receive a copy of the Final Judgment in the mail. If, for some reason you do not, you should call the clerk's office to request a copy. It is important for you to review a copy of the Final Judgment in your case to see what happened and to know what you must do and what you are entitled to receive.

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

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No: _____
Division: _____

In re: the Marriage of:

_____,
Husband,

and

_____,
Wife

ANSWER, WAIVER, AND REQUEST FOR COPY OF FINAL JUDGMENT OF DISSOLUTION OF MARRIAGE

I, *{full legal name}* _____, being sworn, certify that the following information is true:

5. I answer the Petition for Dissolution of Marriage filed in this action and admit all the allegations. By admitting all of the allegations in the petition, I agree to all relief requested in the petition including any requests regarding parenting and time-sharing, child support, alimony, distribution of marital assets and liabilities, and temporary relief.

6. I hereby waive notice of hearing as well as all future notices in connection with the Petition for Dissolution of Marriage, as filed and also waive my appearance at the final hearing.

7. I request that a copy of the Final Judgment of Dissolution of Marriage entered in this case be provided to me at the address below.

8. If this case involves minor child(ren), a completed Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Florida Supreme Court Approved Family Law Form 12.902(d), is filed with this answer.

9. A completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this answer.

10. A completed Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c), ( ) is filed with this answer or ( ) will be timely filed.

I certify that a copy of this document was ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

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

Dated: _____

_____
Signature of ( ) HUSBAND ( ) WIFE
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by_____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Husband ( ) Wife
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* ____, *{zip code}*_____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(d) UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA) AFFIDAVIT (02/18)

When should this form be used?

This form should be used in any case involving parental responsibility for, custody of, or time-sharing or visitation with, any minor child(ren). This **affidavit** is **required** even if the parental responsibility for, custody of, or time-sharing or visitation with, the minor child(ren) is not in dispute.

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

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed**

What should I do next?

A copy of this form must be mailed, e-mailed, or hand delivered to the other party in your case, if it is not served on him or her with your initial papers.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the

A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there. For further information, see sections 61.501-61.542, Florida Statutes.

Special notes…

With this form, you must also file a **Notice of Confidential Information within Court Filing,** Florida Rules of Judicial Administration Appendix to Rule 2.420 Form.

Effective October 1, 2008, terms such as custodial parent, noncustodial parent, primary residential parent, secondary residential parent, and visitation were removed from Chapter 61, Florida Statutes; however, because the UCCJEA uses the terms, custody and visitation, they are included in this form. Parents must develop a Parenting Plan that includes, among other things, their time-sharing schedule with the minor child(ren). If the parents cannot agree, a parenting plan will be established by the Court.

If you are the petitioner in an injunction for protection against domestic violence case and you have filed **a Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h), you should write confidential in any space on this form that would require you to write the address where you are currently living.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA) AFFIDAVIT

I, *{full legal name}* _____, being sworn, certify that the following statements are true:

1. The number of minor child(ren) subject to this proceeding is _____. The name, place of birth, birth date, and sex of each child; the present address, periods of residence, and places where each child has lived within the past five (5) years; and the name, present address, and relationship to the child of each person with whom the child has lived during that time are:

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # 1 :

Child's Full Legal Name: _____
Place of Birth: _____ Date of Birth: _____ Sex: _____

CHILD'S RESIDENCE FOR THE PAST 5 YEARS:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
_____/present*			
____/____			
____/____			
____/____			
____/____			

*** If you are the petitioner in an injunction for protection against domestic violence case and you have filed a Request for Confidential Filing of Address, Florida Supreme Court Approved Family Law Form 12.980(h), you should write confidential in any space on this form that would require you to enter the address where you are currently living.**

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # 2 :

Child's Full Legal Name: _____
Place of Birth: _____ Date of Birth: _____ Sex: _____

CHILD'S RESIDENCE FOR THE PAST 5 YEARS:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
_____/present			
____/____			
____/____			
____/____			
____/____			

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # 3 :

Child's Full Legal Name: _____
Place of Birth: _____ Date of Birth: _____ Sex: _____

CHILD'S RESIDENCE FOR THE PAST 5 YEARS:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
_____/present			
____/____			
____/____			
____/____			
____/____			

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # 4 :

Child's Full Legal Name: _____
Place of Birth: _____ Date of Birth: _____ Sex: _____

CHILD'S RESIDENCE FOR THE PAST 5 YEARS:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
_____/present			
____/____			
____/____			
____/____			
____/____			

1. **Participation in custody or time-sharing proceeding(s):**

[CHOOSE ONLY ONE]

_____ I HAVE NOT participated as a party, witness, or in any capacity in any other litigation or custody proceeding in this or any other state, jurisdiction, or country, concerning parental responsibility for, custody of, or time-sharing or visitation with a child subject to this proceeding.

_____ I HAVE participated as a party, witness, or in any capacity in any other litigation or custody proceeding in this or another state, jurisdiction, or country, concerning parental responsibility for, custody of, or time-sharing or visitation with a child subject to this proceeding. *Explain:*

a. Name of each child: _____
b. Type of proceeding: _____
c. Court and state: _____
d. Date of court order or judgment (if any): _____

2. **Information about custody or time-sharing proceeding(s):**
[CHOOSE ONLY ONE]

_____ I HAVE NO INFORMATION of any parental responsibility, custody, time-sharing, or visitation proceeding pending in a court of this or any other state, jurisdiction, or country concerning a child subject to this proceeding.

_____ I HAVE THE FOLLOWING INFORMATION concerning a parental responsibility, custody, time-sharing, or visitation proceeding pending in a court of this or another state concerning a child subject to this proceeding, other than set out in item 2. *Explain:*

a. Name of each child involved in said litigation: _____

b. Type of proceeding: _____
c. Court and state: _____
d. Date of court order or judgment (if any): _____
e. Case Number: _____

3. **Persons not a party to this proceeding:**

[CHOOSE ONLY ONE]

_____ I DO NOT KNOW OF ANY PERSON in this or any other state, jurisdiction, or country, who is not a party to this proceeding and who has physical custody or claims to have parental responsibility for, custody of, or time-sharing or visitation with respect to any child subject to this proceeding.

_____ I KNOW THAT THE FOLLOWING NAMED PERSON(S), not a party to this proceeding, has (have) physical custody or claim(s) to have parental responsibility for, custody of, , or time-sharing or visitation with respect to any child subject to this proceeding:

a. Name and address of person: _____
_____
_____ has physical custody
_____ claims parental responsibility or custody rights
_____ claims time-sharing or visitation
Name of each child: _____
Relationship to child, if any:_____

b. Name and address of person: _____
_____
_____ has physical custody
_____ claims parental responsibility or custody rights
_____ claims time-sharing or visitation
Name of each child: _____
Relationship to child, if any:_____

c. Name and address of person: _____
_____
_____ has physical custody
_____ claims parental responsibility or custody rights
_____claims time-sharing or visitation
Name of each child: _____
Relationship to child, if any:_____

4. Knowledge of prior child support proceedings:

[CHOOSE ONLY ONE]

_____ The child(ren) described in this affidavit are NOT subject to existing child support order(s) in this or any other state, jurisdiction, or country..

_____ The child(ren) described in this affidavit are subject to the following existing child support order(s):

a. Name of each child: _____
b. Type of proceeding: _____

c. Court and address: _____
d. Date of court order/judgment (if any): _____
e. Amount of child support ordered to be paid and by whom: _____

5. **I acknowledge that I have a continuing duty to advise this Court of any parental responsibility, custody, time-sharing or visitation , child support, or guardianship proceeding (including dissolution of marriage, separate maintenance, child neglect, or dependency) concerning the child(ren) in this state or any other state about which information is obtained during this proceeding.**

6. A completed Notice of **Confidential Information within Court Filing**, Florida Rules of Judicial Administration Appendix to Rule 2.420 Form, is filed with this Affidavit.

I certify that a copy of this document was ( ) e-served ( ) mailed ( ) faxed and mailed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es):_____
I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

_____
Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____, 20__ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

_____ Personally known
_____ Produced identification-Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the *{choose only **one}*** _____ Petitioner _____Respondent
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* ___, *{zip code}*_____,*{telephone number}*_____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(f)(1)MARITAL SETTLEMENT AGREEMENT FOR DISSOLUTION OF MARRIAGEWITH DEPENDENT OR MINOR CHILD(REN)(11/15)

When should this form be used?

This form should be used when a **Petition for Dissolution of Marriage with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.901(b)(1), has been **filed** and **the parties** have reached an agreement on some or all of the issues at hand.

This form should be typed or printed in black ink. **Both** parties must sign the agreement and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial** (**final hearing**).

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and the instructions for the petition and/or answer that were filed in this case.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or

permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Special notes…

With this form you must also file a **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e), if not already filed.

This form does not act to transfer title to the property. Such transfer must be done by deed or supplemental final judgment.

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

In re: the Marriage of:

_____,
Husband,

and

_____,
Wife.

MARITAL SETTLEMENT AGREEMENT FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN)

We, *{Husband's full legal name}*_____,and *{Wife's full legal name*,_____ being sworn, certify that the following statements are true:

1. We were married to each other on *{date}* _____.

2. Because of irreconcilable differences in our marriage (no chance of staying together), we have made this agreement to settle once and for all what we owe to each other and what we can expect to receive from each other. Each of us states that nothing has been held back, that we have honestly included everything we could think of in listing our assets (everything we own and that is owed to us) and our debts (everything we owe), and that we believe the other has been open and honest in writing this agreement.

3. We have both filed a Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c). Because we have voluntarily made full and fair disclosure to each other of all our assets and debts, we waive any further disclosure under rule 12.285, Florida Family Law Rules of Procedure.

4. Each of us agrees to execute and exchange any papers that might be needed to complete this agreement, including deeds, title certificates, etc.

SECTION I. MARITAL ASSETS AND LIABILITIES

A. Division of Assets. We divide our assets (everything we own and that is owed to us) as follows: Any

personal item(s) not listed below is (are) the property of the party currently in possession of the item(s).

1. Wife shall receive as her own and Husband shall have no further rights or responsibilities regarding these assets:

ASSETS: DESCRIPTION OF ITEM(S) WIFE SHALL RECEIVE **Please describe each item as clearly as possible.** **You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's, or both.**	**Current Fair Market Value**
Cash (on hand)	$
Cash (in banks/credit unions)	
Stocks/Bonds	
Notes (money owed to you in writing)	
Money owed to you (not evidenced by a note)	
Real estate: (Home)	
(Other)	
Business interests	
Automobiles	
Boats	
Other vehicles	
Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)	
Furniture & furnishings in home	
Furniture & furnishings elsewhere	
Collectibles	

ASSETS: DESCRIPTION OF ITEM(S) WIFE SHALL RECEIVE Please describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's, or both.	Current Fair Market Value
Jewelry	
Life insurance (cash surrender value)	
Sporting and entertainment (T.V., stereo, etc.) equipment	
Other assets	
Total Assets to Wife	**$** _____

2. Husband shall receive as his own and Wife shall have no further rights or responsibilities regarding these assets:

ASSETS: DESCRIPTION OF ITEM(S) HUSBAND SHALL RECEIVE Please describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's or both.	Current Fair Market Value
Cash (on hand)	$
Cash (in banks/credit unions)	
Stocks/Bonds	
Notes (money owed to you in writing)	
Money owed to you (not evidenced by a note)	
Real estate: (Home)	

ASSETS: DESCRIPTION OF ITEM(S) HUSBAND SHALL RECEIVE **Please describe each item as clearly as possible.** **You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's or both.**	**Current Fair Market Value**
(Other)	
Business interests	
Automobiles	
Boats	
Other vehicles	
Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)	
Furniture & furnishings in home	
Furniture & furnishings elsewhere	
Collectibles	
Jewelry	
Life insurance (cash surrender value)	
Sporting and entertainment (T.V., stereo, etc.) equipment	
Other assets	

ASSETS: DESCRIPTION OF ITEM(S) HUSBAND SHALL RECEIVE Please describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's or both.	Current Fair Market Value
Total Assets to Husband	**$ _____**

B. Division of Liabilities/Debts. We divide our liabilities (everything we owe) as follows:

1. Wife shall pay as her own the following and will not at any time ask Husband to pay these debts/bills:

LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY WIFE Please describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any mortgage, note, or account described below is wife's, husband's, or both	Monthly Payment	Current Amount Owed
Mortgages on real estate: (Home)	$	$
(Other)		
Charge/credit card accounts		
Auto loan		
Auto loan		
Bank/credit union loans		
Money you owe (not evidenced by a note)		
Judgments		
Other		
Total Debts to Be Paid by Wife	**$**	**$**

2. Husband shall pay as his own the following and will not at any time ask Wife to pay these debts/bills:

LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY HUSBAND **Please describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any mortgage, note or account described below is wife's, husband's, or both.**	**Monthly Payment**	**Current Amount Owed**
Mortgages on real estate: (Home)	$	$
(Other)		
Charge/credit card accounts		
Auto loan		
Auto loan		
Bank/credit union loans		
Money you owe (not evidenced by a note)		
Judgments		
Other		
Total Debts to Be Paid by Husband	**$**	**$**

C. Contingent Assets and Liabilities (listed in Section III of our Family Law Financial Affidavits) will be divided as follows:

_____

_____

_____.

D. Beneficiary Designation (Complete only if beneficiary designations continue after entry of Final Judgment of Dissolution of Marriage.)

_____The Husband and Wife agree that the designation providing for the payment or transfer at death of an interest in the assets set forth below to or for the benefit of the deceased party's former spouse **SHALL NOT BE VOID** as of the date of entry of the Final Judgment of Dissolution of Marriage.

The Final Judgment of Dissolution of Marriage shall provide that the designations set forth below remain in full force and effect:

_____1. The _____Husband _____Wife shall acquire or maintain the following assets for the benefit of the other spouse or child(ren) to be paid upon his/her death outright or in trust. This provision only applies if other assets fulfilling such requirement for the benefit of the other spouse or child(ren) do not exist upon his/her death and unless precluded by statute. *{Describe the assets with specificity}:*_____

_____

_____

_____.

_____2. The _____Husband _____Wife shall not unilaterally terminate or modify the ownership of the following assets, or their disposition upon his/her death. *{Describe the assets with specificity}:*_____

_____

_____

_____.

SECTION II. SPOUSAL SUPPORT (ALIMONY) (If you have not agreed on this matter, write n/a on the lines provided.)

1. **____Each of us forever gives up any right to spousal support (alimony) that we may have.**

   OR

2. _____ HUSBAND _____ WIFE (hereinafter "Obligor") agrees to pay spousal support (alimony) in the amount of $ _____every _____ week _____ other week _____month, beginning *{date}* _____and continuing until *{date or event}* _____
   _____.

   Explain type of alimony (such as, permanent, bridge-the-gap, durational, rehabilitative, and/or lump sum) and any other specifics:_____

_____
_____

3. _____ Other provisions relating to alimony, including any tax treatment and consequences:
_____
_____

4. Life insurance in the amount of $_____ to secure the above support, will be provided by the Obligor.

SECTION III. PARENTING PLAN ESTABLISHING PARENTAL RESPONSIBILITY AND TIME-SHARING

1. **The parties' minor child(ren) are:**

Name	**Birth date**

2. The parties shall have time-sharing and parental responsibility in accordance with the Parenting Plan attached as Exhibit _____.

SECTION IV. CHILD SUPPORT

1. _____ Wife ____ Husband (hereinafter "Obligor") will pay child support, under Florida's child support guidelines, section 61.30, Florida Statutes, to the other parent. The Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), is completed and attached.

   Child support established at the rate of $_____ per month for the _____children {*total number of parties' minor or dependent children}* shall be paid commencing_____ *{month, day, year}* and terminating _____ *{month, day, year}.* Child support shall be paid in the amount of $ _____ per _____ *{week, month, other}* which is consistent with the Obligor's current payroll cycle.

   Upon the termination of the obligation of child support for one of the parties' children, child support in the amount of $_____ for the remaining ____ children *{total number of remaining children}* shall be paid commencing_____ *{month, day, year}* and terminating _____ *{month, day, year}.* This child support shall be paid in the amount of $ _____ per _____ *{week, month, other}* consistent with Obligor's current payroll cycle.

{Insert schedule for the child support obligation, including the amount, and commencement and termination dates, for the remaining minor or dependent children, which shall be payable as the obligation for each child ceases. Please indicate whether the schedule _____appears below or _____is attached as part of this form}

_____
_____
_____
_____
_____
_____

The Obligor shall pay child support until all the minor or dependent child(ren): reach the age of 18; become emancipated, marry, join the armed services, die, or become self-supporting; or until further order of the court or agreement of the parties. The child support obligation shall continue beyond the age of 18 and until high school graduation for any child who is: dependent in fact; between the ages of 18 and 19; and is still in high school, performing in good faith with a reasonable expectation of graduation before the age of 19.

If the child support amount above deviates from the guidelines by 5% or more, explain the reason(s) here:

_____
_____
_____
_____

2. **Child Support Arrearage.**
   There currently is a child support arrearage of $ _____for retroactive child support and/or $_____ for previously ordered unpaid child support.

   The total of $ _____ in child support arrearage shall be repaid at the rate of $ _____ every _____ week _____ other week _____month, beginning *{date}* _____, until paid in full including statutory interest.

3. **Health Insurance.** _____ Wife _____ Husband will maintain health insurance for the parties' minor child(ren). The party providing coverage will provide insurance cards to the other party showing coverage. **OR** ( ) Health insurance is either not reasonable in cost or accessible to the child(ren) at this time. Any uninsured/ unreimbursed medical costs for the minor child(ren) shall be assessed as follows:
   a. _____Shared equally by husband and wife.
   b. _____Prorated according to the child support guideline percentages.
   c. _____Other *{explain}*: _____
   As to these uninsured/unreimbursed medical expenses, the party who incurs the expense shall submit a request for reimbursement to the other party within 30 days, and the other party, within 30 days of receipt, shall submit the applicable reimbursement for that expense, according to the schedule of reimbursement set out in this paragraph.

4. **Dental Insurance.** _____ Wife ____ Husband will maintain dental insurance for the parties' minor child(ren). The party providing coverage will provide insurance cards to the other party showing coverage **OR**

   _____ dental insurance is either not reasonable in cost or accessible to the child(ren) at this time. Any uninsured/ unreimbursed dental costs for the minor child(ren) shall be assessed as follows:

   a. _____Shared equally by husband and wife.
   b. _____Prorated according to the child support guideline percentages.
   c. _____Other *{explain}*: _____

   As to these uninsured/unreimbursed dental expenses, the party who incurs the expense shall submit a request for reimbursement to the other party within 30 days, and the other party, within 30 days of receipt, shall submit the applicable reimbursement for that expense, according to the schedule of reimbursement set out in this paragraph.

5. **Life Insurance.** _____ Wife _____ Husband will maintain life insurance for the benefit of the parties' minor child(ren) in the amount of $ _____ until the youngest child turns 18, becomes emancipated, marries, joins the armed services, or dies.

6. **IRS Income Tax Exemption(s).** The assignment of any tax exemptions for the child(ren) shall be as follows: *{explain}* _____

   _____

   The other parent will convey any applicable IRS form regarding the income tax exemption.

7. Other provisions relating to child support (e.g., uninsured medical/dental expenses, health or dental insurance, life insurance to secure child support, orthodontic payments, college fund, etc.):

   _____
   _____
   _____
   _____
   _____.

SECTION V. OTHER

_____
_____
_____
_____
_____
_____.

SECTION VI. We have not agreed on the following issues:

_____
_____

_____
_____
_____
_____.

I certify that I have been open and honest in entering into this settlement agreement. I am satisfied with this agreement and intend to be bound by it.

Dated: _____

_____
Signature of Husband
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification
Type of identification produced

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Husband ( ) Wife
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* ____,*{zip code}*_____, *{telephone number}* _____.

I certify that I have been open and honest in entering into this settlement agreement. I am satisfied with this agreement and intend to be bound by it.

Dated: _____

_____
Signature of Wife
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Husband ( ) Wife
This form was completed with the assistance of:
*{name of individual}*_____,
{name of business} _____,
{address} _____,
{city} _____, *{state}* ___, *{zip code}*_____, *{telephone number}* _____.

OKALOOSA/WALTON PARENTING PLAN (6/10)

When should this form be used?

A **Parenting Plan** is required in all cases involving **time-sharing** with minor child(ren), even when time-sharing is not in dispute. **You may use this local Parenting Plan form OR download a Florida Supreme Court Approved Parenting Plan form from www.flcourts.org under the Self-Help section** (Form 12.995(a) Parenting Plan, Form 12.995(b) Supervised/Safety Focused Parenting Plan or Form 12.995(c) Relocation/Long Distance Parenting Plan. You may also draft a similar Parenting Plan yourself or with the help of an attorney which covers all the areas listed below and complies with Chapter 61, Florida Statutes.

This form should be typed or printed in black ink. Please either delete or strike-through terms or paragraphs that are inappropriate or inapplicable to your agreement. If an agreement has been reached, **both** parties must sign the Parenting Plan and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial** (**final hearing**). If the parents have not reached an agreement, a proposed Parenting Plan may be filed by either parent at the time of or any time prior to the final hearing. If an agreed Parenting Plan is not filed by the parties, the court shall establish a Plan.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in **"bold underline"** in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and the instructions for the petition and/or answer that were filed in this case.

Special notes…

At a minimum, the **Parenting Plan** must describe in adequate detail:

- How the parties will share and be responsible for the daily tasks associated with the upbringing of the child(ren),
- The **time-sharing schedule** arrangements that specify the time that the minor child(ren) will spend with each parent,
- A designation of who will be responsible for any and all forms of health care, school-related matters, including the address to be used for school-boundary determination and registration, other activities, and
- The methods and technologies that the parents will use to communicate with the child(ren).

The best interests of the child(ren) is the primary consideration in the Parenting Plan. In creating the Parenting Plan, all circumstances between the parents, including their historic relationship, domestic violence, and other factors must be taken into consideration. Determination of the best interests of the child(ren) shall be made by evaluating all of the factors affecting the welfare and interest of the particular minor child(ren) and the circumstances of that family, as listed in section 61.13(3), Florida Statutes, including, but not limited to:

- The demonstrated capacity and disposition of each parent to facilitate and encourage a close and continuing parent-child relationship, to honor the time-sharing schedule, and to be reasonable when changes are required;

- The anticipated division of parental responsibilities after the litigation, including the extent to which parental responsibilities will be delegated to third parties;
- The demonstrated capacity and disposition of each parent to determine, consider, and act upon the needs of the child(ren) as opposed to the needs or desires of the parent;
- The length of time the child(ren) has lived in a stable, satisfactory environment and the desirability of maintaining continuity;

- The geographic viability of the parenting plan, with special attention paid to the needs of school-age children and the amount of time to be spent traveling to effectuate the parenting plan. This factor does not create a presumption for or against relocation of either parent with a child(ren);
- The moral fitness of the parents;
- The mental and physical health of the parents;
- The home, school, and community record of the child(ren);
- The reasonable preference of the child(ren), if the court deems the child(ren) to be of sufficient intelligence, understanding, and experience to express a preference;
- The demonstrated knowledge, capacity, and disposition of each parent to be informed of the circumstances of the minor child(ren), including, but not limited to, the child(ren)'s friends, teachers, medical care providers, daily activities, and favorite things;
- The demonstrated capacity and disposition of each parent to provide a consistent routine for the child(ren), such as discipline, and daily schedules for homework, meals, and bedtime;
- The demonstrated capacity of each parent to communicate with and keep the other parent informed of issues and activities regarding the minor child(ren), and the willingness of each parent to adopt a unified front on all major issues when dealing with the child(ren);
- Evidence of domestic violence, sexual violence, child abuse, child abandonment, or child neglect, regardless of whether a prior or pending action relating to those issues has been brought. If the court accepts evidence of prior or pending actions regarding domestic violence, sexual violence, child abuse, child abandonment, or child neglect, the court must specifically acknowledge in writing that such evidence was considered when evaluating the best interests of the child(ren);
- Evidence that either parent has knowingly provided false information to the court regarding any prior or pending action regarding domestic violence, sexual violence, child abuse, child abandonment, or child neglect;
- The particular parenting tasks customarily performed by each parent and the division or parental responsibilities before the institution of litigation and during the pending litigation, including the extent to which parenting responsibilities were undertaken by third parties;
- The demonstrated capacity and disposition of each parent to participate and be involved in the child(ren)'s school and extracurricular activities;
- The demonstrated capacity and disposition of each parent to maintain an environment for the child(ren) which is free from substance abuse;
- The capacity and disposition of each parent to protect the child(ren) from the ongoing litigation as demonstrated by not discussing the litigation with the child(ren), not sharing documents or electronic media related to the litigation with the child(ren), and refraining from disparaging comments about the other parent to the child)ren); and
- The developmental stages and needs of the child(ren) and the demonstrated capacity and disposition of each parent to meet the child(ren)'s developmental needs.

This standard form does not include every possible issue that may be relevant to the facts of your case. The Parenting Plan should be as detailed as possible to address the time-sharing schedule. Additional provisions should be added to address all of the relevant factors. The parties should give special consideration to the age and needs of each child.

In developing the Parenting Plan, you may wish to consult or review other materials which are available at your local library, law library or through national and state family organizations.

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 FIRST JUDICIAL CIRCUIT
IN AND FOR _____COUNTY, FLORIDA

_____

Petitioner,

and **CASE NO:**_____

_____

Respondent.

SHARED PARENTING PLAN

PART A - SHARED PARENTAL RESPONSIBILITIES, RIGHTS & DECISION MAKING
PART B - TIMESHARING PLAN & TIMESHARING RELATED ISSUES

Effective Date: This Shared Parenting Plan is effective as of the date the last party signs this Shared Parenting Plan or immediately upon the Court's signature.

Source Of Parenting Plan: This parenting plan is: (Choose one)
[ ] A shared parenting plan agreed upon by the parties.
[ ] A proposed shared parenting plan submitted by [ ] Petitioner [ ] Respondent.
[ ] A shared parenting plan established by the court.

Type Of Parenting Plan: This parenting plan is: (Choose one)
[ ] A temporary parenting plan.
[ ] A final parenting plan.
[ ] A modification of a prior final parenting plan or prior final order.
[ ] A long distance parenting plan (Addendum **shall** be attached to this Shared Parenting Plan)

Parents: The parents subject to this Shared Parenting Plan are:
_____, herein called "**Petitioner**"; and
_____, herein called "**Respondent**".

Children: The children* subject to this Shared Parenting Plan are:

_____, dob: _____;

_____, dob: _____;

_____, dob: _____;

_____, dob: _____.

* The words "children" and "child" are used interchangeably herein.

PART A
SHARED PARENTAL RESPONSIBILITIES, RIGHTS, & DECISION MAKING

A.1. JURISDICTION: The United States of America is the country of habitual residence of the child(ren). The State of Florida maintains the most significant contacts with the child(ren) and is the most appropriate forum for addressing parenting contact and timesharing. The State of Florida is the child(ren)'s home state for the purposes of the Uniform Child Custody Jurisdiction And Enforcement Act. This Shared Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction And Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. § 11601 et seq., the Parental Kidnaping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980.

This Parenting Plan shall be submitted to the Circuit Court in and for Okaloosa or Walton County, Florida. Both parties acknowledge that such court has exclusive subject matter jurisdiction in all matters pertaining to the issues addressed in this Shared Parenting Plan.

The only persons with parenting and timesharing rights with respect to the subject child(ren) are the **Petitioner** and **Respondent** as described herein. The courts of the State of Florida shall retain sole and exclusive jurisdiction in regards to all matters set forth herein for so long as either parent or the child(ren) continue to reside in the State of Florida or until such time as the courts of the State of Florida explicitly relinquish jurisdiction.

A.2. SHARED PARENTAL RESPONSIBILITY: The Petitioner and Respondent shall share parental responsibility of their minor child(ren) and shall retain full parental rights and responsibilities with respect to their minor children as set forth in this Shared Parenting Plan.

A.3. DECISION MAKING RIGHTS AND RESPONSIBILITIES: Each party **shall** follow the below identified parenting decision making provisions **in order**:

A.3.1. General Principles: Each party shall confer with the other pertaining to all **major decisions** affecting the welfare of their minor child(ren). Such **major decisions** affecting the welfare of their minor child(ren) include, but are not limited to, education decisions, medical and dental care decisions, extra-curricular activity decisions, religious training decisions, and discipline of the minor child(ren). The parties shall make good faith efforts to jointly make such decisions in the best interests of the minor child(ren).

CHECK BOXES BELOW AGREED UPON BY PARTIES OR ORDERED BY THE COURT.

[ ] A.3.2. Third Party Dispute Assistance: In the event the parties cannot agree upon a major decision affecting their children, then they shall make good faith efforts to resolve such disputes using third party resources such as counselors, mediators, parenting coordinators, or other agreed upon third parties. For A.3.2 to be applicable, the parties or the Court **must** check off the box in front of A.3.2.

A.3.3. Ultimate Parental Decision Making Authority Allocation: In the event the parties do not agree on a parental decision **after** conferring with one another in accordance with A.3.1, and using the provisions of A.3.2. (only if designated box is checked), then the ultimate decision making authority for the following **major decisions** shall be made by:

❒ Academic/educational needs of child(ren)	❒ Petitioner	❒ Respondent
❒ Daycare/After-school care	❒ Petitioner	❒ Respondent

❒	Medical/Health related needs of child(ren)	❒ Petitioner	❒ Respondent
❒	Extra-curricular needs of child(ren)	❒ Petitioner	❒ Respondent
❒	Religious needs of child(ren)	❒ Petitioner	❒Respondent
❒	_____ needs of child(ren)	❒ Petitioner	❒ Respondent

A.3.4. Mental Health Treatment: Notwithstanding the provisions set forth above, either parent can consent to mental health treatment for the child(ren). However the parent so consenting to the mental health treatment **must** notify the other parent in writing within 24 hours of consenting to the treatment or making an appointment for mental health treatment.

A.3.5. Court Authority: The major decisions affecting the welfare of the minor child(ren) shall be made as provided in applicable paragraphs above, unless such decision is overridden by the Court approving this Shared Parenting Plan or successor court having complete subject matter jurisdiction in accordance with the Uniform Child Custody Jurisdiction And Enforcement Act. The "best interests of the children and preponderance of the evidence" standard of review shall be utilized by in judicial review.

A.4. DAILY TASK RESPONSIBILITY: Each parent shall be responsible for the daily tasks associated with raising the child(ren) while the children are actually with that parent. The daily tasks include, but are not limited to, the following:

Obtaining emergency medical or dental treatment
Ensuring that a child takes all prescribed medicines when required
Taking child to day care

Retrieving child from day care
Checking child's school work at the end of each school day
Doing required homework with child or ensuring that such is completed
Ensuring that the child brings all homework/assignments to school each day or as required
Taking child to lessons or sports activities
Retrieving child from lessons or sports activities
Waking child up in morning
Ensuring that a child is bathed or showered before school
Ensuring that the child has a proper and nutritious breakfast and takes vitamins (as agreed upon by the parents)
Making lunch or lunch arrangements with proper nutrition standards
Preparing and ensuring that the child has a nutritious supper
Getting a child to school or bus stop
Communicating with child's teachers
Retrieving child from school
Reading to younger children
Making sure child brushes teeth before bed and in the morning
Making sure child is properly clothed
Ensuring child attends school

Other:
Other:

A.5. SCHOOL DESIGNATION AND ENROLLING PARENT: For school boundary determination, registration, enrollment and completing all registration necessary for the child(ren)'s enrollment in school, the [ ] Petitioner's/[ ] Respondent's (choose one) address shall control for school boundary determination, and the [ ] Petitioner/[ ] Respondent (choose one) shall be designated as the enrolling parent and be responsible for completing all necessary documentation to enroll the child(ren) in school. Both parents shall be listed on the pickup/drop off list provided by the school such that both parents may pick up and drop off the child(ren) to/from school.

A.6. COMMUNICATION BETWEEN PARENTS: The parents shall communicate with each other concerning the child(ren) by (Choose all that apply):

[ ] in person
[ ] by telephone
[ ] by e-mail
[ ] by text message
[ ] by Talking Parents Program
[ ] by Family Wizard Program
[ ] by AppClose Co-Parenting Application
[ ] Other:_____

A.7. OTHER SHARED PARENTING RIGHTS & RESPONSIBILITIES:

A.7.1. Address and Telephone Numbers: Each parent has the right to know the address and telephone number of the other parent at all times. Each parent shall keep the other informed at all times as to his or her current telephone number and residence address

and the telephone number and residence address of the child(ren). Each parent shall notify the other parent in writing within 24 hours of any changes to their address and/or telephone number and the child(ren)'s address and/or telephone number. Each parent shall notify the court in writing within seven (7) calendar days of any changes to their address and/or telephone number;

A.7.2. Trip Itineraries: Each parent has the right to know where the child(ren) are at all times. Should either parent plan on having the child(ren) away from his or her normal residence for a period of more than 24 hours (e.g. for a trip or vacation) then such parent **shall** provide the other with an itinerary of where the child(ren) will be staying, providing addresses and telephone numbers **no later than** 72 hours prior to being away from the residence for a period of more than 24 hours. Even if the child(ren) are not with a parent on a trip, the parent on a trip should provide the other parent with an itinerary and a means to contact the traveling parent in the event a situation should arise involving the child(ren) which requires the parent with the child(ren) to contact the other parent.

A.7.3. Records: The transfer of information regarding the child(ren)'s lives is a mutual obligation. Each parent has the right to complete access to all of the child(ren)'s school, medical, dental, counseling, and psychological records. If not otherwise provided directly by a child(ren)'s school, or available for each parent to independently obtain, each parent shall immediately provide to the other parent all of each child(ren)'s academic report cards and progress reports. Each parent consents to any of the said child(ren)'s record holders to directly release to the other parent copies of such records. Neither parent shall in any way obstruct or hinder the other parent's right and ability to seek and obtain information pertaining to the child(ren). Except as stated above, each parent shall be responsible for obtaining their own copies of records and reports from the school and medical facilities. Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren). Both parents have equal and independent rights to confer with the child(ren)'s school, daycare, health care providers, and other programs with regard to the child(ren)'s educational, emotional, and social progress. Both parents shall be listed as "emergency contacts" for the child(ren). In the event the child(ren)'s school does not permit

a parent to be listed as an emergency contact, due to where the parent resides in relation to the school's location (i.e., the parent does not reside in the child's local area), the parent shall acquire documentation from the school stating the other parent cannot be listed as an emergency contact due to where the other parent resides, and provide the other parent with a copy of this correspondence from the school. The parent shall provide this correspondence to the other parent within 24 hours after being notified by the school that the other parent cannot be listed as an emergency contact.

A.7.4. Medical Condition: Each parent has the right to be immediately informed of any significant illness or significant injury sustained by the child(ren). "Significant" is hereby defined as any such condition which would require the child(ren) to miss school or be taken to a health care provider. Each party shall notify the other promptly of any significant illness or injury affecting the minor child(ren).

A.7.5. Religious, School, and Extracurricular Activities: Consistent with section **A.3.** above, the child(ren) have the right to participate in regularly scheduled religious, school, and other extracurricular activities appropriate for his/her age and talent. Such activities may include, but are not limited to, the following: T-Ball, Baseball, Soccer, Football, Basketball, Gymnastics, Ballet, Band, Modeling, Scouting, and Music Lessons.

Each parent has the right to be informed as to the schedule of such activities in which the child(ren) are involved and both shall be entitled to attend such activities. Both parents shall make good faith efforts to get the child(ren) to such activities on time and in appropriate attire. If not attending such activity, the parent who drops the child(ren) off for such activity has the duty to ensure that the child(ren) are picked up from such activity. Other than such regularly scheduled activities, neither parent shall make any commitments for the child(ren) during a time when the child(ren) would be with the other parent without first reaching an agreement with the other parent about such commitment.

Each parent has the right to participate in and attend the child(ren)'s religious activities, school activities including, but not limited to, school lunches, sports events, and other activities and important school and social events in which the children participate.

Notwithstanding the foregoing, a school's policy (or specific court order) may supersede a parent's right to **pick up a child from school or** attend certain activities.

The allocation of costs, between the parties, which are incurred on behalf of the child(ren) participating in a school activity, extracurricular activity, and/or religious activity **shall** be specifically addressed in the Court order or agreement in which this Shared Parenting Plan is ratified therein.

A.7.6. Timesharing And Support Are Mutually Exclusive: When a parent fails to pay any ordered support to the other parent, the payee parent shall not refuse to honor the payor's timesharing and parenting rights as established by this Shared Parenting Plan. In addition, when a parent refuses to honor the other parent's timesharing and parenting rights as established by this Shared Parenting Plan, the payor parent shall not fail to pay any ordered support to the payee parent.

A.7.7. Positive Relationship: Each parent shall make diligent efforts to maintain full access and to foster and encourage a positive relationship between the child(ren) and the other parent. Each party has an obligation to always refrain from making unflattering and derogatory remarks to, or regarding, the other parent in the presence of the child(ren).

A.7.8. Respect Differences: Each parent has a duty to respect the difference in parenting views that may exist between the parents. The parents shall recognize the fact that having different views does not mean that either individual is a bad or inadequate parent.

A.7.9. Counseling: Each party has an obligation to work with the other to establish a relationship which would enable them to become better parents and enable them to create an environment for the child(ren) free of conflict. This obligation may include a consideration of post-divorce counseling.

A.7.10. Courteous To Each Other: The parties shall be courteous to each other - especially in the presence of the child(ren).

A.7.11. Foster Love: Each parent is under an affirmative duty to foster the love and affection of the child(ren) for the other parent. Neither parent shall allow third parties to do or say anything to, or in the presence of, the child(ren) that will interfere with the love and affection of the child(ren) for the other parent.

A.7.12. Homework: Each parent has the obligation to ensure that a child regularly attends school and completes all assigned homework when a child is with him or her and to ensure that the child is prepared for the next school day.

A.7.13. Clothing: Each parent has the obligation to ensure that each child is properly clothed and has adequate clean clothing for any scheduled timesharing with the other parent. Each parent shall return to the other parent all such clothing (properly laundered) at the end of timesharing.

A.7.14. Car Seats/Seat Belts: Each party has the obligation to ensure that a child uses a car seat or seat belts appropriate for the child's age and weight at all times when being transported in an automobile or other motor vehicle.

A.7.15. Timesharing: Each parent has an affirmative obligation to ensure timesharing between the child(ren) and the other parent. There might come a time when, for one reason or another, the child(ren) exhibit some level of reluctance about participating in timesharing. Nevertheless, a parent has a duty to explain that the other parent loves the child(ren) and has a right, need and desire to timesharing. Further, each parent must make every effort to ensure that the child(ren) are ready and available for scheduled timesharing;

A.7.16. Contact Designation: Each parent shall ensure that the other parent is listed as a contact person on all day care and school records.

A.7.17. Photographs: Each parent shall at the time they are made available provide the other parent with an opportunity to obtain copies of all school photographs,

athletic, activity, or studio portraits taken of the child(ren). Each parent shall allow the child(ren) to keep a photograph of the other parent in each child's bedroom.

A.7.18. Child Support: A parent paying child support has a duty to remain current on all child support obligations (ongoing and retroactive).

A.7.19. Relationship Status With Child(ren): Each parent has a duty to communicate directly with the child(ren) concerning his or her relationship with the child(ren) to the extent warranted by the age and maturity of the child(ren).

A.8. EVIDENCE OF BAD FAITH: Each parent shall refrain from the conduct set forth in this paragraph (A.8.1. - A.8.12). Engaging in such is evidence of bad faith non-compliance with the spirit and intent of the principles of "Shared Parental Responsibility" and may result in the imposition of sanctions by the Court:

A.8.1. Having the child(ren) deliver money or messages from one parent to the other and thus placing the child(ren) in the middle;

A.8.2. Asking the child(ren) to keep a secret from the other parent;

A.8.3. Interrogating or quizzing the child(ren) about what is going on at the other parent's home;

A.8.4. Saying unkind things about the other parent to the child(ren) or in the presence of the child(ren) or permitting others to do so;

A.8.5. Trying to conduct parental business when exchanging the child(ren) for timesharing;

A.8.6. Putting on a long, sad face when the child(ren) go from one parent to

the other;

A.8.7. Telling a child who wants a new toy or wants to do something that it costs money and then telling the child, "ask your father because he does not pay me enough support", or "ask your mother because I give her lots of child support and she just wastes it";

A.8.8. Asking the child(ren) directly or subtly, "Which of us do you really want to be with?";

A.8.9. Allowing the child(ren) to take control of timesharing whenever the child(ren) want to do so;

A.8.10. Having the child(ren) refer to a future or present step-parent as "mother", "father", "mom" or "dad";

A.8.11. Eavesdropping on or interrupting the child(ren)'s telephone conversation with the other parent;

A.8.12. Using, or permitting the use, as the child(ren)'s last name, anything other than the child(ren)'s legal name.

Petitioner,

and **CASE NO:** _____

Respondent.

PART B

TIMESHARING PLAN & TIMESHARING RELATED ISSUES

B.1. WEEKEND TIMESHARING PLAN: (Choose one B.1.1. or B.1.2.)

[ ] B.1.1. Specific Weekend Schedule Created By The Parties/Court: The parties shall have weekend timesharing with their minor child(ren) in accordance with the specific weekend schedule addendum attached hereto.

OR

[ ] B.1.2. Alternating Weekends: The Petitioner shall have weekend timesharing with the minor child(ren) every other weekend from the time school adjourns on Friday (or 3:00 p.m. if school is not in session) until the following Monday morning when the Petitioner timely delivers the minor child(ren) to school/daycare (or at 8:30 a.m. if school is not in session), with Petitioner's first such weekend commencing on _____. The Respondent shall have weekend timesharing with the minor child(ren) every other weekend from the time school adjourns on Friday (or 3:00 p.m. if school is not in session) until the following Monday morning when the Respondent timely delivers the minor child(ren) to school/daycare (or at 8:30 a.m. if school is not in session), with Respondent's first such weekend commencing on _____.

B.1.2.1. "Monday" Holidays: Weekend time sharing shall be extended until Tuesday morning if such Monday is one of the following holidays and the child(ren) are off from school: Martin Luther King's Birthday, Memorial Day, Columbus Day, Labor Day,

President's Day, or any other day off from school falling on a Monday.

B.1.2.2. "Friday" Holidays: Weekend time sharing shall commence when school adjourns on Thursday preceding a scheduled weekend timesharing if such Friday is a legal holiday or any day off from school falling on a Friday.

B.1.3. Weekend Timesharing Superceded By Holiday Timesharing: The foregoing weekend timesharing periods shall be superseded by the holiday/special timesharing periods identified in paragraph B.3 set forth below.

B.2. WEEKDAY TIMESHARING PLAN: (Choose one B.2.1. or B.2.2.)

[ ] B.2.1. Specific Weekday Schedule Created By The Parties/Court: The parties shall have weekday timesharing with their minor child(ren) in accordance with the specific weekday schedule reflected in the Addendum attached hereto.

OR

[ ] B.2.2. Weekday Timesharing: The ___Petitioner/ ___Respondent **(choose one)** shall have timesharing with the minor child(ren) at all times during the week, except that the ___Petitioner/ ___Respondent **(choose one)** shall have timesharing with the minor child(ren) each Wednesday from the time school adjourns through:

CHECK ONE BOX BELOW:

[ ] Wednesday evening at 8:00 p.m., or

[ ] The following Thursday morning when the child(ren) is/are timely delivered to school (or at 8:30 a.m. if school is not in session).

The party exercising this Weekday timesharing **shall** provide all transportation associated with such timesharing.

B.2.3.Weekday Timesharing Superseded By Holiday/Other Timesharing: The foregoing weekday timesharing periods shall be superseded by the holiday/special timesharing periods identified in paragraph B.3. set forth below and superseded by any extended weekend holiday periods (i.e. Monday/Friday holidays) identified in paragraph B.1 set forth above.

B.3. HOLIDAY/SPECIAL TIMESHARING PLAN: (Choose one B.3.1. or B.3.2.).

[ ] B.3.1.Specific Holiday Schedule Created By The Parties/Court: The parties shall have holiday/special timesharing with their minor child(ren) in accordance with the specific holiday/special schedule outlined in the Addendum attached hereto.

OR

[ ] B.3.2. Shared Holidays/Reverse Each Year: The parties shall have Holiday/Special timesharing with their minor child(ren) in accordance with paragraphs B.3.2.1. through B.3.2.9. below.

B.3.2.1. - December Holiday Break: The parents shall each be entitled to one-half of the December Holiday school break [measured from the day school adjourns until the day before school reconvenes]. In even numbered years, the Petitioner shall have the child(ren) for the first one-half of the December holiday school break (including Christmas Day) and the Respondent shall have the child(ren) for the second one-half of the December holiday school break. In odd numbered years, Respondent shall have the child(ren) for the first one-half of the December holiday school break (including Christmas Day) and the Petitioner shall have the child(ren) for the second one-half of the December holiday school break. The child(ren) shall transition to the other parent for the second half of the December holiday school break at 12:00 p.m. on the day between the two halves of the December break (if the calculated number of days of the December break is odd) or at 12:00 p.m. on the second

parent's time (if the calculated number of days of December break is even).

Notwithstanding the division of the December Holiday school break provided above, in the event the second one-half of the break is scheduled to begin on or before December 25 in any calendar year, the second one-half of the break **shall** begin at 12:00 p.m. on December 26.

B.3.2.2. - Thanksgiving Holidays: The Respondent shall be entitled to have the minor child(ren) for Thanksgiving timesharing in even numbered years and the Petitioner shall be entitled to have the minor child(ren) for Thanksgiving timesharing in odd numbered years. This Thanksgiving timesharing commences when school ends on the last day of school preceding Thanksgiving and ends on the following Monday morning when the child(ren) are timely delivered to school.

B.3.2.3. - Spring Break: The Petitioner shall be entitled to have the minor child(ren) for Spring Break timesharing in even numbered years and the Respondent shall be entitled to have the minor child(ren) for Spring Break timesharing in odd numbered years. "Spring Break" commences when school ends on the last day of school preceding Spring Break and ends on the following Monday morning when the child(ren) are timely delivered to school.

B.3.2.4. - Easter: The Respondent shall be entitled to have the child(ren) on Easter during odd numbered years starting at 5:00 p.m. on the Saturday before Easter Sunday until 5:00 p.m. on Easter Sunday. The Petitioner shall be entitled to have the child(ren) on Easter during even numbered years starting at 5:00 p.m. on the Saturday before Easter Sunday until 5:00 p.m. on Easter Sunday. This timesharing shall supersede all other weekend, weekday, or Spring Break timesharing periods.

B.3.2.5. - Halloween: The Petitioner shall be entitled to have the

child(ren) for timesharing on Halloween during even numbered years between the time that school adjourns (if a school day or 2:00 p.m. if not a school day) until 9:00 p.m. The Respondent shall be entitled to have the child(ren) for timesharing on Halloween during odd numbered years between the time that school adjourns (if a school day or 2:00 p.m. if not a school day) until 9:00 p.m. This timesharing shall supersede all other weekend or weekday timesharing periods.

B.3.2.6 - Summer: The parties shall exercise equal (i.e., 50/50) rotating timesharing with the children two (2) continuous, consecutive weeks on/two (2) continuous, consecutive weeks off during the child(ren)'s Summer Break. The parties shall begin the Summer Break timesharing rotation beginning the first Friday immediately following the day the school is adjourned for the break, and the Summer Break timesharing rotation shall end on the Friday immediately preceding school resuming from this break. The parties shall exchange the minor child(ren) for timesharing every other Friday at 6:00 p.m. (child(ren)'s local time). In even numbered years, the Petitioner shall be entitled to exercise the first two (2) week rotation of the Summer Break and the Respondent's first two (2) weeks of the Summer Break rotation shall then follow thereafter. In odd numbered years, the Respondent shall be entitled to exercise the first two (2) week rotation of the Summer Break and the Petitioner's first two (2) weeks of the Summer Break rotation shall then follow thereafter.

Each parent shall be permitted to take the child(ren) on a trip or vacation, or enroll the child(ren) in camp during the Summer Break so long as it occurs during that parent's respective timesharing period. At the conclusion of the child(ren)'s Summer Break, the parties shall abide by the timesharing schedule set forth in B.1-B.3.

Summer School: Each parent has the obligation to ensure that the children attend summer school necessary for the children to pass to the next grade.

B.3.2.7. - Mother's Day; Father's Day & Parent's Birthdays: Notwithstanding any of the above, the child(ren) shall be allowed to spend Father's Day and the Father's birthday with the child(ren)'s Father and Mother's Day and the Mother's birthday with the children's Mother between the hours of 5:00 p.m. the day before and 5:00 p.m. the day of the event.

B.3.2.8. - Children's Birthdays: Whenever possible, the parties should both be encouraged to participate in a/the child(ren)'s birthday celebration. If such is not possible, then the child(ren) shall celebrate their birthdays with the Petitioner during odd numbered years and with the Respondent on even numbered years between the hours of 5:00 p.m. (child(ren)'s local time) the day before the child(ren)'s birthday and 5:00 p.m. (child(ren)'s local time) the day of the child(ren)'s birthday. The child(ren)'s siblings (in common with the parties) shall celebrate the birthday with the child(ren) and accompany the child(ren) with the Petitioner during odd numbered years and with the Respondent on even numbered years between the hours of 5:00 p.m. the day before the child(ren)'s birthday and 5:00 p.m. the day of the child's birthday (i.e., all children the parties share in common shall accompany one another for this special timesharing to celebrate one another's birthdays together).

B.3.2.9. - Other: (If applicable, fill in other timesharing periods)

_____

_____

_____

B.4. BACKUP CARE: (Choose One B.4.1 or B.4.2. or B.4.3)

[ ] B.4.1. The parties shall have backup care rights/timesharing with their minor child/ren in accordance with the specific terms of the addendum attached hereto.

The parties' back up care rights/timesharing with the minor child(ren) _____does/_____does not **(choose one)** apply during a parent's deployment for purposes of the Uniform Deployed Parents Custody and Visitation Act (Sections, 61.703-61.773, Florida Statutes).

OR

[ ] B.4.2. The parties shall have backup care rights/timesharing with the minor child/ren as follows:

Short term. A parent shall give the other parent reasonable advance notice of his/her intent to leave a child with a third party, other than a present spouse, grandparent, other blood relative, or bona fide educational program (Voluntary Pre-Kindergarten), for a period of six (6) hours or more. The other party shall then have the right to care for the child during such period of time.

Long term. If a parent intends to leave a child in the care of any third party (including present spouse, grandparent, or other blood relative) for a period of time in excess of 24 hours, then the other parent shall have the right to have the child with him or her provided the parties live in the same geographic area, and provided such would not cause a change in the child's school or interruption in the child's schooling.

The parties' back up care rights/timesharing with the minor child(ren) _____does/_____does not **(choose one)** apply during a parent's deployment for purposes of the Uniform Deployed Parents Custody and Visitation Act (Sections, 61.703-61.773, Florida Statutes).

OR

[ ] B.4.3. Each parent shall offer the other parent the opportunity to care for the child(ren) before using any third party child care provider for any period

exceeding _____ hours.

The parties' back up care rights/timesharing with the minor child(ren) _____does/_____does not **(choose one)** apply during a parent's deployment for purposes of the Uniform Deployed Parents Custody and Visitation Act (Sections, 61.703-61.773, Florida Statutes).

B.5. OTHER TIMES: The child(ren) shall be entitled to spend time with each parent at times other than as stated above as agreed upon by the parties. Both parties are encouraged to have flexibility and reciprocity in arranging other timesharing periods.

B.6. TEENAGER: Once the child attains his or her teenage years (e.g. starting at 13 years of age), the child starts a process of "separation" from his parents. Both parents should maintain maximum flexibility in developing alternatives to any rigid time sharing schedules.

B.7. WAITING: Absent telephone communication of extenuating circumstances, the child(ren) and the parent with the child(ren) has no duty to wait for the other parent for more than thirty (30) minutes of the timesharing commencement time. A parent who is late forfeits the weekend on which this occurs. In the event a parent is late at the beginning of a timesharing period other than a weekend that parent shall forfeit timesharing until the next day.

B.8. TRANSPORTATION: Unless otherwise stated herein, the parent beginning their timesharing shall provide transportation for the child(ren). Each party shall be solely responsible for the payment of their transportation costs incurred due to exercising the timesharing schedule set forth herein.

B.9. Prompt for Timesharing: Each parent has an obligation to promptly appear for scheduled timesharing so as not to unduly inconvenience the other parent or to adversely impact on the schedule of the child(ren).

B.10. Timesharing Scheduling: The child(ren) shall not be used as messengers for timesharing notices. This provision is not intended to deny or limit a parent's ability to make plans with the child(ren), but is intended to ensure that the scheduling of the plans is done directly between the parents.

B.11. Uniform Deployed Parents Custody and Visitation Act: Unless otherwise stated herein or expressly modified by an addendum, the parties shall abide by all provisions set forth in the Uniform Deployed Parents Custody and Visitation Act (Sections 61.703, Florida Statutes through 61.773, Florida Statutes), which may be amended from time to time.

B.12. Relocation Of A Parent: Each parent/party identified in this Shared Parenting Plan shall be subject to (and comply with) all provisions of Section 61.13001, Florida Statutes, which may hereafter be amended from time to time.

B.13. Parent Communication with Child: Each parent has the right to contact the child(ren) by telephone or video conferencing at the residence of the other party with reasonable frequency, during reasonable hours, and for reasonable duration. Unless an emergency arises, "reasonable frequency" is hereby defined as once per day. "Reasonable hours" is hereby defined as between 8:00 a.m. and 8:00 p.m. (child's local time). "Reasonable duration" is hereby defined as no more than ½ hour per call. Each parent has a duty to promptly return telephone calls placed by the other and to see that the children do the same. The parent initiating a telephone call shall be responsible for paying any long distance charges. The child should be afforded reasonable privacy during conversations with the other parent. Neither parent shall record or monitor telephone calls between the child and the other parent. Each parent shall also be entitled to reasonable e-mail, text messaging, video conferencing, and written mail communication with the minor child. Such communication **shall not** be of such nature or extent so as to distract, obstruct, or deter a child from completing his/her homework, chores, or other regular activities.

B.14. DEVIATIONS FROM "FORM": Any deviations from the "form" provisions set forth above shall be made only by addendum or "handwriting" on the form of this Shared

Parenting Plan. That is, the type written text above shall not be edited or modified by way of computer in any way and then be submitted to the opposing party, opposing counsel, or trial judge with a representation that such is the "form" Shared Parenting Plan Template.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals on the day and year written below.

Witnesses:

_____ _____

PETITIONER

_____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by PETITIONER who is personally known to me or who has produced a _____ as identification.

_____

NOTARY PUBLIC

State of Florida

Witnesses:

_____ _____

RESPONDENT

_____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by RESPONDENT who is personally known to me or who has produced a _____ as identification.

_____

NOTARY PUBLIC

State of Florida

Approved and Ordered this ____ day of _____, 20____.

_____

Circuit Judge

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(e), CHILD SUPPORT GUIDELINES WORKSHEET (09/12)

When should this form be used?

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

This form should be typed or printed in black ink. You should file the original with the **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 served on the other party in your case. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in **"bold underline"** in these instructions are defined there. For further information, see section 61.30, Florida Statutes.

Special notes…

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery or domestic violence, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

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

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

If payment is twice per month	Payment amount	x	2	=	**Monthly amount**
If payment is every two weeks	Payment amount	x	26	=	Yearly amount due
	Yearly amount	÷	12	=	**Monthly amount**
If payment is weekly	Weekly amount		x		52 = Yearly amount due
	Yearly amount	÷	12	=	**Monthly amount**

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

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, 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.

CHILD SUPPORT GUIDELINES CHART

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
800.00	190	211	213	216	218	220
850.00	202	257	259	262	265	268
900.00	213	302	305	309	312	315
950.00	224	347	351	355	359	363
1000.00	235	365	397	402	406	410
1050.00	246	382	443	448	453	458
1100.00	258	400	489	495	500	505
1150.00	269	417	522	541	547	553
1200.00	280	435	544	588	594	600
1250.00	290	451	565	634	641	648
1300.00	300	467	584	659	688	695
1350.00	310	482	603	681	735	743
1400.00	320	498	623	702	765	790
1450.00	330	513	642	724	789	838
1500.00	340	529	662	746	813	869
1550.00	350	544	681	768	836	895
1600.00	360	560	701	790	860	920
1650.00	370	575	720	812	884	945
1700.00	380	591	740	833	907	971
1750.00	390	606	759	855	931	996
1800.00	400	622	779	877	955	1022
1850.00	410	638	798	900	979	1048
1900.00	421	654	818	923	1004	1074
1950.00	431	670	839	946	1029	1101
2000.00	442	686	859	968	1054	1128
2050.00	452	702	879	991	1079	1154
2100.00	463	718	899	1014	1104	1181
2150.00	473	734	919	1037	1129	1207
2200.00	484	751	940	1060	1154	1234
2250.00	494	767	960	1082	1179	1261
2300.00	505	783	980	1105	1204	1287
2350.00	515	799	1000	1128	1229	1314
2400.00	526	815	1020	1151	1254	1340

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
2450.00	536	831	1041	1174	1279	1367
2500.00	547	847	1061	1196	1304	1394
2550.00	557	864	1081	1219	1329	1420
2600.00	568	880	1101	1242	1354	1447
2650.00	578	896	1121	1265	1379	1473
2700.00	588	912	1141	1287	1403	1500
2750.00	597	927	1160	1308	1426	1524
2800.00	607	941	1178	1328	1448	1549
2850.00	616	956	1197	1349	1471	1573
2900.00	626	971	1215	1370	1494	1598
2950.00	635	986	1234	1391	1517	1622
3000.00	644	1001	1252	1412	1540	1647
3050.00	654	1016	1271	1433	1563	1671
3100.00	663	1031	1289	1453	1586	1695
3150.00	673	1045	1308	1474	1608	1720
3200.00	682	1060	1327	1495	1631	1744
3250.00	691	1075	1345	1516	1654	1769
3300.00	701	1090	1364	1537	1677	1793
3350.00	710	1105	1382	1558	1700	1818
3400.00	720	1120	1401	1579	1723	1842
3450.00	729	1135	1419	1599	1745	1867
3500.00	738	1149	1438	1620	1768	1891
3550.00	748	1164	1456	1641	1791	1915
3600.00	757	1179	1475	1662	1814	1940
3650.00	767	1194	1493	1683	1837	1964
3700.00	776	1208	1503	1702	1857	1987
3750.00	784	1221	1520	1721	1878	2009
3800.00	793	1234	1536	1740	1899	2031
3850.00	802	1248	1553	1759	1920	2053
3900.00	811	1261	1570	1778	1940	2075
3950.00	819	1275	1587	1797	1961	2097
4000.00	828	1288	1603	1816	1982	2119
4050.00	837	1302	1620	1835	2002	2141
4100.00	846	1315	1637	1854	2023	2163
4150.00	854	1329	1654	1873	2044	2185

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
4200.00	863	1342	1670	1892	2064	2207
4250.00	872	1355	1687	1911	2085	2229
4300.00	881	1369	1704	1930	2106	2251
4350.00	889	1382	1721	1949	2127	2273
4400.00	898	1396	1737	1968	2147	2295
4450.00	907	1409	1754	1987	2168	2317
4500.00	916	1423	1771	2006	2189	2339
4550.00	924	1436	1788	2024	2209	2361
4600.00	933	1450	1804	2043	2230	2384
4650.00	942	1463	1821	2062	2251	2406
4700.00	951	1477	1838	2081	2271	2428
4750.00	959	1490	1855	2100	2292	2450
4800.00	968	1503	1871	2119	2313	2472
4850.00	977	1517	1888	2138	2334	2494
4900.00	986	1530	1905	2157	2354	2516
4950.00	993	1542	1927	2174	2372	2535
5000.00	1000	1551	1939	2188	2387	2551
5050.00	1006	1561	1952	2202	2402	2567
5100.00	1013	1571	1964	2215	2417	2583
5150.00	1019	1580	1976	2229	2432	2599
5200.00	1025	1590	1988	2243	2447	2615
5250.00	1032	1599	2000	2256	2462	2631
5300.00	1038	1609	2012	2270	2477	2647
5350.00	1045	1619	2024	2283	2492	2663
5400.00	1051	1628	2037	2297	2507	2679
5450.00	1057	1638	2049	2311	2522	2695
5500.00	1064	1647	2061	2324	2537	2711
5550.00	1070	1657	2073	2338	2552	2727
5600.00	1077	1667	2085	2352	2567	2743
5650.00	1083	1676	2097	2365	2582	2759
5700.00	1089	1686	2109	2379	2597	2775
5750.00	1096	1695	2122	2393	2612	2791
5800.00	1102	1705	2134	2406	2627	2807
5850.00	1107	1713	2144	2418	2639	2820
5900.00	1111	1721	2155	2429	2651	2833

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
5950.00	1116	1729	2165	2440	2663	2847
6000.00	1121	1737	2175	2451	2676	2860
6050.00	1126	1746	2185	2462	2688	2874
6100.00	1131	1754	2196	2473	2700	2887
6150.00	1136	1762	2206	2484	2712	2900
6200.00	1141	1770	2216	2495	2724	2914
6250.00	1145	1778	2227	2506	2737	2927
6300.00	1150	1786	2237	2517	2749	2941
6350.00	1155	1795	2247	2529	2761	2954
6400.00	1160	1803	2258	2540	2773	2967
6450.00	1165	1811	2268	2551	2785	2981
6500.00	1170	1819	2278	2562	2798	2994
6550.00	1175	1827	2288	2573	2810	3008
6600.00	1179	1835	2299	2584	2822	3021
6650.00	1184	1843	2309	2595	2834	3034
6700.00	1189	1850	2317	2604	2845	3045
6750.00	1193	1856	2325	2613	2854	3055
6800.00	1196	1862	2332	2621	2863	3064
6850.00	1200	1868	2340	2630	2872	3074
6900.00	1204	1873	2347	2639	2882	3084
6950.00	1208	1879	2355	2647	2891	3094
7000.00	1212	1885	2362	2656	2900	3103
7050.00	1216	1891	2370	2664	2909	3113
7100.00	1220	1897	2378	2673	2919	3123
7150.00	1224	1903	2385	2681	2928	3133
7200.00	1228	1909	2393	2690	2937	3142
7250.00	1232	1915	2400	2698	2946	3152
7300.00	1235	1921	2408	2707	2956	3162
7350.00	1239	1927	2415	2716	2965	3172
7400.00	1243	1933	2423	2724	2974	3181
7450.00	1247	1939	2430	2733	2983	3191
7500.00	1251	1945	2438	2741	2993	3201
7550.00	1255	1951	2446	2750	3002	3211
7600.00	1259	1957	2453	2758	3011	3220
7650.00	1263	1963	2461	2767	3020	3230

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
7700.00	1267	1969	2468	2775	3030	3240
7750.00	1271	1975	2476	2784	3039	3250
7800.00	1274	1981	2483	2792	3048	3259
7850.00	1278	1987	2491	2801	3057	3269
7900.00	1282	1992	2498	2810	3067	3279
7950.00	1286	1998	2506	2818	3076	3289
8000.00	1290	2004	2513	2827	3085	3298
8050.00	1294	2010	2521	2835	3094	3308
8100.00	1298	2016	2529	2844	3104	3318
8150.00	1302	2022	2536	2852	3113	3328
8200.00	1306	2028	2544	2861	3122	3337
8250.00	1310	2034	2551	2869	3131	3347
8300.00	1313	2040	2559	2878	3141	3357
8350.00	1317	2046	2566	2887	3150	3367
8400.00	1321	2052	2574	2895	3159	3376
8450.00	1325	2058	2581	2904	3168	3386
8500.00	1329	2064	2589	2912	3178	3396
8550.00	1333	2070	2597	2921	3187	3406
8600.00	1337	2076	2604	2929	3196	3415
8650.00	1341	2082	2612	2938	3205	3425
8700.00	1345	2088	2619	2946	3215	3435
8750.00	1349	2094	2627	2955	3224	3445
8800.00	1352	2100	2634	2963	3233	3454
8850.00	1356	2106	2642	2972	3242	3464
8900.00	1360	2111	2649	2981	3252	3474
8950.00	1364	2117	2657	2989	3261	3484
9000.00	1368	2123	2664	2998	3270	3493
9050.00	1372	2129	2672	3006	3279	3503
9100.00	1376	2135	2680	3015	3289	3513
9150.00	1380	2141	2687	3023	3298	3523
9200.00	1384	2147	2695	3032	3307	3532
9250.00	1388	2153	2702	3040	3316	3542
9300.00	1391	2159	2710	3049	3326	3552
9350.00	1395	2165	2717	3058	3335	3562
9400.00	1399	2171	2725	3066	3344	3571

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
9450.00	1403	2177	2732	3075	3353	3581
9500.00	1407	2183	2740	3083	3363	3591
9550.00	1411	2189	2748	3092	3372	3601
9600.00	1415	2195	2755	3100	3381	3610
9650.00	1419	2201	2763	3109	3390	3620
9700.00	1422	2206	2767	3115	3396	3628
9750.00	1425	2210	2772	3121	3402	3634
9800.00	1427	2213	2776	3126	3408	3641
9850.00	1430	2217	2781	3132	3414	3647
9900.00	1432	2221	2786	3137	3420	3653
9950.00	1435	2225	2791	3143	3426	3659
10000.00	1437	2228	2795	3148	3432	3666

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	**B.** MOTHER	TOTAL
1. Present Net Monthly Income Enter the amount from line 27, Section I of Florida Family Law Rules of Procedure Form 12.902(b) or (c), Financial Affidavit.			
2. Basic Monthly Obligation There is (are) *{number}*_____ minor child(ren) common to the parties. Using the total amount from line 1, enter the appropriate amount from the child support guidelines chart.			
3. Percent of Financial Responsibility Divide the amount on line 1A by the total amount on line 1 to get Father's percentage of financial responsibility. Enter answer on line 3A. Divide the amount on line 1B by the total amount on line 1 to get Mother's percentage of financial responsibility. Enter answer on line 3B.	%	%	
4. Share of Basic Monthly Obligation Multiply the number on line 2 by the percentage on line 3A to get Father's share of basic obligation. Enter answer on line 4A. Multiply the number on line 2 by the percentage on line 3B to get Mother's share of basic obligation. Enter answer on line 4B.			
Additional Support — Health Insurance, Child Care & Other			
5. **a.** 100% of Monthly Child Care Costs [Child care costs should not exceed the level required to provide quality care from a licensed source. See section 61.30(7), Florida			
b. Total Monthly Child(ren)'s Health Insurance Cost [This is only amounts actually paid for health insurance on the child(ren).]			

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	**B.** MOTHER	TOTAL
c. Total Monthly Child(ren)'s Non covered Medical, Dental and Prescription Medication Costs			
d. Total Monthly Child Care & Health Costs [Add lines 5a + 5b +5c].			
6. Additional Support Payments Multiply the number on line 5d by the percentage on line 3A to determine the Father's share. Enter answer on line 6A. Multiply the number on line 5d by the percentage on line 3B to determine the Mother's share. Enter answer on line 6B.			
Statutory Adjustments/Credits			
7. a. Monthly child care payments actually made			
b. Monthly health insurance payments actually made			
c. Other payments/credits actually made for any noncovered medical, dental and prescription medication expenses of the child(ren) not ordered to be separately paid on a percentage basis. (See section 61.30 (8), Florida Statutes)			
8. Total Support Payments actually made (Add 7a though 7c)			
9. MINIMUM CHILD SUPPORT OBLIGATION FOR EACH PARENT [Line 4 plus line 6; minus line 8]			
Substantial Time-Sharing (GROSS UP METHOD) If each parent exercises time-sharing at least 20 percent of the overnights in the year (73 overnights in the year), complete Nos. 10 through 21			
	A. FATHER	**B.** MOTHER	TOTAL
10. Basic Monthly Obligation x 150% [Multiply line 2 by 1.5]			

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	**B.** MOTHER	TOTAL
11. Increased Basic Obligation for each parent. Multiply the number on line 10 by the percentage on line 3A to determine the Father's share. Enter answer on line 11A. Multiply the number on line 10 by the percentage on line 3B to determine the Mother's share. Enter answer on line 11B.			
12. Percentage of overnight stays with each parent. The child(ren) spend(s) _____overnight stays with the Father each year. Using the number on the above line, multiply it by 100 and divide by 365. Enter this number on line 12A. The child(ren) spend(s) _____ overnight stays with the Mother each year. Using the number on the above line, multiply it by 100 and divide by 365. Enter this number on line 12B.	%	%	
13. Parent's support multiplied by other Parent's percentage of overnights. [Multiply line 11A by line 12B. Enter this number in 13A. Multiply line 11B by line 12A. Enter this number in 13B.]			
Additional Support — Health Insurance, Child Care & Other			
14. a. Total Monthly Child Care Costs [Child care costs should not exceed the level required to provide quality care from a licensed source. See section 61.30(7), Florida Statutes, for more information.]			
b. Total Monthly Child(ren)'s Health Insurance Cost [This is only amounts actually paid for health insurance on the child(ren).]			
c. Total Monthly Child(ren)'s Noncovered Medical, Dental and Prescription Medication Costs.			
d. Total Monthly Child Care & Health Costs [Add lines 14a + 14b + 14c.]			

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	**B.** MOTHER	TOTAL
15. Additional Support Payments. Multiply the number on line 14d by the percentage on line 3A to determine the Father's share. Enter answer on line 15A. Multiply the number on line 14d by the percentage on line 3B to determine the Mother's share. Enter answer on line 15B.			
Statutory Adjustments/Credits			
16. a. Monthly child care payments actually made			
b. Monthly health insurance payments actually made			
c. Other payments/credits actually made for any noncovered medical, dental and prescription medication expenses of the child(ren) not ordered to be separately paid on a percentage basis. [See section 61.30(8), Florida Statutes]			
17. Total Support Payments actually made [Add 16a though 16c]			
18. Total Additional Support Transfer Amount [Line 15 minus line 17; enter any negative number as zero)			
19. Total Child Support Owed from Father to Mother [Add line 13A plus line 18A]			
20. Total Child Support Owed from Mother to Father [Add line 13B plus line 18B]			
21. Actual Child Support to Be Paid. [Comparing lines 19 and 20, Subtract the smaller amount owed from the larger amount owed and enter the result in the column for the parent that owes the larger amount of support]	$		

ADJUSTMENTS TO GUIDELINES AMOUNT. If you or the other parent is requesting the Court to award a child support amount that is more or less than the child support guidelines, you must complete and file Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943.

[check **one** only]

a. **____ Deviation from the guidelines amount is requested.** The Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, is attached.
b. **____ Deviation from the guidelines amount is NOT requested.** The Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, is not attached.

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* ,_____ *{telephone number}*_____.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOROKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,
and

_____,
Respondent.

NOTICE OF FILING CHILD SUPPORT GUIDELINES WORKSHEET

PLEASE TAKE NOTICE, that *{name}*_____, is filing his/her

Child Support Guidelines Worksheet attached and labeled Exhibit 1.

CERTIFICATE OF SERVICE

I certify that a copy of this Notice of Filing with the Child Support Guidelines Worksheet was [**check all used**]: ( ) e-mailed ( ) mailed ( ) faxed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

_____
Signature of Party or his/her Attorney
Printed Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____
Florida Bar Number: _____

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.943, MOTION TO DEVIATE FROM CHILD SUPPORT GUIDELINES (03/15)

When should this form be used?

Child support in Florida is determined by the child support guidelines found in section 61.30, Florida Statutes. The court, at its discretion, may raise or lower the child support guidelines amount by up to 5%. In addition, the court may raise or lower the guidelines support amount by more than 5%, if written reasons are given for the adjustment. The court may make these additional adjustments based on certain considerations, which are reflected in this form. You should review this form to determine if any of the reasons for adjusting the child support guidelines amount apply to your situation and you should complete this form **only** if you want the court to order **more child support or less child support** than the amount required by the child support guidelines.

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.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should I do next?

A copy of this form must be mailed, e-mailed, or hand delivered to the other party in your case.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

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 61.30, Florida Statutes.

Special notes…

More information on the child support guidelines as well as a chart for converting income and expenses to monthly amounts if paid or incurred on other than a monthly basis is contained in the instructions to **Florida Family Law Financial Affidavit,** Florida Family Law Rules of Procedure Form 12.902(b) or (c), and the **Child Support Guidelines Worksheet,** Florida Family Law Rules of Procedure Form 12.902(e).

With this form you must also file the following, if not already filed:

- **Florida Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c).
- **Child Support Guidelines Worksheet,** Florida Family Law Rules of Procedure Form 12.902(e). (If you do not know the other party's income, you should file this worksheet as soon as you receive a copy of his or her **financial affidavit**.)

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

MOTION TO DEVIATE FROM CHILD SUPPORT GUIDELINES

_____ Petitioner _____ Respondent requests that the Court enter an order granting the following:

SECTION I

*[Choose **A or B**]*

A.____ **MORE** child support than the amount required by the child support guidelines. The Court should order **MORE** child support than the amount required by the child support guidelines because of*: [Choose **all** that apply to your situation]*

1. ____Extraordinary medical, psychological, educational, or dental expenses;
2. ____Seasonal variations in one or both parent's income or expenses
3. ____Age(s) of the child(ren), taking into account the greater needs of older child(ren);
4. ____Special needs, such as costs that may be associated with the disability of a child or child(ren), that have traditionally been met within the family budget even though the fulfilling of those needs will cause support to exceed the presumptive amount established by the guidelines;
5. ____Total available assets of obligee, obligor, and the child(ren);
6. ____Impact of the Internal Revenue Service Child & Dependent Care Tax Credit, Earned Income Tax Credit, and dependency exemption and waiver of that exemption;
7. ____The Parenting Plan, such as where the child or children spend a significant amount of time, but less than 20 percent of the overnights, with one parent, thereby reducing the financial expenditures incurred by the other parent, or the refusal of a parent to become involved in the activities of the child(ren) has increased the financial expenditure incurred by the obligee;
8. ____The obligee parent's low income and ability to maintain the basic necessities of the home for the child(ren);
9. ____The likelihood that either parent will actually exercise the time-sharing schedule set forth in the parenting plan and/or whether all the children are exercising the same time-sharing schedule;

10. ____Any other adjustment that is needed to achieve an equitable result, which may include reasonable and necessary expenses or debts jointly incurred during the marriage. Explain any items marked above: _____

B._____ LESS child support than the amount required by the child support guidelines. The Court should order **LESS** child support than the amount required by the child support guidelines because of: *[Choose **all** that apply to your situation]*

1. ____ Extraordinary medical, psychological, educational, or dental expenses;
2. ____Independent income of child(ren), excluding the child(ren)'s SSI (supplemental security income)
3. ____Payment of support for a parent which has been regularly paid and for which there is a demonstrated need;
4. ____Seasonal variations in one or both parent's income or expenses;
5. ____Age of the child(ren), taking into account the greater needs of older child(ren);
6. ____ Total available assets of obligee, obligor, and child(ren);
7. _____Impact of the Internal Revenue Service Child & Dependent Care Tax Credit, Earned Income Tax Credit, and dependency exemption and waiver of that exemption;
8. ____ Application of the child support guidelines which requires the obligor to pay more than 55% of gross income for a single support order;
9. ____ Residency of subsequently born or adopted child(ren) with the obligor, include consideration of the subsequent spouse's income;
10. ____ The Parenting Plan, where the child(ren) spend a significant amount of time, but less than 20 percent of the overnights, with one parent, thereby reducing the financial expenditures incurred by the other parent; or the refusal of a parent to become involved in the activities of the child(ren)has reduced the financial expenditure of that parent;
11. ____Any other adjustment that is needed to achieve an equitable result, which may include reasonable and necessary expenses or debts jointly incurred during the marriage. Explain any items marked above:_____
_____
_____.

SECTION II. INCOME AND ASSETS OF CHILD(REN) COMMON TO BOTH PARTIES

List the total of any independent income or assets of the child(ren) common to both parties (income from Social Security, gifts, stocks/bonds, employment, trust fund(s), investment(s), etc.). Attach an explanation.

TOTAL VALUE OF ASSETS OF CHILD(REN)	**$ _____**
TOTAL MONTHLY INCOME OF CHILD(REN)	**$ _____**

SECTION III. EXPENSES FOR CHILD(REN) COMMON TO BOTH PARTIES

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

1. $ _____ Monthly nursery, babysitting, or other child care
2. $ _____ Monthly after-school care
3. $ _____ Monthly school tuition
4. $ _____ Monthly school supplies, books, and fees
5. $ _____ Monthly after-school activities
6. $ _____ Monthly lunch money
7. $ _____ Monthly private lessons/tutoring
8. $ _____ Monthly allowance
9. $ _____ Monthly clothing
10. $ _____ Monthly uniforms
11. $ _____ Monthly entertainment (movies, birthday parties, etc.)
12. $ _____ Monthly health and dental insurance premiums
13. $ _____ Monthly medical, dental, prescription charges (unreimbursed)
14. $ _____ Monthly psychiatric/psychological/counselor (unreimbursed)
15. $ _____ Monthly orthodontic (unreimbursed)
16. $ _____ Monthly grooming
17. $ _____ Monthly non-prescription medications/cosmetics/toiletries/sundries
18. $ _____ Monthly gifts from children to others (other children, relatives, teachers, etc.)
19. $ _____ Monthly camp or other summer activities
20. $ _____ Monthly clubs (Boy/Girl Scouts, etc.) or recreational fees
21. $ _____ Monthly visitation expenses (for nonresidential parent)
    {Explain} _____
22. $ _____Monthly insurance (life, etc.)
    {explain}: _____

Other *{explain}*:

23. _____
24. _____
25. _____
26. $_____**TOTAL EXPENSES FOR CHILD(REN) COMMON TO BOTH PARTIES**
    (add lines 1 through 25)

I have filed, will file, or am filing with this form the following additional documents:

1. Florida Family Law Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c).
2. Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e).

I certify that a copy of this document was ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-Mail Address(es):_____
_____

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

_____
Signature of Party or his/her attorney
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number:_____
Fax Number:_____
Designated E-mail Address(es): _____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification
Type of identification produced_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____, *{state}*___, *{zip code}*_____*{telephone number}*_____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(b), FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM) (01/15)

When should this form be used?

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

(1) You are filing a simplified dissolution of marriage under rule 12.105 and both parties have waived the filing of a financial affidavit;
(2) You have no minor children, no support issues, and have filed a written settlement agreement disposing of all financial issues; or
(3) The court lacks jurisdiction to determine any financial issues.

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 the **petition** was filed and keep a copy for your records.

What should I do next?

A copy of this form must be served on the other **party** in your case within 45 days of being served with the petition, if it is not served on him or her with your initial papers. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in **"bold underline"** in these instructions are defined there. For further information, see Florida Family Law Rule of Procedure 12.285.

Special notes…

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence, do not enter the address, telephone, and fax information at the bottom of this form.

Instead, file **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

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

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

Hourly amount	x	Hours worked per week	**=**	Weekly amount
Weekly amount	x	52 Weeks per year	**=**	Yearly amount
Yearly amount	÷	12 Months per year	**=**	**Monthly Amount**

Daily - If you are paid by the day, you may convert your income to monthly as follows:

Daily amount	x	Days worked per week	**=**	Weekly amount
Weekly amount	x	52 Weeks per year	**=**	Yearly amount
Yearly amount	÷	12 Months per year	**=**	**Monthly Amount**

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

Weekly amount	x	52 Weeks per year	**=**	Yearly amount
Yearly amount	÷	12 Months per year	**=**	**Monthly Amount**

Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

Bi-weekly amount	x	26	**=**	Yearly amount
Yearly amount	÷	12 Months per year	**=**	**Monthly Amount**

Semi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

Semi-monthly amount	x	2	**=**	**Monthly Amount**

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSDA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)

(Under $50,000 Individual Gross Annual Income)

I, *{full legal name}*_____, being sworn, certify that the following information is true:

My Occupation: _____ Employed by: _____

Business Address: _____

Pay rate: $ _____ ( ) every week ( ) every other week ( ) twice a month ( ) monthly ( ) other: _____

___ Check here if unemployed and explain on a separate sheet your efforts to find employment.

SECTION I. PRESENT MONTHLY GROSS INCOME:
All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

1. $_____ Monthly gross salary or wages
2. _____ Monthly bonuses, commissions, allowances, overtime, tips, and similar payments
3. _____Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expenses.)
4. _____Monthly disability benefits/SSI
5. _____Monthly Workers' Compensation
6. _____Monthly Unemployment Compensation
7. _____Monthly pension, retirement, or annuity payments
8. _____Monthly Social Security benefits
9. _____ Monthly alimony actually received (Add 9a and 9b)
   9a. From this case: $ _____

9b. From other case(s): _____

10. _____ Monthly interest and dividends

11. _____Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expense items.)

12. _____ Monthly income from royalties, trusts, or estates

13. _____ Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses

14. _____ Monthly gains derived from dealing in property (not including nonrecurring gains)

15. _____ Any other income of a recurring nature (list source) _____

16. _____

17. **$** _____ **TOTAL PRESENT MONTHLY GROSS INCOME** (Add lines 1–16)

PRESENT MONTHLY DEDUCTIONS:

18. $_____Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)

a. Filing Status _____

b. Number of dependents claimed _____

19. _____ Monthly FICA or self-employment taxes

20. _____ Monthly Medicare payments

21. _____ Monthly mandatory union dues

22. _____ Monthly mandatory retirement payments

23. _____ Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship

24. _____ Monthly court-ordered child support actually paid for children from another relationship

25. _____Monthly court-ordered alimony actually paid (Add 25a and 25b)

25a. from this case: $ _____

25b. from other case(s):$ _____

26. **$**_____ **TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES** (Add lines 18 through 25).

27. **$**_____ **PRESENT NET MONTHLY INCOME** (Subtract line 26 from line 17)

SECTION II. AVERAGE MONTHLY EXPENSES

Proposed/Estimated Expenses. If this is a dissolution of marriage case **and** your expenses as listed below do not reflect what you actually pay currently, you should write "estimate" next to each amount that is estimated.

A. HOUSEHOLD:

Mortgage or rent $ _____
Property taxes $_____
Utilities $_____
Telephone $ _____
Food $ _____
Meals outside home $_____
Maintenance/Repairs $ _____
Other: _____ $_____

B. AUTOMOBILE

Gasoline $ _____
Repairs $_____
Insurance $_____

C. CHILD(REN)'S EXPENSES

Day care $ _____
Lunch money $_____
Clothing $ _____
Grooming $_____
Gifts for holidays $ _____
Medical/Dental (uninsured) $ _____
Other: _____ $ _____

D. INSURANCE

Medical/Dental (if not listed on lines 23 or 45) $ _____
Child(ren)'s medical/dental $ _____
Life $ _____
Other: _____ $ _____

E. OTHER EXPENSES NOT LISTED ABOVE

Clothing $ _____
Medical/Dental (uninsured) $_____
Grooming $ _____
Entertainment $_____
Gifts $_____
Religious organizations $_____
Miscellaneous $_____
Other: _____ $ _____
_____ $_____
_____ $_____
_____ $_____
_____ $_____
_____ $_____

F. PAYMENTS TO CREDITORS

CREDITOR:	MONTHLY PAYMENT
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

28. **$_____ TOTAL MONTHLY EXPENSES** (add **ALL** monthly amounts in A through F above)

SUMMARY

29. **$_____ TOTAL PRESENT MONTHLY NET INCOME** (from line 27 of SECTION I. INCOME)

30. **$_____ TOTAL MONTHLY EXPENSES** (from line 28 above)

31. **$_____ SURPLUS** (If line 29 is more than line 30, subtract line 30 from line 29. This is the amount of your surplus. Enter that amount here.)

32. **($_____) (DEFICIT)** (If line 30 is more than line 29, subtract line 29 from line 30. This is the amount of your deficit. Enter that amount here.)

SECTION III. ASSETS AND LIABILITIES

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

A. ASSETS:

DESCRIPTION OF ITEM(S). List a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). LIST ONLY LAST 4 DIGITS OF ACCOUNT NUMBERS. Check the line next to any asset(s) which you are requesting the judge award to you.		**Current Fair Market Value**	**Nonmarital (check correct column)**	
			husband	wife
	Cash (on hand)	$		
	Cash (in banks or credit unions)			
	Stocks, Bonds, Notes			
	Real estate: (Home)			
	(Other)			
	Automobiles			
	Other personal property			
	Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)			
	Other			
	____Check here if additional pages are attached.			
Total Assets (add next column)		**$**		

B. LIABILITIES:

	DESCRIPTION OF ITEM(S). List a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). LIST ONLY LAST 4 DIGITS OF ACCOUNT NUMBERS. Check the line next to any debt(s) for which you believe you should be responsible.	**Current Amount Owed**	**Nonmarital (check correct column)**	
			husband	wife
	Mortgages on real estate: First mortgage on home	$		
	Second mortgage on home			
	Other mortgages			
	Auto loans			
	Charge/credit card accounts			
	Other			
	____Check here if additional pages are attached.			
Total Debts (add next column)		**$**		

C. CONTINGENT ASSETS AND LIABILITIES:

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

	Contingent Assets **Check the line next to any contingent asset(s) which you are requesting the judge award to you.**	**Possible Value**	**Nonmarital (check correct column)**	
			husband	wife
		$		
Total Contingent Assets		**$**		

	Contingent Liabilities **Check the line next to any contingent debt(s) for which you believe you should be responsible.**	**Possible Amount Owed**	**Nonmarital (check correct column)**	
			husband	wife
		$		
Total Contingent Liabilities		**$**		

SECTION IV. CHILD SUPPORT GUIDELINES WORKSHEET
(Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.)

[Check **one** only]
____ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.
____ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this document was [**check all used**]: ( ) e-mailed ( ) mailed ( ) faxed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

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

Dated: _____ _____
Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

STATE OF FLORIDA

COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

*{name of individual}*_____

{name of business} _____,

{address} _____,

{city} _____,*{state}* _____ *{telephone number}* _____.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSDA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)

(Under $50,000 Individual Gross Annual Income)

I, *{full legal name}*_____, being sworn, certify that the following information is true:

My Occupation: _____ Employed by: _____

Business Address: _____

Pay rate: $ _____ ( ) every week ( ) every other week ( ) twice a month ( ) monthly ( ) other: _____

___ Check here if unemployed and explain on a separate sheet your efforts to find employment.

SECTION I. PRESENT MONTHLY GROSS INCOME:
All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

1. $_____ Monthly gross salary or wages
2. _____ Monthly bonuses, commissions, allowances, overtime, tips, and similar payments
3. _____Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expenses.)
4. _____Monthly disability benefits/SSI
5. _____Monthly Workers' Compensation
6. _____Monthly Unemployment Compensation
7. _____Monthly pension, retirement, or annuity payments
8. _____Monthly Social Security benefits
9. _____ Monthly alimony actually received (Add 9a and 9b)
   - 9a. From this case: $ _____
   - 9b. From other case(s): _____
10. _____ Monthly interest and dividends

11. _____Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expense items.)

12. _____ Monthly income from royalties, trusts, or estates

13. _____ Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses

14. _____ Monthly gains derived from dealing in property (not including nonrecurring gains)

15. _____ Any other income of a recurring nature (list source) _____

16. _____

17. $ _____ TOTAL PRESENT MONTHLY GROSS INCOME (Add lines 1–16)

PRESENT MONTHLY DEDUCTIONS:

18. $_____Monthly federal, state, and local income tax (corrected for filing status and dependents and income tax liabilities)
    a. Filing Status _____
    b. Number of dependents claimed _____

19. _____ Monthly FICA or self-employment taxes

20. _____ Monthly Medicare payments

21. _____ Monthly mandatory union dues

22. _____ Monthly mandatory retirement payments

23. _____ Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship

24. _____ Monthly court-ordered child support actually paid for children from another relationship

25. _____Monthly court-ordered alimony actually paid (Add 25a and 25b)
    25a. from this case: $ _____
    25b. from other case(s):$ _____

26. $_____ TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES (Add lines 18 through 25).

27. $_____ PRESENT NET MONTHLY INCOME (Subtract line 26 from line 17)

SECTION II. AVERAGE MONTHLY EXPENSES

Proposed/Estimated Expenses. If this is a dissolution of marriage case **and** your expenses as listed below do not reflect what you actually pay currently, you should write "estimate" next to each amount that is estimated.

A. HOUSEHOLD:

Mortgage or rent	$ _____
Property taxes	$_____
Utilities	$_____
Telephone	$ _____
Food	$ _____
Meals outside home	$_____
Maintenance/Repairs	$ _____
Other: _____	$_____

B. AUTOMOBILE

Gasoline	$ _____
Repairs	$_____
Insurance	$_____

C. CHILD(REN)'S EXPENSES

Day care	$ _____
Lunch money	$_____
Clothing	$ _____
Grooming	$_____
Gifts for holidays	$ _____
Medical/Dental (uninsured)	$ _____
Other: _____	$ _____

D. INSURANCE

Medical/Dental (if not listed on lines 23 or 45)	$ _____
Child(ren)'s medical/dental	$ _____
Life	$ _____
Other: _____	$ _____

E. OTHER EXPENSES NOT LISTED ABOVE

Clothing	$ _____
Medical/Dental (uninsured)	$_____
Grooming	$ _____
Entertainment	$_____
Gifts	$_____
Religious organizations	$_____
Miscellaneous	$_____
Other: _____	$ _____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

F. PAYMENTS TO CREDITORS

CREDITOR:	MONTHLY PAYMENT
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

28. $_____ TOTAL MONTHLY EXPENSES (add **ALL** monthly amounts in A through F above)

SUMMARY

29. $_____ TOTAL PRESENT MONTHLY NET INCOME (from line 27 of SECTION I. INCOME)

30. $_____ TOTAL MONTHLY EXPENSES (from line 28 above)

31. $_____ SURPLUS (If line 29 is more than line 30, subtract line 30 from line 29. This is the amount of your surplus. Enter that amount here.)

32. ($_____) (DEFICIT) (If line 30 is more than line 29, subtract line 29 from line 30. This is the amount of your deficit. Enter that amount here.)

SECTION III. ASSETS AND LIABILITIES

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

A. ASSETS:

	DESCRIPTION OF ITEM(S). List a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). LIST ONLY LAST 4 DIGITS OF ACCOUNT NUMBERS. Check the line next to any asset(s) which you are requesting the judge award to you.	**Current Fair Market Value**	**Nonmarital (check correct column)**	
			husband	wife
	Cash (on hand)	$		
	Cash (in banks or credit unions)			
	Stocks, Bonds, Notes			
	Real estate: (Home)			
	(Other)			
	Automobiles			
	Other personal property			
	Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)			
	Other			
	____Check here if additional pages are attached.			
Total Assets (add next column)		**$**		

B. LIABILITIES:

	DESCRIPTION OF ITEM(S). List a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). LIST ONLY LAST 4 DIGITS OF ACCOUNT NUMBERS. Check the line next to any debt(s) for which you believe you should be responsible.	**Current Amount Owed**	**Nonmarital (check correct column)**	
			husband	wife
	Mortgages on real estate: First mortgage on home	$		
	Second mortgage on home			
	Other mortgages			
	Auto loans			
	Charge/credit card accounts			
	Other			
	____Check here if additional pages are attached.			
Total Debts (add next column)		**$**		

C. CONTINGENT ASSETS AND LIABILITIES:

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

	Contingent Assets **Check the line next to any contingent asset(s) which you are requesting the judge award to you.**	**Possible Value**	**Nonmarital (check correct column)**	
			husband	wife
		$		
Total Contingent Assets		**$**		

	Contingent Liabilities **Check the line next to any contingent debt(s) for which you believe you should be responsible.**	**Possible Amount Owed**	**Nonmarital (check correct column)**	
			husband	wife
		$		
Total Contingent Liabilities		**$**		

SECTION IV. CHILD SUPPORT GUIDELINES WORKSHEET
(Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.)

[Check **one** only]
____ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.
____ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this document was [**check all used**]: ( ) e-mailed ( ) mailed ( ) faxed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

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

Dated: _____ _____
Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

*{name of individual}*_____

{name of business} _____,

{address} _____,

{city} _____,*{state}*_____*[telephone number}*_____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULE OF PROCEDURE FORM 12.902(c), FAMILY LAW FINANCIAL AFFIDAVIT (LONG FORM)(01/15)

When should this form be used?

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

(1) You are filing a simplified dissolution of marriage under rule 12.105 and both parties have waived the filing of financial affidavits;
(2) you have no minor children, no support issues, and have filed a written settlement agreement disposing of all financial issues; or
(3) the court lacks jurisdiction to determine any financial issues.

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

What should I do next?

A copy of this form must be served on the other **party** in your case within 45 days of being served with the petition, if it is not served on him or her with your initial papers. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in **"bold underline"** in these instructions are defined there. For further information, see Florida Family Law Rule of Procedure 12.285.

Special notes…

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

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

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

Hourly amount	x	Hours worked per week	=	Weekly amount
Weekly amount	x	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	**Monthly Amount**

Daily - If you are paid by the day, you may convert your income to monthly as follows:

Daily amount	x	Days worked per week	=	Weekly amount
Weekly amount	x	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	**Monthly Amount**

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

Weekly amount	x	52 Weeks per year	=	Yearly amount
Yearly amount	÷	12 Months per year	=	**Monthly Amount**

Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

Bi-weekly amount	x	26	=	Yearly amount
Yearly amount	÷	12 Months per year	=	**Monthly Amount**

Semi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

Semi-monthly amount	x	2	=	**Monthly Amount**

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT (LONG FORM)

($50,000 or more Individual Gross Annual Income)

I, *{full legal name}* _____, being sworn, certify that the following information is true:

SECTION I. INCOME

1. My age is:_____
2. My occupation is: _____
3. I am currently

   *[Check **all** that apply]*

   a. ____ Unemployed

      Describe your efforts to find employment, how soon you expect to be employed, and the pay you expect to receive: _____

      _____

   b. ____ Employed by: _____

      Address: _____

      City, State, Zip code: _____ Telephone Number: _____

      Pay rate: $ _____ ( ) every week ( ) every other week ( ) twice a month

      ( ) monthly ( ) other: _____

      If you are expecting to become unemployed or change jobs soon, describe the change you expect and why and how it will affect your income: _____

      _____

      _____.

      ____ Check here if you currently have more than one job. List the information above for the second job(s) on a separate sheet and attach it to this affidavit.

c. _____ Retired. Date of retirement: _____

Employer from whom retired: _____

Address: _____

City, State, Zip code: _____ Telephone Number: _____

LAST YEAR'S GROSS INCOME:	Your Income	Other Party's Income *(if known)*
YEAR_____	$ _____	$ _____

PRESENT MONTHLY GROSS INCOME:

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

1. $_____ Monthly gross salary or wages
2. _____ Monthly bonuses, commissions, allowances, overtime, tips, and similar payments
3. _____ Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (Gross receipts minus ordinary and necessary expenses required to produce income.)(Attach sheet itemizing such income and expenses.)
4. _____ Monthly disability benefits/SSI
5. _____ Monthly Workers' Compensation
6. _____ Monthly Unemployment Compensation
7. _____ Monthly pension, retirement, or annuity payments
8. _____ Monthly Social Security benefits
9. _____ Monthly alimony actually received (Add 9a and 9b)
   9a. From this case: $_____
   9b. From other case(s): _____
10. _____ Monthly interest and dividends
11. _____ Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expense items.)
12. _____ Monthly income from royalties, trusts, or estates
13. _____ Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses (Attach sheet itemizing each item and amount.)
14. _____ Monthly gains derived from dealing in property (not including nonrecurring gains)
    Any other income of a recurring nature (identify source)
15. _____
16. _____
17. **$_____ TOTAL PRESENT MONTHLY GROSS INCOME** (Add lines 1 through 16).

PRESENT MONTHLY DEDUCTIONS:

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly.

18. $_____ Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)
    a. Filing Status _____
    b. Number of dependents claimed _____
19. _____ Monthly FICA or self-employment taxes

20. _____ Monthly Medicare payments
21. _____ Monthly mandatory union dues
22. _____ Monthly mandatory retirement payments
23. _____ Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship
24. _____ Monthly court-ordered child support actually paid for children from another relationship
25. _____ Monthly court-ordered alimony actually paid (Add 25a and 25b)
    25a. from this case: $ _____
    25b. from other case(s): _____

26. **$_____ TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES**
    (Add lines 18 through 25).

27. **$_____ PRESENT NET MONTHLY INCOME**
    (Subtract line 26 from line 17).

SECTION II. AVERAGE MONTHLY EXPENSES

Proposed/Estimated Expenses. If this is a dissolution of marriage case **and** your expenses as listed below do not reflect what you actually pay currently, you should write "estimate" next to each amount that is estimated.

HOUSEHOLD:

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

Other:

20. _____
21. _____
22. _____
23. _____
24. _____

_____ **SUBTOTAL** (add lines 1 through 24).

AUTOMOBILE:

25. $_____ Monthly gasoline and oil
26. _____ Monthly repairs
27. _____ Monthly auto tags and emission testing
28. _____ Monthly insurance
29. _____ Monthly payments (lease or financing)
30. _____ Monthly rental/replacements
31. _____ Monthly alternative transportation (bus, rail, car pool, etc.)
32. _____ Monthly tolls and parking
33. _____ Other: _____
34. $_____ **SUBTOTAL** (add lines 26 through 34)

MONTHLY EXPENSES FOR CHILDREN COMMON TO BOTH PARTIES:

35. $_____ Monthly nursery, babysitting, or day care
36. _____ Monthly school tuition
37. _____ Monthly school supplies, books, and fees
38. _____ Monthly after school activities
39. _____ Monthly lunch money
40. _____ Monthly private lessons or tutoring
41. _____ Monthly allowances
42. _____ Monthly clothing and uniforms
43. _____ Monthly entertainment (movies, parties, etc.)
44. _____ Monthly health insurance
45. _____ Monthly medical, dental, prescriptions (nonreimbursed only)
46. _____ Monthly psychiatric/psychological/counselor
47. _____ Monthly orthodontic
48. _____ Monthly vitamins
49. _____ Monthly beauty parlor/barber shop
50. _____ Monthly nonprescription medication
51. _____ Monthly cosmetics, toiletries, and sundries
52. _____ Monthly gifts from child(ren) to others (other children, relatives, teachers, etc.)
53. _____ Monthly camp or summer activities
54. _____ Monthly clubs (Boy/Girl Scouts, etc.)
55. _____ Monthly time-sharing expenses
56. _____ Monthly miscellaneous
57. **$_____ SUBTOTAL** (add lines 36 through 57)

MONTHLY EXPENSES FOR CHILD(REN) FROM ANOTHER RELATIONSHIP
(other than court-ordered child support)

58. $_____
59. _____
60. _____
61. _____

___ SUBTOTAL (add lines 59 through 62)

MONTHLY INSURANCE:

62. $_____ Health insurance (if not listed on lines 23 or 45)
63. _____ Life insurance
64. _____ Dental insurance.

Other:

67._____
68._____
69.. **$_____ SUBTOTAL** (add lines 66 through 68, exclude lines 64 and 65)

OTHER MONTHLY EXPENSES NOT LISTED ABOVE:

70. $_____ Monthly dry cleaning and laundry
71. _____ Monthly clothing
72. _____ Monthly medical, dental, and prescription (unreimbursed only)
73. _____ Monthly psychiatric, psychological, or counselor (unreimbursed only)
74. _____ Monthly non-prescription medications, cosmetics, toiletries, and sundries
75. _____ Monthly grooming
76._____ Monthly gifts
77._____ Monthly pet expenses
78._____ Monthly club dues and membership
79._____ Monthly sports and hobbies
80._____ Monthly entertainment
81._____ Monthly periodicals/books/tapes/CDs
82._____ Monthly vacations
83._____ Monthly religious organizations
84._____ Monthly bank charges/credit card fees
85._____ Monthly education expenses
86._____ Other: (include any usual and customary expenses not otherwise mentioned in the items listed above)_____
87._____
88._____
89._____
90**. $_____ SUBTOTAL** (add lines 70 through 89)

MONTHLY PAYMENTS TO CREDITORS: (only when payments are currently made by you on outstanding balances). List only last 4 digits of account numbers.

MONTHLY PAYMENT AND NAME OF CREDITOR(s):

91. $_____
92._____
93._____
94._____
95._____
96._____
97._____
98._____
99._____

100._____
101._____
102._____
103._____

104**. $_____ SUBTOTAL** (add lines 91 through 103)

105**. $_____TOTAL MONTHLY EXPENSES:**
(add lines 25, 35, 58, 63, 69, 90, and 104 of Section II, Expenses)

SUMMARY
106**. $_____ TOTAL PRESENT MONTHLY NET INCOME** (from line 27 of SECTION I. INCOME)

107**. $_____ TOTAL MONTHLY EXPENSES** (from line 105 above)

108**. $_____ SURPLUS** (If line 106 is more than line 107, subtract line 107 from line 106. This is the amount of your surplus. Enter that amount here.)

109**. ($_____)(DEFICIT)** (If line 107 is more than line 106, subtract line 106 from line 107. This is the amount of your deficit. Enter that amount here.)

SECTION III. ASSETS AND LIABILITIES

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

INSTRUCTIONS:

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

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

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

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

	A ASSETS: DESCRIPTION OF ITEM(S) LIST ONLY LAST FOUR DIGITS OF ACCOUNT NUMBERS. Check the line next to any asset(s) which you are requesting the judge award to you.	B Current Fair Market Value	C Nonmarital (Check correct column)	
			husban	wif
	Cash (on hand)	$		

	Cash (in banks or credit unions)			
	Stocks/Bonds			
	Notes (money owed to you in writing)			
	Money owed to you (not evidenced by a note)			
	Real estate: (Home)			
	(Other)			
	Business interests			
	Automobiles			
	Boats			
	Other vehicles			
	Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)			
	Furniture & furnishings in home			

	Furniture & furnishings elsewhere			
	Collectibles			
	Jewelry			
	Life insurance (cash surrender value)			
	Sporting and entertainment (T.V., stereo, etc.) equipment			
	Other assets:			
Total Assets (add column B)		**$**		

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

INSTRUCTIONS:

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

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

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

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

	A **LIABILITIES: DESCRIPTION OF ITEM(S)** **LIST ONLY LAST FOUR DIGITS OF ACCOUNT NUMBERS.** **Check the line next to any debt(s) for which you believe you should be responsible.**	**B Current Amount Owed**	**C Nonmarital (Check correct column)**	
			husband	wif
	Mortgages on real estate: First mortgage on home	$		
	Second mortgage on home			
	Other mortgages			
	Charge/credit card accounts			
	Auto loan			
	Auto loan			
	Bank/Credit Union loans			
	Money you owe (not evidenced by a note)			
	Judgments			
	Other:			
Total Debts (add column B)		**$**		

C. NET WORTH (excluding contingent assets and liabilities)

$_____Total Assets (enter total of Column B in Asset Table; Section A)
$_____Total Liabilities (enter total of Column B in Liabilities Table; Section B)
$_____TOTAL NET WORTH (Total Assets minus Total Liabilities)
(excluding contingent assets and liabilities)

D. CONTINGENT ASSETS AND LIABILITIES

INSTRUCTIONS:

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

A **Contingent Assets** **Check the line next to any contingent asset(s) which you are requesting the judge award to you.**		**B** **Possible Value**	**C** **Nonmarital (Check correct column)**	
			husban	wife
		$		
Total Contingent Assets		**$**		

A **Contingent Liabilities** **Check the line next to any contingent debt(s) for which you believe you should be responsible.**		**B** **Possible Amount Owed**	**C** **Nonmarital (Check correct column)**	
			husband	wife
		$		
Total Contingent Liabilities		**$**		

E. CHILD SUPPORT GUIDELINES WORKSHEET. Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.

[Check **one** only]

____**A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.

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

I certify that a copy of this financial affidavit was [check all used]: ( ) e-mailed ( ) mailed, ( ) faxed ( ) hand delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

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

Dated: _____

_____
Signature of Party
Printed Name: _____
Address: _____
City,tate, Zip: _____
Fax Number: _____
E-mail Address(es): _____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or deputy clerk]

_____ Personally known
_____ Produced identification
Type of identification produced_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} _____,

{name of business} _____,

{address} _____,

{city} _____,*{state}* _____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.932, CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURE (09/12)

When should this form be used?

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

Each party must provide the other party with the documents listed in section 2 of this form if the relief being sought is permanent regardless of whether it is an initial or supplemental proceeding. ONLY THE ORIGINAL OF THE COMPLETED FORM IS FILED WITH THE COURT. EXCEPT FOR THE FINANCIAL AFFIDAVIT AND CHILD SUPPORT GUIDELINES WORKSHEET, NO DOCUMENTS SHALL BE FILED IN THE COURT FILE WITHOUT A PRIOR COURT ORDER. THE DOCUMENTS LISTED ON THE FORM ARE TO BE GIVEN TO THE OTHER PARTY. If your individual gross annual income is under $50,000, you should complete the **Family Law Financial Affidavit (Short Form)**, Florida Family Law Rules of Procedure Form 12.902(b). If your individual gross annual income is $50,000 or more, you should complete the **Family Law Financial Affidavit (Long Form)**, Florida Family Law Rules of Procedure Form 12.902(c).

In addition, there are separate mandatory disclosure requirements that apply to **temporary financial hearings**, which are listed in section 1 of this form. The party seeking temporary financial relief must serve these documents on the other party with the notice of temporary financial hearing. The responding party must serve the required documents on the party seeking temporary relief. Service by e-mail **or** mail shall be at least 7 days before the temporary financial relief hearing. Service by delivery shall be no later than 5:00 p.m., 2 business days before the hearing. Any documents that have already been served under the requirements for temporary or initial proceedings do not need to be reserved again in the same proceeding. If a supplemental petition is filed, seeking modification, then the mandatory disclosure requirements begin again.

This form should be typed or printed in black ink. After completing this form, you should **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. A copy of this form must be served on any other party in your case. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

What should I do next?

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

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there. For further information, see Florida Family Law Rule of Procedure 12.285.

Special notes…

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

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

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

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

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.:_____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURE

ONLY THE ORIGINAL OF THIS COMPLETED FORM IS FILED WITH THE COURT. EXCEPT FOR THE FINANCIAL AFFIDAVIT AND CHILD SUPPORT GUIDELINES WORKSHEET, NO DOCUMENTS SHALL BE FILED IN THE COURT FILE WITHOUT A PRIOR COURT ORDER. THE DOCUMENTS LISTED BELOW ARE TO BE GIVEN TO THE OTHER PARTY

I, *{full legal name}* _____, certify that I have complied with the mandatory disclosure required by Florida Family Law Rule 12.285 as follows:

1. FOR TEMPORARY FINANCIAL RELIEF, ONLY:
The date the following documents were served: _____.
[Check **all** that apply]

a. ____ Financial Affidavit
( ) Florida Family Law Rules of Procedure Form 12.902(b) (short form)
( ) Florida Family Law Rules of Procedure Form 12.902(c) (long form)

b. ____ All personal (1040) federal tax, gift tax, and intangible personal property tax returns for the preceding year; **or**
( ) Transcript of tax return as provided by IRS form 4506-T; **or**
( ) IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.

c. ____ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.

2. FOR INITIAL, SUPPLEMENTAL, AND PERMANENT FINANCIAL RELIEF:
The date the following documents were served: _____.
[Check **all** that apply]

a. ____ Financial Affidavit
( ) Florida Family Law Rules of Procedure Form 12.902(b) (short form)
( ) Florida Family Law Rules of Procedure Form 12.902(c) (long form)

b. ____ All personal (1040) federal and state income tax returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years;

( ) IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.

c. ____ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.

d. ___ A statement identifying the source and amount of all income for the 3 months the service of the financial affidavit, if not reflected on the pay stubs produced.

e. ___ All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.

f. ___ All deeds to real estate in which I presently own or owned an interest within the past 3 years. All promissory notes in which I presently own or owned an interest within the last 12 months. All present leases in which I own an interest.

g. ___ All periodic statements for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.

h. ___ All brokerage account statements for the last 12 months.

i. ___ Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.

j. ___ The declaration page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring my life or the life of me or my spouse.

k. ___ All health and dental insurance cards covering either me or my spouse and/or our dependent child(ren).

l. ___ Corporate, partnership, and trust tax returns for the last 3 tax years, in which I have an ownership or interest greater than or equal to 30%.

m. ___ All credit card and charge account statements and other records showing my (our) indebtedness as of the date of the filing of this action and for the prior 3 months. All promissory notes on which I presently owe or owned within the past year. All lease agreements I presently owe.

n. ___ All premarital and marital agreements between the parties to this case.

o. ___ If a modification proceeding, all written agreements entered into between the parties at any time since the order to be modified was entered.

p. ___ All documents and tangible evidence relating to claims for an unequal distribution of marital property, enhancement or appreciation in nonmarital property, or nonmarital status of an asset or debt.

q. ___ Any court order directing that I pay or receive spousal support (alimony) or child support.

I certify that a copy of this document was [**check all used**]: ( ) e-mailed ( ) mailed
( ) faxed ( ) hand delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es):_____

I understand that I am swearing or affirming under oath to the accuracy of my compliance with the mandatory disclosure requirements of Florida Family Law Rule of Procedure 12.285 and that, unless otherwise indicated with specificity, this disclosure is complete. I further understand that the punishment for knowingly making a false statement or incomplete disclosure includes fines and/or imprisonment.

Dated: _____

_____
Signature of Party
Printed Name: _____
Address: _____
City, State, Zip:_____
Telephone Number: _____
Fax Number: _____
E-mail Address(es):_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
*{address}*_____,
*{city}*_____,*{state}*_____, *{telephone number}*_____.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.:_____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURE

ONLY THE ORIGINAL OF THIS COMPLETED FORM IS FILED WITH THE COURT. EXCEPT FOR THE FINANCIAL AFFIDAVIT AND CHILD SUPPORT GUIDELINES WORKSHEET, NO DOCUMENTS SHALL BE FILED IN THE COURT FILE WITHOUT A PRIOR COURT ORDER. THE DOCUMENTS LISTED BELOW ARE TO BE GIVEN TO THE OTHER PARTY

I, *{full legal name}* _____, certify that I have complied with the mandatory disclosure required by Florida Family Law Rule 12.285 as follows:

3. FOR TEMPORARY FINANCIAL RELIEF, ONLY:
The date the following documents were served: _____.
[Check **all** that apply]

d. ____ Financial Affidavit
( ) Florida Family Law Rules of Procedure Form 12.902(b) (short form)
( ) Florida Family Law Rules of Procedure Form 12.902(c) (long form)

e. ____ All personal (1040) federal tax, gift tax, and intangible personal property tax returns for the preceding year; **or**
( ) Transcript of tax return as provided by IRS form 4506-T; **or**
( ) IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.

f. ____ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.

4. FOR INITIAL, SUPPLEMENTAL, AND PERMANENT FINANCIAL RELIEF:
The date the following documents were served: _____.
[Check **all** that apply]

r. ____ Financial Affidavit
( ) Florida Family Law Rules of Procedure Form 12.902(b) (short form)
( ) Florida Family Law Rules of Procedure Form 12.902(c) (long form)

s. ____ All personal (1040) federal and state income tax returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years;

( ) IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.

t. ____ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.

u. ___ A statement identifying the source and amount of all income for the 3 months the service of the financial affidavit, if not reflected on the pay stubs produced.

v. ___ All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.

w. ___ All deeds to real estate in which I presently own or owned an interest within the past 3 years. All promissory notes in which I presently own or owned an interest within the last 12 months. All present leases in which I own an interest.

x. ___ All periodic statements for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.

y. ___ All brokerage account statements for the last 12 months.

z. ___ Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.

aa. ___ The declaration page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring my life or the life of me or my spouse.

bb. ___ All health and dental insurance cards covering either me or my spouse and/or our dependent child(ren).

cc. ___ Corporate, partnership, and trust tax returns for the last 3 tax years, in which I have an ownership or interest greater than or equal to 30%.

dd. ___ All credit card and charge account statements and other records showing my (our) indebtedness as of the date of the filing of this action and for the prior 3 months. All promissory notes on which I presently owe or owned within the past year. All lease agreements I presently owe.

ee. ___ All premarital and marital agreements between the parties to this case.

ff. ___ If a modification proceeding, all written agreements entered into between the parties at any time since the order to be modified was entered.

gg. ___ All documents and tangible evidence relating to claims for an unequal distribution of marital property, enhancement or appreciation in nonmarital property, or nonmarital status of an asset or debt.

hh. ___ Any court order directing that I pay or receive spousal support (alimony) or child support.

I certify that a copy of this document was [**check all used**]: ( ) e-mailed ( ) mailed
( ) faxed ( ) hand delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es):_____

I understand that I am swearing or affirming under oath to the accuracy of my compliance with the mandatory disclosure requirements of Florida Family Law Rule of Procedure 12.285 and that, unless otherwise indicated with specificity, this disclosure is complete. I further understand that the punishment for knowingly making a false statement or incomplete disclosure includes fines and/or imprisonment.

Dated: _____

_____
Signature of Party
Printed Name: _____
Address: _____
City, State, Zip:_____
Telephone Number: _____
Fax Number: _____
E-mail Address(es):_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
*{address}*_____,
*{city}*_____,*{state}*_____, *{telephone number}*_____.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

_____
Petitioner

and Case No. _____

_____
Respondent

AGREEMENT TO WAIVE FINANCIAL DISCLOSURE

Except for the required financial affidavit, we hereby agree that no financial documents required by Rule 12.285, Florida Family Law Rules of Procedure, shall be provided except for the following documents:

Check (√) all that apply:

_____ a. All personal (1040) federal and state tax income returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years. IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.

_____ b. Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.

_____ c. A statement identifying the source and amount of all income for the 3 months before the service of the financial affidavit, if not reflected on the pay stubs produced.

_____d. All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.

_____ e. All deeds to real estate in which I presently own or owned an interest within the past 3 years. All promissory notes in which I presently own or owned an interest within the last 12 months. All present leases in which I own an interest.

_____ f. All periodic statements for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.

_____ g. All brokerage account statements for the last 12 months.

_____ h. Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRS, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.

_____i. The declarations page, the last periodic statement and the certificate for any group insurance for all life insurance policies insuring my life or the life of my spouse.

_____j. All health and dental insurance cards covering either of my or my spouse and/or our dependent children.

_____ k. Corporate, partnership, and trust tax returns for the last 3 tax years, in which I have an ownership, or interest greater than or equal to 30%.

_____l. All credit card and charge account statement and other records showing my(our) indebtedness as of the date of the filing of this action and for the prior 3 months. All promissory notes on which I presently owe or owed within the past year. All lease agreements I presently owe.

_____m. All premarital and marital agreements between the parties to this case.

_____n. If a modification proceedings, all written agreements entered into between the parties at any time since the order to be modified was entered.

_____o. All documents and tangible evidence relating to claims for special equity or non-marital status of an asset or debt.

_____p. Any court order directly that I pay or receive spousal support (alimony) or child support.

Parties acknowledge they are required by law to file with the Clerk of Circuit Court, a financial affidavit in substantial conformity with Family Law Financial Affidavit Form 12.902(b) or 12.902(c).

Dated: _____ _____

Petitioner Signature

Dated: _____ _____

Respondent Signature

(12/2010)

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(j), NOTICE OF SOCIAL SECURITY NUMBER (11/15)

When should this form be used?

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

This form should be typed or printed in black ink. After completing this form, you should **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.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should I do next?

A copy of this form must be mailed, e-mailed, or hand delivered to the other party in your case, if it is not **served** on him or her with your initial papers.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **"bold underline"** in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

Special notes…

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

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____ ,
Petitioner,

and

_____ ,
Respondent.

NOTICE OF SOCIAL SECURITY NUMBER

I, *{full legal name}* _____, certify that my social security number is _____, as required by the applicable section of the Florida Statutes. My date of birth is _____.

*[Choose **one** only]*

_____ 1. This notice is being filed in a dissolution of marriage case in which the parties have **no** minor children in common.

_____ 2. This notice is being filed in a paternity or child support case, or in a dissolution of marriage in which the parties have minor children in common. The minor child(ren)'s name(s), date(s) of birth, and social security number(s) is/are:

Name	**Birth date**	**Social Security Number**

{Attach additional pages if necessary.}

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

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

Dated: _____

_____
Signature
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number:_____
Fax Number: _____
Designated E-mail Address(es):_____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk]

___Personally known
___Produced identification
Type of identification produced

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
*{name of individual}*_____,
{name of business} _____,
*{address}*_____,
{city} _____,*{state}* _____,*{zip code}*_____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.915, DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS
(03/15)

When should this form be used?

This form should be used to inform the clerk and the other **party** of your current mailing and e-mail address(es) or **any change of address**. It is very important that the court and the other party in your case have your correct address.

A party not represented by an attorney may choose to designate e-mail address(es) for **service.** A primary and up to two secondary e-mail addresses can be designated. If you do so and the other party is represented by an attorney or has also designated e-mail address(es) for service, e-mail will be the **exclusive means of service.**

If there is any change in your mailing or e-mail address(es), you must complete a new form, file it with the clerk, and serve a copy on any other party or parties in your case.

What should I do next?

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. A copy of this form must be served on any other party in your case. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there.

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____
Petitioner

and

_____
Respondent.

DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

I, *{full legal name}* _____, being sworn, certify that my current mailing address is: *{Street}* _____ *{City}*_____, *{State}* _____ *{Zip}* _____ *{Telephone No.}* _____ *{Fax No.}* _____.

I designate as my current e-mail address(es):_____
_____

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.

I certify that a copy of this document was ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

N THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____
Petitioner

and

_____
Respondent.

DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

I, *{full legal name}* _____, being sworn, certify that my current mailing address is: *{Street}* _____ *{City}*_____, *{State}* _____ *{Zip}* _____ *{Telephone No.}* _____ *{Fax No.}* _____.

I designate as my current e-mail address(es):_____
_____

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.

I certify that a copy of this document was ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

Dated: _____ _____

Signature of Party

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____

NOTARY PUBLIC or DEPUTY CLERK

_____

[Print, type, or stamp commissioned name of notary or clerk.]

_____ Personally known
_____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} _____,
{name of business} _____,
{street} _____,
{city} _____,*{state}*_____,*{zipcode}*_____,*{telephone number}*_____.

Dated: _____ _____

Signature of Party

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____

NOTARY PUBLIC or DEPUTY CLERK

_____

[Print, type, or stamp commissioned name of notary or clerk.]

_____ Personally known
_____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} _____,
{name of business} _____,
{street} _____,
{city} _____,*{state}*_____,*{zipcode}*_____,*{telephone number}*_____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.912(a) MEMORANDUM FOR CERTIFICATE OF MILITARY SERVICE (03/15)

When should this form be used?

This form should be used if you **KNOW OR DO NOT KNOW** whether the other party in your case is on active duty in a branch of the military service of the United States. "Active duty" includes reserve personnel of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and members of the Florida National Guard who have been called to active duty for more than thirty (30) days. Even if you believe that the other party **has never** or **would never** join the military, you must show the court proof that he or she is not a member of the military. Therefore, you may need to use this form to provide the court with such proof. See the instructions for an **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b), for additional information.

Servicemembers Civil Relief Act (SCRA) Certificates:
For information on obtaining certificates of service or non-service under the Servicemembers Civil Relief Act (SCRA)(formerly known as Soldiers' and Sailors' Civil Relief Act of 1940), please refer to the following websites: http://www.defense.gov or www.dfas.mil.

You may also fill out this form and **mail one copy to each** of the military branches listed below. You may be charged a service fee by each military service branch for their response. Please refer to the websites and/or phone numbers listed below for help in determining the amount of each military branch's fee and to verify its current mailing address.

COAST GUARD: USCG Commander, Personnel Service Center, Attn: PSD-MR, 4200 Wilson Blvd., Suite 1100, Arlington VA 22203 Phone 1-866-772-8724 NOTE: All requests must be in writing. www.uscg.mil/hq/cgpc/home/locator/html.

AIR FORCE: HQ AFPC/DPDXIDL, Attn: World Wide Locator, 550 C Street, West, Suite 50, Randolph AFB, TX 78150-4752, Phone: (210) 565-2660, NOTE: Requests will be taken by phone. www.af.mil

NAVY: Bureau of Naval Personnel, PERS-312E, 5720 Integrity Drive, Millington, TN 38055-3120, Phone: (901) 874-5111 www.npc.navy.mil NOTE: Requests will be taken by phone.

MARINE CORPS: CMC HQ (MMSB17), 2008 Elliot Road, Room 201, Quantico, VA 22134 Phone (703)784-3941 NOTE: All requests must be in writing.

PUBLIC HEALTH SERVICE: Attn: Director, Division of Commissioned Corps Officer Support, http://dcp.psc.gov/ad_search.asp NOTE: Please direct all inquiries to the website.

ARMY: Army World Wide Locator Service, Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46249-5301, Phone: (1-866) 771-6357, http://dcp.psc.gov/ad_search.asp.fax (317) 510-3685 NOTE: All requests must be in writing.

This form should be typed or printed in black ink. You should complete this form for each branch of the United States' military listed above, and mail the form to each branch with a **check for the appropriate amount and a stamped, self-addressed envelope**. You should keep a copy of the form for your records. After you have received a verification of military status from each branch, you will need to attach those verifications to an **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b), for filing with the clerk.

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

MEMORANDUM FOR CERTIFICATE OF MILITARY SERVICE

TO:
( ) USCG Commander, Personnel Service Center, Attn: PSD-MR, 4200 Wilson Blvd, Suite 1100, Arlington, VA 22203
( ) HQ AFPC/DPDXIDL, Attn: World Wide Locator, 550 C. Street West, Suite 50, Randolph AFB, TX 78150-4752
( ) Bureau of Naval Personnel, PERS-312E, 5720 Integrity Drive, Millington, TN 38055-3120
( ) CMC, HQ, (MMSB17), 2008 Elliot Road, Room 201, Quantico, VA 22134
( ) Public Health Service: Attn: Director, Division of Commissioned Corps Officer Support http://dcp.psc.gov/ad_search.asp
( ) Army World Wide Locator Service, Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46249-5301

RE: _____ _____
{Name of Respondent} *{Respondent's Social Security Number}*

This case involves a family matter. It is imperative that a determination be made whether the above-named individual, who has an interest in these proceedings, is presently in the military service of the United States, and the dates of induction and discharge, if any. This information is requested under the Servicemembers Civil Relief Act (formerly known as Soldiers' and Sailors' Civil Relief Act of 1940). Please supply verification as soon as possible. My check for $_____ for your search fee and a self-addressed, stamped envelope are enclosed.

Dated: _____

_____
Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the Petitioner.
This form was completed with the assistance of:
{name of individual} _____,
*{name of business}*_____,
*{address}*_____,
*{city}*_____, *{state}*____,*{zip code}*_____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.912(b), AFFIDAVIT OF MILITARY SERVICE (03/15)

When should this form be used?

An Affidavit of Military Service is required in every case where the Respondent has not filed an answer or appearance. The purpose is to protect the men and women serving in the U.S. military from having a court judgment entered against them without first receiving notice of the lawsuit and a chance to defend the case.

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

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

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 must **file** the original of this form with the **clerk of the circuit court** when you file your **Motion for Default**, 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.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.**

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.:_____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

AFFIDAVIT OF MILITARY SERVICE

I, *{full legal name}* _____ , am the Petitioner in this case. To support my application for a default judgment and to comply with the Servicemembers Civil Relief Act (SCRA) (formerly known as Soldiers' and Sailors' Civil Relief Act of 1940), I swear or affirm that the following information is true:
*{**please choose only one**}*

1. _____I know of my own personal knowledge that the Respondent **IS** on active duty in the military service of the United States.

2. _____ I know of my own personal knowledge that Respondent **IS NOT** now on active duty in the military service of the United States, nor has the Respondent been on active military service of the United States within a period of thirty (30) days immediately before this date. "Active Service" includes reserve members of the Army, Navy, Air Force, Coast Guard, and Marines who have been ordered to report for active duty and members of the Florida National Guard who have been ordered to report to active duty for a period of more than thirty (30) days.

3. _____ I have contacted the military services of the United States and the U.S. Public Health Service and have obtained certificates showing that the Respondent is not on active duty status. These certificates are attached.

4. _____ I have attempted to determine the military status of the Respondent, but do not have sufficient information. This is what I have done to determine whether or not Respondent is on active duty in the United States military:
   _____
   _____
   _____
   I have no reason to believe that s/he is on active duty at this time.

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

Dated:_____ _____

Signature of Petitioner
Printed Name: _____
Address:_____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by _____.

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

_____ Personally known

_____ Produced identification

_____ Type of identification produced _____.

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the Petitioner.
This form was completed with the assistance of:
{name of individual}, _____,
*{name of business}*_____,
{address} _____,
*{city}*_____,*{state}* _____, *{zip code}*_____,*{telephone number}*_____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.913(b), AFFIDAVIT OF DILIGENT SEARCH AND INQUIRY (11/12)

When should this form be used?

This form is to be used with **Notice of Action for Dissolution of Marriage (No Child or Financial Support)**, Florida Supreme Court Approved Family Law Form 12.913(a)(1) and **Notice of Action For Family Cases With Minor Child(ren),** Form 12.913(a)(2), to obtain **constructive service** (also called service by publication).

The other party is entitled to actual notice of the proceedings when possible. When it is necessary to use constructive notice, it must be given in a way that is likely to provide actual notice. You must disclose the last known address of the other party. A last known address cannot be unknown. This form includes a checklist of places you can look for information on the location of the other party. While you do not have to look in all of these places, the court must believe that you have made a very serious effort to get information about the other party's location and that you have followed up on any information you received.

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 and a **Notice of Action for Dissolution of Marriage (No Child or Financial Support)**, Florida Supreme Court Approved Family Law Form 12.913(a)(1), or **Notice of Action For Family Cases With Minor Child(ren),** Form 12.913(a)(2), with the **clerk of the circuit court** in the county where your petition is filed. You should keep a copy for your records.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see rule 12.070, Florida Family Law Rules of Procedure and chapter 49, Florida Statutes.

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

AFFIDAVIT OF DILIGENT SEARCH AND INQUIRY

I, *{full legal name}* _____, being sworn, certify that the following information is true:

1. I have made diligent search and inquiry to discover the name and current residence of Respondent: *{Specify details of search}* **Refer to checklist below and identify all actions taken (any additional information included such as the date the action was taken and the person with whom you spoke is helpful) (attach additional sheet if necessary):**

[Check **all** that apply]

____ United States Post Office inquiry through Freedom of Information Act for current address or any relocations.

____ Last known employmentof Respondent, including name and address of employer. You should also ask for any addresses to which W-2 Forms were mailed, and, if a pension or profit-sharing plan exists, then for any addresses to which any pension or plan payment is and/or has been mailed.

____ Unions from which Respondent may have worked or that governed his or her particular trade or craft.

____ Regulatory agencies, including professional or occupational licensing.

____ Names and addresses of relatives and contacts with those relatives, and inquiry as to Respondent's last known address. You are to follow up any leads of any addresses where Respondent may have moved. Relatives include, but are not limited to: parents, brothers, sisters, aunts, uncles, cousins, nieces, nephews, grandparents, great-grandparents, former in-laws, stepparents, stepchildren.

____ Information about the Respondent's possible death and, if dead, the date and location of the death.

____ Telephone listings in the last known locations of Respondent's residence.

____ Internet at http://www.switchboard.com or other Internet databank locator service. Please indicate if a public library assisted you in your search.

____ Law enforcement arrest and/or criminal records in the last known residential area of Respondent.
____ Highway Patrol records in the state of Respondent's last known address.
____ Department of Motor Vehicle records in the state of Respondent's last known address.
____ Department of Corrections records in the state of Respondent's last known address.
____ Title IV-D (child support enforcement) agency records in the state of Respondent's last known address.
____ Hospitals in the last known area of Respondent's residence.
____ Utility companies, which include water, sewer, cable TV, and electric, in the last known area of Respondent's residence.
____ Letters to the Armed Forces of the U.S. and their response as to whether or not there is any information about Respondent. (See Memorandum for Certificate of Military Service, Florida Supreme Court Approved Family Law Form 12.912(a).)
____ Tax Assessor's and Tax Collector's Office in the area where Respondent last resided.
____ Other: *{explain}* _____
_____
_____
_____
_____

2. The age of Respondent is [Choose only **one**] ( ) known *{enter age}* _____ **or** ( ) unknown.

3. **Respondent's current residence**
[Choose only **one**]]
   a. ____Respondent's current residence is unknown to me.
   b. ____Respondent's current residence is in some state or country other than Florida.
   _____
   c. ____The Respondent, having residence in Florida, has been absent from Florida for more than 60 days prior to the date of this affidavit, or conceals him/herself so that process cannot be served personally upon him or her, and I believe there is no person in the state upon whom service of process would bind this absent or concealed Respondent.

4. **Respondent's last known address** as of *{date}*_____, was:
Address_____City_____State_____Zip_____
Telephone No. _____Fax No._____.

Respondent's last known employment, as of *{date}*_____, was
Name of Employer_____
Address_____City_____State _____Zip_____
Telephone No._____ Fax No._____.

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

Dated: _____

_____
Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address(es):_____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on _____ by_____

_____
NOTARY PUBLIC or DEPUTY CLERK

_____
[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known
____ Produced identification
Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks]
This form was prepared for: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}* _____, *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.913(a)(2) NOTICE OF ACTION FOR FAMILY CASES WITH MINOR CHILD(REN) (11/15)

When should this form be used?

This form may be used to obtain **constructive service** (also called service by publication) in an action involving a parenting plan for a minor child under chapter 61, Florida Statutes; an action to determine temporary custody by extended family under chapter 751, Florida Statutes; and termination of a legal father's parental rights when another man is alleged to be the biological father. "Parenting plan" means a document created to govern the relationship between the parents relating to decisions that must be made regarding the minor child and must contain a time-sharing schedule for the parents and child. Section 61.046(14), Florida Statutes.

You may use constructive service if you do not know where the other party lives or if the other party lives outside Florida and you are unable to obtain **personal service**. Constructive notice will allow the court to grant the relief requested, but personal service is required before a court can order payment or termination of **child support,** spousal support (**alimony**), or costs. If you are asking the court to decide how real or personal property located in Florida should be divided, the **Notice of Action** must include a specific description of the property. If you use constructive service, the court can grant only limited relief because its jurisdiction is limited. This is a complicated area of the law and you should consult an attorney before using constructive service.

You should complete this form by typing or printing the appropriate information in black ink. You must insert the other party's name and last known address and then **file** this form with the **clerk of the circuit court** in the county where your petition was filed. You must also complete and file an **Affidavit of Diligent Search and Inquiry**. Use Florida Family Law Rules of Procedure Form 12.913(b) unless you are serving the legal father in a paternity case where another man is alleged to be the biological father, in which case, you must use Form 12.913(c). You should keep a copy for your records.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

After the **Affidavit of Diligent Search and Inquiry**, Family Law Rules of Procedure Form 12.913(b) or 12.913(c), is filed, the clerk will sign this form. You will need to publish notice once each week for four consecutive weeks in a "qualified" newspaper in the county where the case is pending. When in doubt, ask the clerk which newspapers are "qualified." The newspaper will charge you for this service. If you cannot afford to pay the cost of publishing this notice, you may ask the clerk to post the notice at a place designated for such postings. You will need to file an **Application for Determination of Civil Indigent Status,** which you can obtain from the clerk. If the clerk determines that you cannot afford these costs, the clerk will post the notice of action. If your case involves termination of a legal father's parental rights when another man is alleged to be the biological father, you need to publish the notice only in the county where the legal father was last known to have resided. You are responsible for locating a "qualified" newspaper in the county where the other party last resided and paying the cost of publication.

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 12.070, Florida Family Law Rules of Procedure, rule 1.070, Florida Rules of Civil Procedure, sections 61.501–61.542, Florida Statutes and chapter 49, Florida Statutes.

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current**

Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

Special notes…

If the other party fails to respond to your **petition** within the time limit stated in the notice of action that is published or posted, you are entitled to request a **default**. (See **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), and **Default**, Florida Supreme Court Approved Family Law Form 12.922(b).)

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____ ,
Petitioner

and

_____ ,
Respondent.

NOTICE OF ACTION FOR

{Specify action} _____

TO: *{name of Respondent}* _____
{Respondent's last known address} _____

YOU ARE NOTIFIED that an action for *{identify the type of case}* _____has been filed against you and that you are required to serve a copy of your written defenses, if any, to it on *{name of Petitioner}* _____, whose address is _____ on or before *{date}*_____, and file the original with the clerk of this Court at *{clerk's address}* _____ before service on Petitioner or immediately thereafter. **If you fail to do so, a default may be entered against you for the relief demanded in the petition.**

{If applicable, insert the legal description of real property, a specific description of personal property, and the name of the county in Florida where the property is located} _____ _____.

Copies of all court documents in this case, including orders, are available at the Clerk of the Circuit Court's office. You may review these documents upon request.

You must keep the Clerk of the Circuit Court's office notified of your current address. (You may file Designation of Current Mailing and E-Mail Address, Florida Supreme Court Approved Family Law Form 12.915.) Future papers in this lawsuit will be mailed or e-mailed to the addresses on record at the clerk's office.

WARNING: Rule 12.285, Florida Family Law Rules of Procedure, requires certain automatic disclosure of documents and information. Failure to comply can result in sanctions, including dismissal or striking of pleadings.

Dated: _____.

JD PEACOCK II
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: _____
Deputy Clerk

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the Petitioner.
This form was completed with the assistance of:
{name of individual} _____,
{name of business} _____,
*{address}*_____,
{city} _____,*{state}* _____, *{zip code}*_____, *{telephone number}*_____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORMS 12.922(a), MOTION FOR DEFAULT, AND 12.922(b), DEFAULT (11/15)

When should these forms be used?

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

To obtain a default, you will need to complete **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a). You will then need to file your motion for default along with the **Default**, 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.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

What should I do next?

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

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO. If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General),** Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

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 Florida Rules of Civil Procedure 1.500, , concerning defaults and Rule 1.140, concerning the time within which a party can file an answer or other responsive pleading to a petition. See also Florida Family Law Rule of Procedure 12.080.

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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,

Petitioner,

and

_____,

Respondent.

MOTION FOR DEFAULT

TO THE CLERK OF THE CIRCUIT COURT:

PLEASE ENTER A DEFAULT AGAINST RESPONDENT WHO HAS FAILED TO RESPOND TO THE PETITION.

I certify that a copy of this document was ( ) mailed ( ) faxed and mailed
( ) e-mailed ( ) hand-delivered to the person(s) listed below on *{date}* _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es): _____

_____
Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es):_____
_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was prepared with the assistance of:
{name of individual} _____,
{name of business} _____,
{address} _____,
{city} _____,*{state}*_____, *{zip code}*_____,*{telephone number}*_____.
.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

DEFAULT

A default is entered in this action against Respondent for failure to serve or file a response or any paper as is required by law.

Dated: _____

JD PEACOCK, II
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

(SEAL)

By: _____
Deputy Clerk

I certify that a copy of this document was ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-delivered to the person(s) listed below on *{date}*_____.

Other party or his/her attorney:

Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
Designated E-mail Address(es): _____

_____
Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____
_____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in **all** blanks] This form was prepared for the: *{choose only **one**}* ( ) Petitioner ( ) Respondent
This form was completed with the assistance of:
{name of individual},_____,
{name of business} _____,
{address} _____,
{city} _____,*{state}*_____, *{zip code}*_____*{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(a), DISCLOSURE FROM NONLAWYER (11/12)

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 to retain and the nonlawyer must keep a copy in the person's file. The nonlawyer shall also keep copies for at least 6 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 FIRST JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

DISCLOSURE FROM NONLAWYER

{Name} _____ told me that he/she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. *{Name}*_____, informed me that he/she is not a paralegal as defined by the rule and cannot call himself/herself a paralegal.

*{Name}*_____, told me that he/she may only type the factual information provided by me in writing into the blanks on the form. Except for typing, *{name}*_____
_____,
may not tell me what to put in the form and may not complete the form for me. However, if using a form approved by the Supreme Court of Florida, *{name}*_____
_____,
may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

[choose **one** only]
____ I can read English.
____ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by *{name}* _____ in *{language}* _____,which understand.

Dated: _____

_____
Signature of Party

_____
Signature of **NONLAWYER**

Printed Name: _____
Name of Business: _____
Address: _____
_____
Telephone Number: _____

FORM 1.998. FINAL DISPOSIITON FORM

This form shall be filed by the prevailing party for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

I. CASE STYLE

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
IN AND FOR OKALOOSA COUNTY, FLORIDA

_____ Case No. _____
Plaintiff/Petitioner

Judge: _____

vs.

_____
Defendant/Respondent

II. MEANS OF FINAL DISPOSITION (Place an "x" in one box for major category and one subcategory, if applicable, only)

- ☐ Dismissed Before Hearing
  - ☐ Dismissed Pursuant to Settlement – Before Hearing
  - ☐ Dismissed Pursuant to Mediated Settlement – Before Hearing
  - ☐ Other - Before Hearing
- ☐ Dismissed After Hearing
  - ☐ Dismissed Pursuant to Settlement – After Hearing
  - ☐ Dismissed Pursuant to Mediated Settlement – After Hearing
  - ☐ Other After Hearing – After Hearing
- ☐ Disposed by Default
- ☐ Disposed by Judge
- ☐ Disposed by Non-jury Trial
- ☐ Disposed by Jury Trial
- ☐ Other

DATE:_____ _____
SIGNATURE OF ATTORNEY FOR PREVAILING PARTY