DIVORCE (WITH CHILDREN)

THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES NO PERSONAL CHECKS NO WHITE OUT

You MUST have all forms completed before turning in to Clerk. The Clerk's office does NOT review your documents.

It is YOUR responsibility to ensure procedures are followed correctly as you are filing as a Self-Represented

Litigant.

Please do not turn in instruction sheets or unsigned documents.

<u>Required forms included in this packet:</u>

- Civil Cover Sheet
- Petition for Dissolution of Marriage with Dependent or Minor Children
- Notice of Related Cases
- Disclosure From A Non- Lawyer
- Notice of Limitations of Services Provided (one for each party)
- Uniform Child Custody Jurisdiction Act Affidavit (UCCJEA)
- Notice of Social Security Number (one for each party)
- Financial Affidavit (one for each party)
- Answer (to be signed by other party)
- Child Support Guideline Worksheet (required even if you agree)
- Marital Settlement Agreement (both parties must sign)
- Parenting Plan (both parties must sign must be attached to Marital Settlement Agreement)
- Information For Required Parenting Class (4 hours class by internet or in person)
- Summons (Note: You <u>only</u> need this if your spouse will not sign the required paperwork)
- General Information for Self-Represented Litigants
- Administrative Order #2015-06-01 Temporary Family Law Court Order
- DOH Information Sheet

You will also need the following items:

• Provide a copy of your Florida driver's license or ID (or your spouse's Florida license or ID) <u>Important</u>: If the issue date on your license is not 6 months prior to filing this petition, then you will need to file an "Affidavit of Corroborating Witness" form.

INSTRUCTIONS:

- ✓ Complete the required forms and make/keep a copy for service on the other party.
- ✓ Provide a copy of your driver's license (or Affidavit), and the envelopes
- \checkmark Submit all of these documents to the Clerk along with the forms and filing fee
- ✓ Wait at least <u>two weeks</u> to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact the case manager listed below either by telephone or by email.
- ✓ CALL THE CASE MANAGER FOR UPDATES.

NOTE: YOU, the petitioner, are responsible for serving the other party their required forms. The Clerk's office cannot assist you with serving papers or advise you on what you need to serve. The Clerk's office charges \$1.00 per page to copy any filed document for you.

Note: Case Managers cannot help you complete the forms. If you need assistance we encourage you to contact an attorney.

Cary Godwin, Case Manager, 850-718-0480 or godwinc@jud14.flcourts.org (Calhoun, Gulf, Holmes, Jackson and Washington Counties)

Packet Fee \$11.85 / Filing Fee \$397.50 / Clerk Fee for Summons \$10 / Washington County Sheriff Summons Service Fee \$40

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 <u>clerk of the</u> <u>circuit court</u> 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 <u>file</u> 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) _____ 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	
	THIS FORM, HE/SHE MUST FILL IN THE BLANKS
BELOW: [fill in all blanks]	nly one } () Petitioner () Respondent
This form was completed with the assistar {name of individual}	nce of:
{name of business}	/
{address}	,
{city}, {state	e}, {telephone number }

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 **<u>dissolution of marriage</u>**, and you and your spouse have a dependent or minor child(ren) together, or a spouse is pregnant. You or your <u>spouse</u> must have lived in Florida for at least 6 months before filing for a dissolution in Florida. You must <u>file</u> 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 <u>answer</u>, 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, <u>family law intake staff</u>, or <u>judicial assistant</u> to set a <u>final hearing</u>. 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.

<u>UNCONTESTED</u>. If your spouse files an answer that agrees with everything in your petition or an answer and waiver, **and** you have complied with <u>**mandatory disclosure**</u> 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 <u>bold underline</u> 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

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)

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
- <u>Supervised Time-Sharing</u>
- No contact
- Parenting Plan
- Parenting Plan Recommendation
- <u>Time-Sharing Schedule</u>

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 <u>permanent alimony</u>, <u>bridge-the-gap alimony</u>, <u>durational alimony</u>, and/or <u>rehabilitative alimony</u>. 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 <u>marital</u> <u>assets</u> and <u>marital liabilities</u>. "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. <u>Nonmarital assets</u> and <u>nonmarital liabilities</u> 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 <u>notary public</u> or <u>deputy clerk</u>. Any issues on which you are unable to agree will be considered <u>contested</u> and settled by the judge at the final hearing.

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 na	ame}, th
Petitioner, be	ing sworn, certify that the following statements are true:
	I/RESIDENCE her Respondent Both has (have) lived in Florida for at least 6 month ng of this Petition for Dissolution of Marriage.
	is or is not a member of the military service is or is not a member of the military service.
Date of separa	STORY age: { <i>month, day, year</i> } ation: { <i>month, day, year</i> } (Please indicate if approximate iage: {county, state, country}
{ <i>Choose all th</i> a Pet b Res	DR MINOR CHILD(REN) at apply} titioner is pregnant. Baby is due on: {date} spondent is pregnant. Baby is due on: {date} e minor (under 18) child(ren) common to both parties are:
Name	Birth date

Florida Supreme Court Approved Family Law Form 12.901(b)(1), Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (02/18)

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

- 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.
- 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

- 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. <u>All marital assets and liabilities have been divided by a written agreement between the</u> 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:

Florida Supreme Court Approved Family Law Form 12.901(b)(1), Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (02/18)

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}*

- Supervised or third-party exchange of the child(ren). _____ Supervise _____ Explain:
- 4. Explain why this request is in the best interests of the child(ren):

Florida Supreme Court Approved Family Law Form 12.901(b)(1), Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (02/18)

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} _____
- 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 or	n 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	S FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in all blanks] This form was prepared for the	he Petitioner.
This form was completed with the assistance of	of:
{name of individual}	
{name of business}	
· · · · · · · · · · · · · · · · · · ·	/
{address}	, de}, {telephone number}

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 "<u>bold underline"</u> 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 ______ IN AND FOR ______

JUDICIAL CIRCUIT, COUNTY, FLORIDA

Case No.: ______ Division: ______

Petitioner,

and

Respondent.

NOTICE OF RELATED CASES

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	Mental Health
Violence or Stalking Injunctions	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	d Case	No	. 2
---------	--------	----	-----

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	Mental Health
Violence or Stalking Injunctions	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	Mental Health
Violence or Stalking Injunctions	Other { <i>specify</i> }
Name of Court where case was decided or	g: Florida Other: { <i>specify</i> } is pending (<i>for example, Fifth Circuit Court, Marion</i>
	·
	•
Relationship of cases check all that apply]: pending case involves same parties, of may affect court's jurisdiction; order in related case may conflict with order in this case may conflict with p	children, or issues; th an order in this case;

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 adminis	trative
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},					<i>/</i>
{name	of	business}			
{address}_					
{city}			{state}	, {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.

Instructions for Florida Family Law Rules of Procedure Form 12.900(a), Disclosure from Nonlawyer (11/12)

IN THE CIRCUIT COURT OF THE ______ JUDICIAL CIRCUIT, IN AND FOR ______ 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.

{Choose one only}

____ I can read English.

_ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by
{name} ______, which I understand.

Dated: _____

Signature of Party

Signature of NONLAWYER
Printed Name: ______
Name of Business: ______
Address: ______

Florida Family Law Rules of Procedure Form 12.900(a), Disclosure from Nonlawyer (11/12)

NOTICE OF LIMITATIONS OF SERVICES PROVIDED

<u>The personnel in the self-help program are not acting as your lawyer or providing legal advice to you.</u>

Self-help personnel are not acting on behalf of the court or any judge. The presiding judge in your case may require amendment of a form or substitution of a different form. The judge is not required to grant the relief requested in a form.

The personnel in this self-help program cannot tell you what your legal rights or remedies are, represent you in court, or tell you how to testify in court.

Self-help services are available to all persons who are or will be parties to a family law case.

The information that you give to and receive from self-help personnel is not confidential and may be subject to disclosure at a later date. If another person involved in your case seeks assistance from the self-help program, that person will be given the same type of assistance that you receive.

In all cases, it is best to consult with your own attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension rights, assets or liabilities.

I CANNOT READ ENGLISH.	THIS NOTICE WAS READ TO ME BY:
(NAME)	(LANGUAGE).
I CAN READ ENGLISH	

SIGNATURE

NOTICE OF LIMITATIONS OF SERVICES PROVIDED

<u>The personnel in the self-help program are not acting as your lawyer or providing legal advice to you.</u>

Self-help personnel are not acting on behalf of the court or any judge. The presiding judge in your case may require amendment of a form or substitution of a different form. The judge is not required to grant the relief requested in a form.

The personnel in this self-help program cannot tell you what your legal rights or remedies are, represent you in court, or tell you how to testify in court.

Self-help services are available to all persons who are or will be parties to a family law case.

The information that you give to and receive from self-help personnel is not confidential and may be subject to disclosure at a later date. If another person involved in your case seeks assistance from the self-help program, that person will be given the same type of assistance that you receive.

In all cases, it is best to consult with your own attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension rights, assets or liabilities.

I CANNOT READ ENGLISH.	THIS NOTICE WAS READ TO ME BY:
(NAME)	(LANGUAGE).
I CAN READ ENGLISH	

SIGNATURE

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 <u>affidavit</u> 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 **<u>notary public</u>** or <u>**deputy clerk**</u>. You should then <u>**file**</u> it with the <u>**clerk of the circuit court**</u> in the county where the petition was filed and keep a copy for your records.

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 <u>bold underline</u> 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 ______ JUDICIAL CIRCUIT, IN AND FOR ______ 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 Residence for the past 5 years:

Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
	state) where child lived	state) where child lived with

/		
/		

* 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 # _____:

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 # _____:

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			

/		
/		
/		
/		
/		

2. 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): _____

3. 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: _____

4. 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 timesharing 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:

5. 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:
- 6. 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.
- 7. 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 ______ 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 f	orm was pre	epared for the {cl	hoose only one}	Petitioner	Respondent
This form was complet	ed with the	assistance of:			
{name of individual}					
{name of business}					,
{address}					
{city}	_,{state}	, {zip code}	,{telepho	one number}	•

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(j), NOTICE OF SOCIAL SECURITY NUMBER (06/18)

When should this form be used?

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

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

CONFIDENTIAL INFORMATION

Under Rule 2.420 of the Florida Rules of Judicial Administration, Social Security Numbers are confidential; however, this information is required by the Florida Statutes. A Notice of Confidential Information within Court Filing must be filed with the Notice of Social Security Number. This Notice is an appendix to rule 2.420.

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

Instructions for Florida Supreme Court Approved Family Law Form 12.902(j), Notice of Social Security Number (06/18)

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 "<u>bold underline</u>" 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 _____ JUDICIAL CIRCUIT, IN AND FOR _____ 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 or dependent child(ren) 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 or dependent children in common. The minor or dependent 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.

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 by ______

Date:_____

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 for	orm was prepa	ared for the: {choose	only one }	Petitioner	Respondent
This form was complet	ed with the as	sistance of:			
{name of individual}					,
{name of business}					,
{address}					,
{city}	, {state}	, {zip code}	, {tele	phone number}_	

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(j), NOTICE OF SOCIAL SECURITY NUMBER (06/18)

When should this form be used?

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

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

CONFIDENTIAL INFORMATION

Under Rule 2.420 of the Florida Rules of Judicial Administration, Social Security Numbers are confidential; however, this information is required by the Florida Statutes. A Notice of Confidential Information within Court Filing must be filed with the Notice of Social Security Number. This Notice is an appendix to rule 2.420.

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

Instructions for Florida Supreme Court Approved Family Law Form 12.902(j), Notice of Social Security Number (06/18)

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 "<u>bold underline</u>" 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 _____ JUDICIAL CIRCUIT, IN AND FOR _____ 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 or dependent child(ren) 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 or dependent children in common. The minor or dependent 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.

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 by _____

Date:_____

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 for	orm was prepa	ared for the: {choose	only one }	Petitioner	Respondent
This form was complet	ed with the as	sistance of:			
{name of individual}					,
{name of business}					,
{address}					,
{city}	, {state}	, {zip code}	, {tele	phone 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 **<u>notary public</u>** or <u>**deputy clerk**</u>. You should <u>file</u> the original with the <u>**clerk of the circuit court**</u> in the county where the <u>**petition**</u> was filed and keep a copy for your records.

What should I do next?

A copy of this form must be 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.

Instructions to Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

Hourly - If you are paid by the hour, you may convert your income to monthly as follows: Hourly amount Hours worked per week = Weekly amount х Weekly amount х 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 Days worked per week = Weekly amount х Weekly amount 52 Weeks per year = Yearly amount х 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 х 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 26 Yearly amount х = 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 **Monthly Amount** 2 =

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	JUDICIAL CIRCUIT,
IN AND FOR	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} information is true:	, being sworn, certify that the following
My Occupation:	Employed by:
Business Address:	
Pay rate: \$ () other:	() every week () every other week () twice a month () monthly

____ 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

Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

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:

\$
\$
\$
\$
\$
\$
\$
\$

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 or	ו	
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.	WONTIL
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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		Nonmarital (check correct column)	
award to you.	Value	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		Nonmarital (check correct column)	
the line next to any debt(s) for which you believe you should be responsible.		husband	wife
Mortgages on real estate: First mortgage on home	\$		
Second mortgage on home			
Other mortgages			
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		Nonma (check co colum	orrect
judge award to you.		husband	wife
	\$		
Total Contingent Assets	\$		

Contingent Liabilities Check the line next to any contingent debt(s) for which you believe you		Nonma (check co colun	orrect
should be responsible.	Owed ද	husband	wife
Total Contingent Liabilities	Ś		

Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

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

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 ______

Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

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 12.902(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 **<u>notary public</u>** or <u>**deputy clerk**</u>. You should <u>file</u> the original with the <u>**clerk of the circuit court**</u> in the county where the <u>**petition**</u> was filed and keep a copy for your records.

What should I do next?

A copy of this form must be 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.

Instructions to Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

Hourly - If you are paid by the hour, you may convert your income to monthly as follows: Hourly amount Hours worked per week = Weekly amount х Weekly amount х 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 Days worked per week = Weekly amount х Weekly amount 52 Weeks per year = Yearly amount х 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 х 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 26 Yearly amount х = 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 **Monthly Amount** 2 =

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	JUDICIAL CIRCUIT,
IN AND FOR	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} information is true:	, being sworn, certify that the following
My Occupation:	Employed by:
Business Address:	
Pay rate: \$ () other:	() every week () every other week () twice a month () monthly

____ 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

Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

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:

\$
\$
\$
\$
\$
\$
\$
\$

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 or	ו	
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.	WONTIL
		PAYMENT
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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		Nonmarital (check correct column)	
award to you.	Value	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		Nonmarital (check correct column)	
the line next to any debt(s) for which you believe you should be responsible.		husband	wife
Mortgages on real estate: First mortgage on home	\$		
Second mortgage on home			
Other mortgages			
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		Nonma (check co colum	orrect
judge award to you.		husband	wife
	\$		
Total Contingent Assets	\$		

Contingent Liabilities Check the line next to any contingent debt(s) for which you believe you should be responsible.		Nonmarital (check correct column)	
		husband	wife
Total Contingent Liabilities	Ś		

Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

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

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 ______

Florida Family Law Rules of Procedure Form 12.902(b), Family Law Financial Affidavit (Short Form) (01/15)

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 12.903(b) ANSWER TO PETITION FOR DISSOLUTION OF MARRIAGE (02/18)

When should this form be used?

This form should be used when you are responding to a **<u>petition</u>** for <u>dissolution of marriage</u> and you wish to admit or deny all of the allegations in the petition but you do not plan to file a <u>**counterpetition**</u> seeking relief. You can use this form to answer any petition for dissolution of marriage, whether or not there are minor child(ren).

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **<u>notary public</u>** or <u>deputy clerk</u>. You should <u>file</u> the original with the <u>clerk of the circuit</u> <u>court</u> in the county where the petition was filed and keep a copy for your records. This must be done within 20 days of receiving the petition.

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, along with all of the other forms required with this **answer**, must be mailed, emailed, or hand delivered to the other party in your case. You have 20 days to answer after being served with the other party's petition. After you file your answer, the case will generally proceed in one of the following two ways:

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

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

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in "<u>bold underline</u>" in these instructions are defined there. See chapter 61, Florida Statutes, for more 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 12.914; **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 may also need to 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 Property but 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 <u>service</u> 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 and Time-sharing. If you and your <u>spouse</u> 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 schedule 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 the 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.

- <u>Shared Parental Responsibility</u>
- Sole Parental Responsibility
- Supervised Time-Sharing

- <u>No contact</u>
- Parenting Plan
- Parenting Plan Recommendation
- <u>Time-Sharing Schedule</u>

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 that the other spouse has the ability to pay. If you want alimony, you must request it in writing in a counterpetition. Florida Supreme Court Approved Family Law Form 12.903(c)(1) (with dependent or minor child(ren)), or Florida Supreme Court Approved Family Law Form 12.903(c)(2) (no dependent or minor child(ren)). If you do not request alimony in writing before the final hearing, it is waived (you may not request it later). You may request <u>permanent alimony</u>, <u>bridge-the-gap alimony</u>, <u>durational alimony</u>, 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 <u>marital</u> <u>assets</u> and <u>marital liabilities</u>. "Equitable" does not necessarily mean "equal." Many factors, including child support, any parenting plan and time-sharing schedule, and alimony awards, may lead the court to make an unequal (but still equitable) distribution of assets and liabilities. <u>Nonmarital assets</u> and <u>nonmarital liabilities</u> 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), or, if there are no dependent or minor child(ren), **Motion for Temporary Support with No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(c). For more information, see the instructions for these 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), 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). Both parties must sign this agreement before a <u>notary public</u> or <u>deputy clerk</u>. Any issues on which you are unable to agree will be considered <u>contested</u> and settled by the judge at the final hearing.

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), and **Final Judgment of Dissolution of Marriage with Property but No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.990(c)(2), 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 **Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren) (Uncontested)**, Florida Supreme Court Approved Family Law Form 12.990(b)(1), **Final Judgment of Dissolution of Marriage with Property but No Dependent or Minor Child(ren) (Uncontested)**, Florida Supreme Court Approved Family Law Form 12.990(b)(2), or **Final Judgment of Dissolution of Marriage with No Property and No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.990(b)(3). You should contact the clerk, family law intake staff, or judicial assistant to see if you need to bring a <u>final judgment</u> with you to the <u>hearing</u>. 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, COUNTY, FLORIDA IN AND FOR

In re: The Marriage of

Case No.: _____ Division:

Petitioner.

and

Respondent.

ANSWER TO PETITION FOR DISSOLUTION OF MARRIAGE

, certify that the following information is true:

- 1. I agree with Petitioner as to the allegations raised in the following numbered paragraphs in the Petition and, therefore, admit those allegations: {indicate section and paragraph number}
- 2. I disagree with Petitioner as to the allegations raised in the following numbered paragraphs in the Petition and, therefore, **deny** those allegations: {*indicate section and paragraph number*}
- 3. I currently am unable to admit or deny the allegations raised in the following paragraphs due to lack of information: {indicate section and paragraph number} _____
- 4. If this case involves a dependent or 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.
- 5. If this case involves a dependent or minor child(ren), a completed Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), is [choose one only] filed with this answer or _____ will be filed after the other party serves his or her financial affidavit.
- 6. If necessary a completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this answer.
- 7. 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 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*} ______.

Petitioner or his/her attorney:
Name:
Address:
City, State, Zip:
ax 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			
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			
[fill in all blanks] This form was prepared for the	•		
This form was completed with the assistance of			
{name of individual}			
{name of business}			
{adaress}	<i>/</i>		
{city}, {state}, {zip code}	, {telephone number}		

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 <u>child support</u> is being requested in your case. If you know the income of the other <u>party</u>, this worksheet should accompany your <u>financial affidavit</u>. 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 <u>serves</u> a copy on you.

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

What should I do next?

A copy of this form must be 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 "<u>bold underline</u>" 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:

Instructions for Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet (09/12)

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

	•	SINLE SOLLOR	I GOIDEBINE	Jumm		
Combined Monthly Available	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
Income						
800.00	190	211	213	216	218	220
850.00	202	257	259	262	265	268
900.00	213	302	305	309	312	315
950.00	224	347	351	355	359	363
1000.00	235	365	397	402	406	410
1050.00	246	382	443	448	453	458
1100.00	258	400	489	495	500	505
1150.00	269	417	522	541	547	553
1200.00	280	435	544	588	594	600
1250.00	290	451	565	634	641	648
1300.00	300	467	584	659	688	695
1350.00	310	482	603	681	735	743
1400.00	320	498	623	702	765	790
1450.00	330	513	642	724	789	838
1500.00	340	529	662	746	813	869
1550.00	350	544	681	768	836	895
1600.00	360	560	701	790	860	920
1650.00	370	575	720	812	884	945
1700.00	380	591	740	833	907	971
1750.00	390	606	759	855	931	996
1800.00	400	622	779	877	955	1022
1850.00	410	638	798	900	979	1048
1900.00	421	654	818	923	1004	1074
1950.00	431	670	839	946	1029	1101
2000.00	442	686	859	968	1054	1128
2050.00	452	702	879	991	1079	1154
2100.00	463	718	899	1014	1104	1181
2150.00	473	734	919	1037	1129	1207
2200.00	484	751	940	1060	1154	1234
2250.00	494	767	960	1082	1179	1261
2300.00	505	783	980	1105	1204	1287
2350.00	515	799	1000	1128	1229	1314
2400.00	526	815	1020	1151	1254	1340
2450.00	536	831	1041	1174	1279	1367
2500.00	547	847	1061	1196	1304	1394
2550.00	557	864	1081	1219	1329	1420

2600.00 568 880 1101 1242 1354 1447 2650.00 578 896 1121 1265 1379 1473 2750.00 588 912 1141 1287 1403 1500 2750.00 607 941 1178 1328 1448 1549 2850.00 616 956 1197 1349 1471 1573 2900.00 626 971 1215 1370 1494 1588 2950.00 635 986 1234 1391 1517 1622 300.00 644 1001 1252 1412 1540 1647 3050.00 653 1031 1289 1433 1563 1671 3100.00 663 1031 1289 1453 1563 1674 3200.00 682 1060 1327 1495 1631 1744 3250.00 701 1090 1364 1537	Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
2650.00 578 896 1121 1265 1379 1473 2700.00 588 912 1141 1287 1403 1500 2750.00 597 927 1160 1308 1426 1524 2800.00 616 956 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 3050.00 653 1031 1289 1453 1586 1695 3150.00 663 1045 1308 1474 1608 1720 3200.00 682 1060 1327 1495 1631 1744 3550.00 710 1005 1382 1558 1700 1818 3400.00 720 1120 1401 1579	2600.00	568	880	1101	1242	1354	1447
2700.0058891211411287140315002750.0059792711601308142615242800.0060794111781328144815492850.0061695611971349147115732900.0062697112151370149415982950.0063598612341391151716223000.00644100112521412154016473050.00663103112891453156316713100.00663103112891453158616953150.00673104513081474160817203200.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00729113514191599174518673500.0073811491438162017681891350.00767119414931683183719643700.00776120815031702185719873600.00757117914751662181419403650.00767119414931683183719643700.0077612081503170218571987<							
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 3150.00 691 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 3450.00 788 1149 1438 1620							
2850.0061695611971349147115732900.0062697112151370149415982950.0063598612341391151716223000.00644100112521412154016473050.00654101612711433156316713100.00663103112891453158616953150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.0072011201401157917231842350.0073811491438162017681891350.0074811641456164117911915360.00757117914751662181419403550.0076711941493168318371964370.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313800.00793123415371777196120974							
2900.0062697112151370149415982950.0063598612341391151716223000.00644100112521412154016473050.00654101612711433156316713100.00663103112891453158616953150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313800.00784122115701778194020753900.00811126115701778194020753900.0081112611570177819402075	2800.00	607	941	1178	1328	1448	1549
2950.0063598612341391151716223000.00644100112521412154016473050.00654101612711433156316713100.00663103112891453158616953150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00767117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00811126115701778194020753900.00811126115701778194020753950.0081912751587179719612097 <td>2850.00</td> <td>616</td> <td>956</td> <td>1197</td> <td>1349</td> <td>1471</td> <td>1573</td>	2850.00	616	956	1197	1349	1471	1573
3000.00644100112521412154016473050.00654101612711433156316713100.00663103112891453158616953150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423500.0073811491438162017681891350.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816331816198221194050.0083713021654187320442185 <td></td> <td></td> <td>971</td> <td></td> <td></td> <td>1494</td> <td></td>			971			1494	
3050.00654101612711433156316713100.00663103112891453158616953150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516155417693300.00701109013641537167717933350.00710110513821558170018183400.0072011201401157917231842350.0073811491438162017681891350.00738114914361641179119153600.00757117914751662181419403550.00767119414931683183719643700.0077612081503170218571987380.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753850.00837130216201835200221414100.00846131516371854202321634150.0085413291654187320442185420.0086313421670189220642207 <t< td=""><td>2950.00</td><td>635</td><td>986</td><td>1234</td><td>1391</td><td>1517</td><td>1622</td></t<>	2950.00	635	986	1234	1391	1517	1622
3100.00663103112891453158616953150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403550.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.0085413291654187320442185 <td>3000.00</td> <td></td> <td>1001</td> <td>1252</td> <td></td> <td>1540</td> <td>1647</td>	3000.00		1001	1252		1540	1647
3150.00673104513081474160817203200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533950.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371892206422074250.0087213551687191120852229 <td>3050.00</td> <td>654</td> <td>1016</td> <td>1271</td> <td>1433</td> <td>1563</td> <td>1671</td>	3050.00	654	1016	1271	1433	1563	1671
3200.00682106013271495163117443250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.0073811491438162017681891350.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00863134216701892206422074250.0087213551687191120852229 <td>3100.00</td> <td>663</td> <td>1031</td> <td>1289</td> <td>1453</td> <td>1586</td> <td>1695</td>	3100.00	663	1031	1289	1453	1586	1695
3250.00691107513451516165417693300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.0086313421670189220642207 <td>3150.00</td> <td>673</td> <td>1045</td> <td>1308</td> <td>1474</td> <td>1608</td> <td>1720</td>	3150.00	673	1045	1308	1474	1608	1720
3300.00701109013641537167717933350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074300.0088113691704193021062251 <td>3200.00</td> <td>682</td> <td>1060</td> <td>1327</td> <td>1495</td> <td>1631</td> <td>1744</td>	3200.00	682	1060	1327	1495	1631	1744
3350.00710110513821558170018183400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533950.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.0088113691704193021062251 <td>3250.00</td> <td>691</td> <td>1075</td> <td>1345</td> <td>1516</td> <td>1654</td> <td>1769</td>	3250.00	691	1075	1345	1516	1654	1769
3400.00720112014011579172318423450.00729113514191599174518673500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634200.00854132916541873204421854200.00881136917041930210622514300.00881136917041930210622514300.0089813961737196821472295	3300.00	701	1090	1364	1537	1677	1793
3450.00729113514191599174518673500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.0089813961737196821472295	3350.00	710	1105	1382	1558	1700	1818
3500.00738114914381620176818913550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.0089813961737196821472295	3400.00	720	1120	1401	1579	1723	1842
3550.00748116414561641179119153600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	3450.00	729	1135	1419	1599	1745	1867
3600.00757117914751662181419403650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	3500.00	738	1149	1438	1620	1768	1891
3650.00767119414931683183719643700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074300.00881136917041930210622514300.0089813961737196821472295	3550.00	748	1164	1456	1641	1791	1915
3700.00776120815031702185719873750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	3600.00	757	1179	1475	1662	1814	1940
3750.00784122115201721187820093800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.0089813961737196821472295	3650.00	767	1194	1493	1683	1837	1964
3800.00793123415361740189920313850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.0089813961737196821472295	3700.00	776	1208	1503	1702	1857	1987
3850.00802124815531759192020533900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514400.0089813961737196821472295	3750.00	784	1221	1520	1721	1878	2009
3900.00811126115701778194020753950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.0089813961737196821472295	3800.00	793	1234	1536	1740	1899	2031
3950.00819127515871797196120974000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.0089813961737196821472295	3850.00	802	1248	1553	1759	1920	2053
4000.00828128816031816198221194050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	3900.00	811	1261	1570	1778	1940	2075
4050.00837130216201835200221414100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	3950.00	819	1275	1587	1797	1961	2097
4100.00846131516371854202321634150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	4000.00	828	1288	1603	1816	1982	2119
4150.00854132916541873204421854200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	4050.00	837	1302	1620	1835	2002	2141
4200.00863134216701892206422074250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	4100.00	846	1315	1637	1854	2023	2163
4250.00872135516871911208522294300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	4150.00	854	1329	1654	1873	2044	2185
4300.00881136917041930210622514350.00889138217211949212722734400.0089813961737196821472295	4200.00	863	1342	1670	1892	2064	2207
4350.00889138217211949212722734400.0089813961737196821472295	4250.00	872	1355	1687	1911	2085	2229
4400.00 898 1396 1737 1968 2147 2295				1704			
				1721			
4450.0090714091754198721682317				1737			
	4450.00	907	1409	1754	1987	2168	2317

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
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
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

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
6400.00 6450.00	1160 1165	1803 1811	2258 2268	2540 2551	2773 2785	2967 2981
6500.00	1105	1811	2208	2562	2798	2981
6550.00	1170	1819	2288	2573	2810	3008
6600.00	1175	1827	2299	2584	2822	3021
6650.00	1175	1855	2309	2595	2834	3034
6700.00	1189	1850	2305	2604	2845	3045
6750.00	1103	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
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

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
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
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

IN THE CIRCUIT COURT OF THE ______ JUDICIAL CIRCUIT, IN AND FOR ______ 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 wit	th 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/he	er 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:	-
	_

	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) <i>{number}</i> 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 Inst	urance, 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 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).] 							

	CHILD SUPPORT GUIDELINES WORKSHEET							
		A . FATHER	B. MOTHER	TOTAL				
C.	Total Monthly Child(ren)'s Noncovered Medical, Dental and Prescription Medication Costs							
d.	Total Monthly Child Care & Health Costs [Add lines 5a + 5b +5c].							
N pe sh nu to	dditional Support Payments Iultiply the number on line 5d by the ercentage on line 3A to determine the Father's are. Enter answer on line 6A. Multiply the umber on line 5d by the percentage on line 3B determine the Mother's share. Iter answer on line 6B.							
	Statutory Adjustme	ents/Credits						
7. a	. Monthly child care payments actually made							
b.	Monthly health insurance payments actually made							
c.								
	otal Support Payments actually made add 7a though 7c)							
9. M E/	INIMUM CHILD SUPPORT OBLIGATION FOR ACH PARENT ne 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				
	asic Monthly Obligation x 150% Iultiply line 2 by 1.5]							

CHILD SUPPORT GUIDEL	INES 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 Mether's share. Enter answer on line 11B 			
 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 Inst	urance, 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 GUIDE	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 Adjustm	ents/Credits	T	***					
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] 								
 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) 								
 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} _______, {address} _______, {city} ______, {state} , ______, {telephone number} ______.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(f)(1) MARITAL SETTLEMENT AGREEMENT FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) (02/18)

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 <u>filed</u> and <u>the parties</u> 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 <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where the <u>petition</u> was filed and keep a copy for your records. You should then refer to the instructions for your petition, <u>answer</u>, or answer and <u>counterpetition</u> concerning the procedures for setting a hearing or <u>trial</u> (<u>final hearing</u>).

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 <u>bold underline</u> 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 <u>www.flcourts.org</u> 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 ______ JUDICIAL CIRCUIT, IN AND FOR ______ COUNTY, FLORIDA

Case No.: Division:

In re: The Marriage of:

Petitioner,

and

Respondent.

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

We, {Petitioner's full legal name}	, and
{Respondent'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. Petitioner shall receive as his/her own and Respondent shall have no further rights or responsibilities regarding these assets:

ASSETS: DESCRIPTION OF ITEM(S) PETITIONER 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 in one spouse's name, or in both spouses' names.	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	
Ŭ Ŭ	
Furniture & furnishings elsewhere	
Ŭ Ŭ	
Collectibles	
Jewelry	
	1

ASSETS: DESCRIPTION OF ITEM(S) PETITIONER 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 in one spouse's name, or in both spouses' names.	Current Fair Market Value
Life insurance (cash surrender value)	
Sporting and entertainment (T.V., stereo, etc.) equipment	
Other assets	
Total Assets to Petitioner	\$

2. Respondent shall receive as his/her own and Petitioner shall have no further rights or responsibilities regarding these assets:

ASSETS: DESCRIPTION OF ITEM(S) RESPONDENT 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 in one spouse's name, or in both spouses' names.	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)	

ASSETS: DESCRIPTION OF ITEM(S) RESPONDENT 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 in one spouse's name, or in both spouses' names.	Current Fair Market Value
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 to Respondent	\$

- **B.** Division of Liabilities/Debts. We divide our liabilities (everything we owe) as follows:
 - 1. Petitioner shall pay as his/her own the following and will not at any time ask Respondent to pay these debts/bills:

LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY PETITIONER 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 in one spouse's name or in both spouses' names.	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)		
ludamente		
Judgments		
Other		
Total Debts to Be Paid by Petitioner	\$	\$

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

LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY RESPONDENT 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 in one spouse's name, or in both spouses' names.	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 Respondent	\$	\$

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

Florida Supreme Court Approved Family Law Form 12.902(f)(1), Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren) (02/18)

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

_____The spouses 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 _____Petitioner _____Respondent 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 _____Petitioner _____Respondent 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. ____ Petitioner _____ Respondent (hereinafter "Obligor") agrees to pay spousal support (alimony) in the amount of \$ _____ every _____ week _____ other week _____month, or _____other _____, 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 alimon	ny, including any tax treatment and consequences:
4.	Life insurance in the amount of \$ the Obligor.	to secure the above support, will be provided by
SECTIO	ON III. PARENTING PLAN ESTABLISHING PA	ARENTAL RESPONSIBILITY AND TIME-SHARING
1.		
1.	The parties' minor child(ren) are:	
1.	The parties' minor child(ren) are: Name	Birth date
1.		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. _____ Petitioner _____ Respondent (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 { <i>total</i>
number of parties' minor or dependent	children} shal	I 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 pa	yroll cycle.		

Upon the termination of the obligation of	child support for o	ne of the parties' children, child
support in the amount of \$	for the remaining _	children {total number of
remaining children} shall be paid commen	cing	{month, day, year} and
terminating		<i>{month, day, year}</i> . This child
support shall be paid in the amount of \$ _ consistent with Obligor's current payroll c	per ycle.	{week, month, other}

{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. Retroactive Child Support or Arrearages.

There is currently retroactive child support in the amount of \$_____. There is an arrearage of previously ordered unpaid child support in the amount of \$_____.

The total of \$ ______ in retroactive and unpaid child support shall be paid at the rate of \$ ______ every _____ week _____ other week ______month, beginning {date} ______, until paid in full including statutory interest.

3. Health Insurance.

_____ Petitioner _____ Respondent 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 the spouses. {Each spouse pays one-half}.

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.

_____ Petitioner _____ Respondent 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 the spouses .{each spouse pays one-half}

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. _____ Petitioner _____ Respondent 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 Petitioner
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
	Designated E-mail Address(es):
STATE OF FLORIDA COUNTY OF	
	h.,
sworn to or affirmed and signed before me on	by
	NOTARY PUBLIC or DEPUTY CLERK
	[Print, type, or stamp commissioned name of notary or
Personally known Produced identification Type of identification produced	clerk.]
IF A NONLAWYER HELPED YOU FILL OUT THIS I [fill in all blanks] This form was prepared for the	FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: e Petitioner
This form was completed with the assistance of	
{name of individual}	
{name of business}	,
{address}	······································
{address}, {state}, {zip code}, {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 Respondent
	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 or	າby
	NOTARY PUBLIC or DEPUTY CLERK
	[Print, type, or stamp commissioned name of notary or
Devectedly the own	clerk.]
Personally known	
Produced identification	
Type of identification produced	
	FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:
[fill in all blanks] This form was prepared for t	· ·
This form was completed with the assistance	
{name of individual}	
{name of business}	<i>\</i>
{aaaress}	,, {telephone number}
{city}, {state}, {zip code}	, {telephone number}

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.995(a), PARENTING PLAN (02/18)

When should this form be used?

A <u>Parenting Plan</u> is required in all cases involving <u>time-sharing</u> with minor child(ren), even when timesharing is not in dispute. The Parenting Plan must be developed and agreed to by the parents and approved by the court. If the parties 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. This form or a similar form should be used in the development of a Parenting Plan. If the case involves <u>supervised time-sharing</u>, the <u>Supervised/Safety Focused</u> **Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b) or a similar form should be used. If the case involves relocation, pursuant to Section 61.13001, Florida Statutes, then a **Relocation/Long Distance Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(c) or a similar form should be used. The parents must identify a name or designation to be used throughout this Parenting Plan.

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 <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where the <u>petition</u> was filed and keep a copy for your records. You should then refer to the instructions for your petition, <u>answer</u>, or answer and <u>counterpetition</u> concerning the procedures for setting a hearing or <u>trial</u> (<u>final hearing</u>). 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

Instructions for Florida Supreme Court Approved Family Law Form 12.995(a), Parenting Plan (02/18)

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 <u>www.flcourts.org</u> 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, 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:

Instructions for Florida Supreme Court Approved Family Law Form 12.995(a), Parenting Plan (02/18)

- 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 schoolage 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

Instructions for Florida Supreme Court Approved Family Law Form 12.995(a), Parenting Plan (02/18)

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 ______ JUDICIAL CIRCUIT IN AND FOR ______ COUNTY, FLORIDA

Case No: Division:

Petitioner,

and

Respondent.

PARENTING PLAN

This parenting plan is: {Choose only one}

_____A Parenting Plan submitted to the court with the agreement of the parties.

_____A proposed Parenting Plan submitted by or on behalf of: {Parent's Name}_____

_____A Parenting Plan established by the court.

This parenting plan is: {Choose only one}

A final Parenting Plan established by the court.

A temporary Parenting Plan established by the court.

A modification of a prior final Parenting Plan or prior final order.

I. PARENTS

-	to in this Parenting Plan as Parent
Name:	
Address:	
	E-Mail:
	se indicate here if Petitioner's address is unknown}
Address Confidential: {Pl	ease indicate here if Petitioner's address and phone numbers are
confidential pursuant to either	a Final Judgment for Protection Against Domestic Violence,
or other court order	}.
•	ed to in this Parenting Plan as Parent

Florida Supreme Court Approved Family Law Form 12.995(a), Parenting Plan (02/18)

Address: _______ E-Mail: ______ E-Mail: _______ Address Unknown: {Please indicate here if Respondent's address is unknown} ______ Address Confidential: {Please indicate here if Respondent's address and phone numbers are confidential pursuant to either a ______ Final Judgment for Protection Against Domestic Violence or ______ other court order ______.}

II. CHILDREN: This parenting plan is for the following child(ren) born to, or adopted by the parties: (*add additional lines as needed*)

Name

Date of Birth

III. JURISDICTION

The United States is the country of habitual residence of the child(ren).

The State of Florida is the child(ren)'s home state for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act.

This 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. Sections 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, and for all other state and federal laws.

Other:

IV. PARENTAL RESPONSIBILITY AND DECISION MAKING

{Insert the name or designation of the appropriate parent in the space provided.}

1. Parental Responsibility {Choose only one}

a.____ Shared Parental Responsibility.

It is in the best interests of the child(ren) that the parents confer and **jointly** make all major decisions affecting the welfare of the child(ren). Major decisions include, but are not limited to, decisions about the child(ren)'s education, healthcare, and other responsibilities unique to this family. Either parent may consent to mental health treatment for the child(ren).

OR

b._____ Shared Parental Responsibility with Decision Making Authority

It is in the best interests of the child(ren) that the parents confer and attempt to agree on the major decisions involving the child(ren). If the parents are unable to agree, the authority for making major decisions regarding the child(ren) shall be as follows:

Education/Academic decisions	Parent
Non-emergency health care	Parent
Other: {Specify}	Parent
	Parent
	Parent

OR

c.____ Sole Parental Responsibility:

It is in the best interests of the child(ren) that Parent *{name or designation}* _________shall have sole authority to make major decisions for the child(ren.) It is detrimental to the child(ren) to have shared parental responsibility.

2. Day-to-Day Decisions

Unless otherwise specified in this plan, each parent shall make decisions regarding day-today care and control of each child while the child is with that parent. Regardless of the allocation of decision making in the parenting plan, either parent may make emergency decisions affecting the health or safety of the child(ren) when the child is residing with that parent. A parent who makes an emergency decision shall share the decision with the other parent as soon as reasonably possible.

3. Extra-curricular Activities {Indicate all that apply}

{Insert the name or designation of the appropriate parent in the space provided.

- a.____Either parent may register the child(ren) and allow them to participate in the activity of the child(ren)'s choice.
- b._____The parents must mutually agree to all extra-curricular activities.

c._____The parent with the minor child(ren) shall transport the minor child(ren) to and/or from all mutually agreed upon extra-curricular activities, providing all necessary uniforms and equipment within the parent's possession.

d._____ The costs of the extra-curricular activities shall be paid by:

Parent	 %	
Parent _		%

e.____ The uniforms and equipment required for the extra-curricular activities shall be paid by: Parent ______ % Parent ______ %

Florida Supreme Court Approved Family Law Form 12.995(a), Parenting Plan (02/18)

f.____ Other: {Specify}______

V. INFORMATION SHARING. Unless otherwise indicated or ordered by the Court:

Unless otherwise prohibited by law, each parent shall have access to medical and school records and information pertaining to the child(ren) and shall be permitted to independently consult with any and all professionals involved with the child(ren). The parents shall cooperate with each other in sharing information related to the health, education, and welfare of the child(ren) and they shall sign any necessary documentation ensuring that both parents have access to said records.

Each parent shall be responsible for obtaining records and reports directly from the school and health care providers.

Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren).

Both parents shall have equal and independent authority to confer with the child(ren)'s school, day care, 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).

Each parent has a continuing responsibility to provide a residential, mailing, and contact address and contact telephone number to the other parent. Each parent shall notify the other parent in writing within 24 hours of any changes. Each parent shall notify the court in writing within seven (7) days of any changes.

Other: _____

VI. SCHEDULING

1. School Calendar

If necessary, on or before ______ of each year, both parents should obtain a copy of the school calendar for the next school year. The parents shall discuss the calendars and the time-sharing schedule so that any differences or questions can be resolved.

The parents shall follow the school calendar of: *{Indicate all that apply}* a. the oldest child

b._____the youngest child

c._____ County

d._____ School

2. Academic Break Definition

When defining academic break periods, the period shall begin at the end of the last scheduled day of classes before the holiday or break and shall end on the first day of regularly scheduled classes after the holiday or break.

3. Schedule Changes {Indicate all that apply}

a. _____ A parent making a request for a schedule change will make the request as soon as possible, but in any event, except in cases of emergency, no less than ______ before the change is to occur.

b._____ A parent requesting a change of schedule shall be responsible for any additional child care, or transportation costs caused by the change.

c.____ Other {*Specify*}_____

VII. TIME-SHARING SCHEDULE

{Insert the name or designation of the appropriate parent in the space provided.} {A time-sharing schedule must be provided for both parents.}

1. Weekday and Weekend Schedule

The following schedule shall apply beginning on _	with
Parent {name or designation}	and continue as follows
The child(ren) shall spend time with Parent	on the following dates
and times:	
WEEKENDS: Every Every Other	Other { <i>specify</i> }
From to	
WEEKDAYS: {Specify days}	
From to	
OTHER: {Specify}	
<u></u>	·
The child(ren) shall spend time with the Parent _	on the following
dates and times:	
WEEKENDS: Every Every Other	Other <i>{specify}</i>
Fromto	
WEEKDAYS: {Specify days}	
From to	
OTHER: {Specify}	

Florida Supreme Court Approved Family Law Form 12.995(a), Parenting Plan (02/18)

Please indicate if there is a different time sharing schedule for any child. Complete a separate Attachment for each child for whom there is a different time sharing schedule.

_____ There is a different time-sharing schedule for the following child(ren) in Attachment _____.

_____, and _____. (Name of Child) (Name of Child)

2. Holiday Schedule {Choose only one}

a. _____No holiday time sharing shall apply. The regular time-sharing schedule set forth above shall apply.

b. _____Holiday time-sharing shall be as the parties agree.

c. _____Holiday time-sharing shall be in accordance with the following schedule. The Holiday schedule will take priority over the regular weekday, weekend, and summer schedules. Fill in the blanks with the name or designation of the appropriate parent to indicate where the child(ren) will be for the holidays. Provide the beginning and ending times. If a holiday is not specified as even, odd, or every year with one parent, then the child(ren) will remain with the parent in accordance with the regular schedule

<u>Holidays</u>	Even Years	Odd Years	Every Year	Begin/End Time
Mother's Day				
Father's Day				
President's Day	/			
M. L. King Day				
Easter				
Passover				
Memorial Day	Wkd			
4 th of July				
Labor Day Wkd				
Columbus Day	Wkd			
Halloween				
Thanksgiving				
Veteran's Day				
Hanukkah				
Yom Kippur				
Rosh Hashanah	۱			
Child(ren)'s				
Birthdays:	·····			

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This holiday schedule may affect the regular Time-Sharing Schedule. Parents may wish to specify either or both of the following options:

d._____When the parents are using an alternating weekend plan and the holiday schedule would result in one parent having the child(ren) for three weekends in a row, the parents will exchange the following weekend, so that each has two weekends in a row before the regular alternating weekend pattern resumes.

e._____If a parent has the child(ren) on a weekend immediately before or after an unspecified holiday or non-school day, they shall have the child(ren) for the holiday or non-school day.

3. Winter Break {Choose only one}

{Insert the name or designation of the appropriate parent in the space provided.}

aParent	shall have the child(ren) from the day and time			
school is dismissed until December	at a.m./p. m inodd-			
numbered years even-numbered	ed years every year. The other parent will			
have the children for the second portion of the Winter Break. The parties shall alternate				
the arrangement each year.				

b	o Parent		shall have the child(ren) for the entire		
Winter E	Break during	odd-numbered	years	even-numbered years	
every ye	ar.				

c.____Other: _____

d. _____Specific Winter Holidays

If not addressed above, the specific Winter Holidays such as Christmas, New Year's Eve, Hanukkah, Kwanzaa, etc. shall be shared as follows:

4. Spring Break {Choose only one}

{Insert the name or designation of the appropriate parent in the space provided.}

a. _____ The parents shall follow the regular schedule.

b	_The parents shall a	lternate the entire Spring Break with	Parent
		_having the child(ren) during the	odd-numbered years
	and Parent	during theeven nu	mbered years.

c.____Parent _____Parent _____shall have the child(ren) for the entire Spring Break every year.

d._____The Spring Break will be evenly divided. The first half of the Spring Break will go to the parent whose regularly scheduled weekend falls on the first half and the second half going to the parent whose weekend falls during the second half.

e.____Other: {Specify}______.

5. Summer Break {Choose only one}

{Insert the name or designation of the appropriate parent in the space provided.}

a. _____The parents shall follow the regular schedule through the summer.

b._____ Parent ______ shall have the entire Summer Break from ______ after school is out until ______ before school starts.

CThe parents sha	all equally divide the Summer Break as follows:	
During odd-numb	pered years even numbered years,Pare	nt
Parent	shall have the children from	
after school is out until The other parent shall have the child(ren) for		
the second one-half of t	he Summer Break. The parents shall alternate the f	irst and
second one-halves each year unless otherwise agreed. During the extended periods of		

d.____Other: {Specify}_____

6. Number of Overnights:

{Insert the name or designation of the appropriate parent in the space provided.}

time-sharing, the other parent shall have the child(ren) ______

Based upon the time-sharing schedule, Parent		has a total of
overnights per year and Parent	_ has a total of _	overnights per
year.		
Note: The two numbers must equal 365.		

7. _____If not set forth above, the parties shall have time-sharing in accordance with the schedule which is attached and incorporated herein.

VIII. TRANSPORTATION AND EXCHANGE OF CHILD(REN)

{Insert the name or designation of the appropriate parent in the space provided.}

1. **Transportation** {*Choose only one*}

a.____ Parent ______ shall provide all transportation.

b. _____The parent beginning their time-sharing shall provide transportation for the child(ren).

c._____The parent ending their time-sharing shall provide transportation for the child(ren).

d.____Other: {Specify}______

2. Exchange

Both parents shall have the child(ren) ready on time with sufficient clothing packed and ready at the agreed upon time of exchange. If a parent is more than ______ minutes late without contacting the other parent to make other arrangements, the parent with the child(ren) may proceed with other plans and activities. {Choose only one}:

a. _____Exchanges shall be at the parents' homes unless both parents agree to a different meeting place.

b	_Exchanges shall occur at _	
		unless both

parties agree in advance to a different meeting place.

c. ____Other: ______.

3. Transportation Costs {Choose only one}

{Insert the name or designation of the appropriate parent in the space provided.}

a. _____Transportation costs are included in the Child Support Worksheets and/or the Order for Child Support and should not be included here.

b.____Parent _____ shall pay _____% and Parent ______ shall pay _____% of the transportation costs.

c. ____Other: ______

4. **Foreign and Out-Of-State Travel** {*Indicate all that apply*}

a. _____Either parent may travel within the United States with the child(ren) during his/her time-sharing. The parent traveling with the child(ren) shall give the other parent at least _____ days written notice before traveling out of state unless there is an emergency, and shall provide the other parent with a detailed itinerary, including locations and telephone numbers where the child(ren) and parent can be reached at least _____ days before traveling.

b. _____Either parent may travel out of the country with the child(ren) during his/her time-sharing. At least _____ days prior to traveling, the parent shall provide a detailed itinerary, including locations, and telephone numbers where the child(ren) and parent may be reached during the trip. Each parent agrees to provide whatever documentation is necessary for the other parent to take the child(ren) out of the country.

c. _____If a parent wishes to travel out of the country with the child(ren), he/she shall provide the following security for the return of the child

d. ____Other ______

IX. EDUCATION

	<pre> {If Applicable} The following provisions are made regarding private or hom- schooling:</pre>	School designation. For purposes of school boundary determination and registration, the address of
schooling:	schooling:	Parent {name or designation} shall be used .
		{If Applicable} The following provisions are made regarding private or home schooling:
Other	Other	
Other	Other	
		Other

X. DESIGNATION FOR OTHER LEGAL PURPOSES

{Insert the name or designation of the appropriate parent in the space provided.}

The child(ren) named in this Parenting Plan are scheduled to reside the majority of the time with Parent _________. This majority designation is **SOLELY** for purposes of all other state and federal laws which require such a designation. **This designation does not affect either parent's rights and responsibilities under this Parenting Plan.**

XI. COMMUNICATION

1. Between Parents

All communications regarding the child(ren) shall be between the parents. The parents shall not use the child(ren) as messengers to convey information, ask questions, or set up schedule changes.

The parents shall communicate with each other: {Indicate all that apply}

in person by telephone by letter by e-mail Other: {Specify}_____.

2. Between Parent and Child(ren)

Both parents shall keep contact information current. Telephone or other electronic communication between the child(ren) and the other parent shall not be monitored by or interrupted by the other parent. "Electronic communication" includes telephones, electronic mail or e-mail, webcams, video-conferencing equipment and software or other wired or wireless technologies or other means of communication to supplement face to face contact.

The child(ren) may have telephone e-mail other	electronic
communication in the form of	with the other parent:
{Choose only one }	
aAnytime	
bEvery day during the hours oftoto	
cOn the following days	
during the hours of to	
dOther:	

3. Costs of Electronic Communication shall be addressed as follows:

XII. CHILD CARE {Choose only one}

1. _____Each parent may select appropriate child care providers

- 2. _____All child care providers must be agreed upon by both parents.
- 3. _____Each parent must offer the other parent the opportunity to care for the child(ren) before using a child care provider for any period exceeding ______ hours.
- 4. _____Other: {*Specify*}______.

XIII. CHANGES OR MODIFICATIONS OF THE PARENTING PLAN

Temporary changes to this Parenting Plan may be made informally without a written document; however, if the parties dispute the change, the Parenting Plan shall remain in effect until further order of the court.

Any substantial changes to the Parenting Plan must be sought through the filing of a supplemental petition for modification.

XIV. RELOCATION

Any relocation of the child(ren) is subject to and must be sought in compliance with section 61.13001, Florida Statutes.

XV. DISPUTES OR CONFLICT RESOLUTION

Parents shall attempt to cooperatively resolve any disputes which may arise over the terms of the Parenting Plan. The parents may wish to use mediation or other dispute resolution methods and assistance, such as Parenting Coordinators and Parenting Counselors, before filing a court action.

XVI. OTHER PROVISIONS

SIGNATURES OF PARENTS

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

Dated: Signature of Petitioner/Parent _____ 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 clerk.*} Personally known _ Produced identification Type of identification produced ______

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

Signature of Respondent/Parent Printed Name: Address: City, State, Zip: Telephone Number: Fax Number: Designated E-mail Address(es):	Dated:	
Address:		Signature of Respondent/Parent
City, State, Zip:		Printed Name:
City, State, Zip:		Address:
Telephone Number:		City, State, Zip:
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 <pre></pre>		
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 <pre></pre>		Fax Number:
STATE OF FLORIDA COUNTY OF		Designated E-mail Address(es):
COUNTY OF		
Sworn to or affirmed and signed before me on by NOTARY PUBLIC or DEPUTY CLERK {Print, type, or stamp commissioned name of notary or clerk.} Personally known Produced identification Type of identification produced IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [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}, }	STATE OF FLORIDA COUNTY OF	
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}, {name of business}		
<pre>{Print, type, or stamp commissioned name of notary or clerk.}Personally knownProduced 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}PetitionerRespondent This form was completed with the assistance of: {name of individual}, {name of business},</pre>	Sworn to or affirmed and signed before me on	by
<pre>{Print, type, or stamp commissioned name of notary or clerk.}Personally knownProduced 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}PetitionerRespondent This form was completed with the assistance of: {name of individual}, {name of business},</pre>		
<pre>notary or clerk.}Personally knownProduced 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}PetitionerRespondent This form was completed with the assistance of: {name of individual}, {name of business}</pre>		NOTARY PUBLIC or DEPUTY CLERK
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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}	Personally known	
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}		
<pre>[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}</pre>	Type of identification produced	
<pre>[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}</pre>		
This form was completed with the assistance of: {name of individual}, {name of business},	[fill in all blanks] This form was prepared for the: {c	
{name of individual}, {name of business},		
{name of business},		
{address}, {address}, {city}, {state}, {zip code}, {telephone number}	{name of husiness}	,
{city}, {state}, {zip code}, {telephone number}	{address}	,
	{city} {state} {zin cod	e} {telenhone number}

APPROVED PARENT EDUCATION COURSES (14th Judicial Circuit)

Please note there are several local "in person" and "online" courses available. You may find an up to date list of all DCF approved parent education courses along with the contact information for each course at the website below:

http://www.dcf.state.fl.us/programs/childwelfare/stabilization/

Step by step instructions to access the course list:

Visit the DCF website- www.myFLfamilies.com

- > At the top of the page, click on "Services" (dropdown menu)
- Click on "Child Welfare"
- > On the left-hand side there is a list on links
- Click on "Parent Education and Family Stabilization Course Provider List"
- Click on either "Local Courses" or "Online Courses"

Please note that different providers charge different fees. Also, some providers will accept your Certificate of Indigence; however providers are <u>not</u> required to accept it.

If you have any questions regarding their fees, please contact the provider directly.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.910(a) SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL (03/17)

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 email, 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

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

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

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

How do I start?

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

Instructions for Florida Family Law Rules of Procedure Form 12.910(a), Summons: Personal Service on an Individual (03/17)

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 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 <u>constructive service</u>. 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 Instructions for Florida Family Law Rules of Procedure Form 12.910(a), Summons: Personal Service on an Individual (03/17)

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} ______ to {date} ______."

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

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

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

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information regarding service of process, see chapters 48 and 49, Florida Statutes, and Florida Family Law Rule of Procedure 12.070, 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 <u>default</u>. 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.

Instructions for Florida Family Law Rules of Procedure Form 12.910(a), Summons: Personal Service on an Individual (03/17)

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

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

Case No.: ______
Division: ______

Petitioner,

and

Respondent.

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 email address(es) for service or is represented by an attorney, you may designate email 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 Email Address, Florida Supreme Court Approved Family Law Form

12.915.) Future papers in this lawsuit will be mailed to the address on record at the clerk's office.

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

IMPORTANTE

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

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

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

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

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

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 Email 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 Email 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:

(SEAL)

CLERK OF THE CIRCUIT COURT

By:

Deputy Clerk

FAMILY LAW FORMS, COMMENTARY, AND INSTRUCTIONS GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS (02/18)

You should read this General Information thoroughly before taking any other steps to file your case or represent yourself in court. Most of this information is not repeated in the attached forms. This information should provide you with an overview of the court system, its participants, and its processes. It should be useful whether you want to represent yourself in a pending matter or have a better understanding of the way family court works. This is not intended as a substitute for legal advice from an attorney. Each case has its own particular set of circumstances, and an attorney may advise you of what is best for you in your individual situation.

These instructions are not the only place that you can get information about how a family case works. You may want to look at other books for more help. The Florida Statutes, Florida Family Law Rules of Procedure, Florida Rules of Civil Procedure, and other legal information or books may be found at the public library or in a law library at your county courthouse or a law school in your area. If you are filing a petition for **Name Change** and/or **Adoption**, these instructions may not apply.

If the word(s) is printed in **bold**, this means that the word is being emphasized. Throughout these instructions, you will also find words printed in **bold** and **underlined**. This means that the definitions of these words may be found in the glossary of common family law terms at the end of this general information section.

Commentary

1995 Adoption. To help the many people in family law court cases who do not have attorneys to represent them (pro se litigants), the Florida Supreme Court added these simplified forms and directions to the Florida Family Law Rules of Procedure. The directions refer to the Florida Family Law Rules of Procedure or the Florida Rules of Civil Procedure. Many of the forms were adapted from the forms accompanying the Florida Rules of Civil Procedure. Practitioners should refer to the committee notes for those forms for rule history.

The forms were adopted by the Court pursuant to *Family Law Rules of Procedure*, 667 So. 2d 202 (Fla. 1995); *In re Petition for Approval of Forms Pursuant to Rule 10-1.1(b) of the Rules Regulating the Florida Bar—Stepparent Adoption Forms*, 613 So. 2d 900 (Fla. 1992); *Rules Regulating the Florida Bar—Approval of Forms*, 581 So. 2d 902 (Fla. 1991).

Although the forms are part of these rules, they are not all inclusive and additional forms, as necessary, should be taken from the Florida Rules of Civil Procedure as provided in Florida Family Law Rules of Procedure. Also, the following notice has been included to strongly encourage individuals to seek the advice, when needed, of an attorney who is a member in good standing of the Florida Bar.

1997 Amendment. In 1997, the Florida Family Law Forms were completely revised to simplify and correct the forms. Additionally, the appendices were eliminated, the instructions contained in the appendices were incorporated into the forms, and the introduction following the Notice to Parties was created. Minor changes were also made to the Notice to Parties set forth below.

NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A MEMBER IN GOOD STANDING OF THE FLORIDA BAR

If you have questions or concerns about these forms, instructions, commentary, the use of the forms, or your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you should call the lawyer referral service listed in the yellow pages of the telephone book under "Attorney." If you do not have the money to hire an attorney, you should call the legal aid office in your area.

Because the law does change, the forms and information about them may have become outdated. You should be aware that changes may have taken place in the law or court rules that would affect the accuracy of the forms or instructions.

In no event will the Florida Supreme Court, The Florida Bar, or anyone contributing to the production of these forms or instructions be liable for any direct, indirect, or consequential damages resulting from their use.

FAMILY LAW PROCEDURES

Communication with the court. <u>Ex parte</u> communication is communication with the judge with only one party present. Judges are not allowed to engage in ex parte communication except in very limited circumstances, so, absent specific authorization to the contrary, you should not try to speak with or write to the judge in your case unless the other <u>party</u> is present or has been properly notified. If you have something you need to tell the judge, you must ask for a <u>hearing</u> and give notice to the other party or file a written statement in the court file and send a copy of the written statement to the other party.

Filing a case. A case begins with the filing of a **<u>petition</u>**. A petition is a written request to the court for some type of legal action. The person who originally asks for legal action is called the **<u>petitioner</u>** and remains the petitioner throughout the case.

A petition is given to the <u>clerk of the circuit court</u>, whose office is usually located in the county courthouse or a branch of the county courthouse. A case number is assigned and an official court file is opened. Delivering the petition to the clerk's office is called <u>filing</u> a case. A <u>filing fee</u> is usually required.

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

<u>Service of the original petition or supplemental petition</u>. When one party files a <u>petition</u>, <u>motion</u>, or other <u>pleading</u>, the other party must be "served" with a copy of the document. This means that the other party is given proper notice of the pending action(s) and any scheduled hearings. 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.

<u>Personal service</u> of the petition and summons on the respondent by a deputy sheriff or private process server is required in all <u>original petitions</u> and <u>supplemental petitions</u>, unless <u>constructive service</u> is permitted by law. Personal service may also be required in other actions by some judges.

Constructive Service. 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 <u>constructive service</u>; 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.

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 properly served the other party. **If proper service is not obtained, the court cannot hear your case. Service must be in accordance with Florida Rule of Judicial Administration 2.516.**

Subsequent Service. 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 <u>certificate</u> <u>of service.</u> Likewise, the other party must provide you with copies of everything that he or she files. If the other party is represented by an attorney, you should serve the attorney unless service upon the other party is required by the court.

Electronic Service. After the initial service of process of the petitioner 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 <u>www.flcourts.org</u> 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.

Default. After being served with a petition or <u>counterpetition</u>, the other party has 20 days to file a response. If a response to a petition is not filed, the petitioner may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk. This means that you may proceed with your case and set a <u>final hearing</u>, and a <u>judge</u> will make a decision, even if the other party will not cooperate. For more information, see rule 12.080(c), Florida Family Law Rules of Procedure.

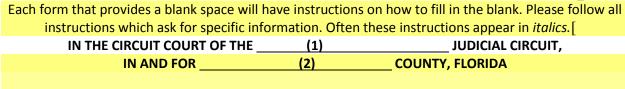
<u>Answer</u> and Counterpetition. After being served, the respondent has 20 days to file an answer admitting or denying each of the allegations contained in the petition. In addition to an answer, the respondent may also file a counterpetition. In a counterpetition, the respondent may request the same or some other relief or action not requested by the petitioner. If the respondent files a counterpetition, the petitioner should then file an **Answer to Counterpetition**, Florida Supreme Court Approved Family Law Form 12.903(d), and either admit or deny the allegations in the respondent's counterpetition.

Mandatory disclosure. Rule 12.285, Florida Family Law Rules of Procedure, requires each party in a **dissolution of marriage** to exchange certain information and documents, and file a **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). Failure to make this required disclosure within the time required by the Florida Family Law Rules of Procedure may allow the court to dismiss the case or to refuse to consider the pleadings of the party failing to comply. This requirement also must be met in other family law cases, **except** adoptions, simplified dissolutions of marriage, enforcement proceedings, contempt proceedings, and proceedings for injunctions for domestic or repeat violence. The **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932, lists the documents that must be given to the other party. For more information see rule 12.285, Florida Family Law Rules of Procedure, and the instructions to the **Certificate of Compliance With Mandatory Disclosure**, and the instructions to the **Certificate of Compliance With Mandatory Disclosure**, and the instructions to the **Certificate of Compliance With Mandatory Disclosure**, and the instructions to the **Certificate of Compliance With Mandatory Disclosure**, and the instructions to the **Certificate of Compliance With Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932.

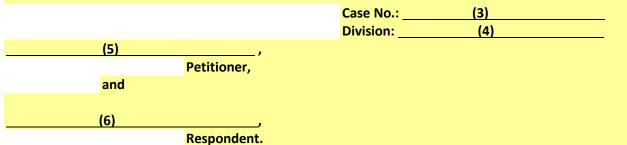
Parenting Plan. If your case involves minor or dependent child(ren), a **Parenting Plan** shall be approved or established by the court. **Parenting Plan**, Florida Supreme Court Approved Family Law Form, 12.995(a), **Safety-Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b), 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 <u>hearing or trial</u>. Generally, the court will have hearings on motions, final hearings on <u>uncontested</u> or <u>default</u> cases, and trials on contested cases. Before setting your case for <u>final hearing</u> or trial, certain requirements such as completing mandatory disclosure and filing certain papers and having them served on the other party must be met. These requirements vary depending on the type of case and the procedures in your particular jurisdiction. For further information, you should refer to the instructions for the type of form you are filing. Next, you must obtain a hearing or trial date so that the court may consider your request. You should ask the clerk of court, or <u>family law intake staff</u> about the local procedure for setting a hearing or trial, which you should attend. These family law forms contain <u>orders</u> and <u>final judgments</u>, which the judge may use. You should ask the clerk of court or family law intake staff if you need to bring one of these forms with you to the hearing or trial. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial.

The shaded areas below explain different parts of family law forms. Although each form you use may not contain each part explained below, all forms contain a case style which identifies the judicial circuit and county in Florida in which the case is filed, the division within that circuit to which the case is assigned, the parties in the case, and the number of the case. Some, but not all, forms require that the person signing the form state under oath that what he or she claims in the form is true; those particular forms must be signed in the presence of either a deputy clerk of the court or a notary public who witnesses your signature before notarizing the form. Most forms contain a nonlawyer clause which requests certain information be provided by any person who is not licensed to practice law in the State of Florida who has helped you to complete the form.



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- **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.

Some forms require that your signature be witnessed. If so, 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 <u>notary public</u> or <u>deputy clerk</u>.DO NOT SIGN OR FILL IN THE PART OF THE FORM WHICH ASKS FOR THE NOTARY'S OR CLERK'S SIGNATURE. This section of the form is to be completed by either the deputy clerk or the notary public who is witnessing your signature.

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: <u>(1)</u> (2)	(2)
(2)	Signature of Petitioner
	Printed Name:
	(3) Address:
(4)	Address:
(4)	
	City, State, Zip:(5)
	Telephone Number: <u>(6)</u>
	Fax Number:(7)
	Designated E-mail Address(es):(8)
STATE OF FLORIDA COUNTY OF	
Sworn to or affirmed and signed before me	onby
	NOTARY PUBLIC or DEPUTY CLERK
	{Print, type, or stamp commissioned name of notary or clerk.}
Personally known	
Produced identification	
Type of identification produced	

<u>Non-lawyer Clause.</u> The section below 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.

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:

<pre>{name of individual}_</pre>	(1)		,
<pre>{name of business}</pre>	(2)		,
{address}	(3)		,
{city}(4)	,{state} <u>(5)</u>	, {zip code}(6),{telephone number} _(7)	<u> </u>

Line 1The nonlawyer who helps you should type or print his or her name on line 1.Lines 2–7The nonlawyer's business name, address, (including street, city, state, zip code, and
telephone number) should be typed or printed on lines 2–7.

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, payments 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 Forms 12.913(a)(1) and (2).

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 Member-(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 originally files a petition that begins a court case. The Petitioner remains the Petitioner throughout the duration of the 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. The Respondent remains the Respondent throughout the duration of the case.

Scientific Paternity Testing - a medical test to determine the biological father of a child

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 an obligee who receives alimony and a person with whom that obligee 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.

File # 2016008936, OR BK: 3773 PG: 678, Pages: 1 of 9, Recorded 2/23/2016 at 12:52 PM, Bill Kinsaul, Clerk Bay County, Florida Deputy Clerk RK Trans # 1299210



IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA

AMENDED ADMINISTRATIVE ORDER #2016-00-01

RE: STANDING FAMILY LAW PRE-TRIAL COURT ORDER (RESCINDING ADMINISTRATIVE ORDERS #2010-00-01, 2015-04-01, AND 2015-06-01)

WHEREAS, this Amended Administrative Order reflects the attachment of both Exhibits A and B; and

WHEREAS, the Fourteenth Judicial Circuit is committed to developing and implementing a fully integrated, comprehensive and efficient approach to handling all cases involving children and families; and

WHEREAS, the Fourteenth Judicial Circuit is committed to effectively resolving disputes involving children and families, and to provide procedural fairness to all parties, while saving time and expense through active case management and the use of alternatives to litigation;

WHEREAS, the Fourteenth Judicial Circuit is committed when practicable to enabling court coordination of related cases and proceedings to avoid multiple appearances by the same parties on the same or similar issues and to avoid inconsistent court orders;

WHEREAS, it is in the best interest of the parties in a family law case to learn about their duties and responsibilities and that the parties preserve their assets and comply with the court rules;

WHEREAS, it has been made known to the undersigned that the establishment of a Standing Family Law Pre-Trial Court Order dealing with the parties' responsibilities in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, parental responsibility and timesharing, and supplemental proceedings related thereto, is necessary for the efficient and proper administration of justice;

WHEREAS, the Fourteenth Judicial Circuit shall abide by the principles announced in In Re: Amendments to the Florida Family Law Rules of Procedure, 132 So. 3d 1114 (Fla. 2014);

NOW, THEREFORE, I, CHRISTOPHER N. PATTERSON, Administrative Family Law Judge in the Fourteenth Judicial Circuit, hereby order as follows:

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1. STANDING TEMPORARY FAMILY LAW PRE-TRIAL COURT ORDER:

- a. A Standing Family Law Pre-Trial Court Order attached hereto as <u>Exhibit A</u>, will be issued by the Clerk of Court in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, parental responsibility and timesharing, and supplemental proceedings, including modifications, related thereto.
- b. The Petitioner must serve a copy of the attached Order with the Summons and the Petition in any of the above-mentioned family law actions.

2. PARENTING EVALUATORS:

- a. The parties may be ordered to confer with a Mental Health Professional for an independent evaluation pursuant to Florida Family Law Rules of Procedure 12.363 at any time during the pendency of their case.
- b. Absent an agreement or Order of the Court, each party shall pay one-half of the cost of the evaluation pending a temporary hearing or final hearing determination. Costs of an evaluation shall be an item addressed in the Final Judgment.

3. PARENT EDUCATION AND FAMILY STABILIZATION COURSE:

- a. Pursuant to section 61.21(4), Florida Statute (2015), all parties to dissolution of marriage with minor children or a paternity action that involves issues of parental responsibility shall be required to complete the Parent Education and Family Stabilization Course prior to the entry of the final judgment.
- b. Pursuant to section 61.21(5), Florida Statute (2015), for dissolution of marriage actions, the Petitioner shall complete the course within forty-five (45) days after filing the petition and the other party must complete the course within forty-five (45) days after service of the petition. For Paternity actions, the petitioner must complete the course within forty-five (45) days of filing the petition and any other party within forty-five (45) days of acknowledgment of paternity by that party, an adjudication of paternity of that party or an order granting time-sharing to or support from that party.
- c. Any parent who fails to attend a required parenting course may be subject to sanctions by the Court.
- d. Upon showing of good cause, the court may excuse a parent from attending he course or completing the course within the required timeframes mentioned above.

4. CASE MANAGEMENT CONFERENCES:

a. Pursuant to Florida Family Law Rules of Procedure 12.200, a case management conference may be ordered by the court at any time on the court's initiative. A party may request a case management conference thirty (30) days after service of a petition or complaint.

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- b. Court-set case management conferences require the attendance of both parties and their counsel of record, if any. In lieu of appearance at a court-set case management conference, the parties may submit a Stipulated Case Management Plan and Order to the assigned Judge no later than three (3) days prior to the date of the court-set case management conference. If the Stipulated Case Management Plan is approved by the Judge, the court-set case management conference will be cancelled. You may download a suggested Stipulated Case Management Plan and Order from the Circuit's website at www.jud14.flcourts.org.
- c. For cases filed in Bay County, completed Stipulated Case Management Plans and Orders should be emailed to <u>bayfamilycm@jud14.flcourts.org</u>. For cases in all other counties within the Fourteenth Judicial Circuit, email completed plans and orders to familycm@jud14.flcourts.org.

5. NOTICE OF RELATED CASES:

Pursuant to Florida Rule of Judicial Administration 2.545(d), the Petitioner is required to file and serve on all parties a Notice of Related Family Cases. The Petitioner must indicate all know related cases or if no related cases are known.

6. SETTING TRIAL:

- a. Actions shall be set for trial in accord with Florida Family Law Rules of Procedure 12.440.
- b. Mediation is required in all cases in accordance with Administrative Order 2014-00-07.
- c. If the case is not resolved at mediation or otherwise, the Court may schedule, or a party may request, a fifteen minute pre-trial conference. If scheduled, the conference should occur no later than thirty (30) days before a final hearing. The purpose of the conference shall be for a determination of whether the trial may be simplified or for any other purpose pursuant to Florida Family Law Rules of Procedure 12.200(b).
- d. A Pre-Trial Catalogue (Exhibit B) in compliance with the form referenced in this Order shall be filed by each party and a copy delivered to each party and the trial judge. The Pre-Trial Catalogue of each party must be filed no later than seventytwo (72) hours prior to the pre-trial conference, unless otherwise ordered by the Court. Failure of counsel or a party to fully and completely comply with this process may result in cancellation of any final hearing and imposition of other appropriate sanctions.
- e. All discovery shall be completed no later than the date of the pre-trial conference, or as otherwise ordered by the Court.

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- f. All evidentiary hearings shall be scheduled for hearing not later than fourteen (14) days prior to trial, except for good cause.
- g. The primary purpose of the Pre-Trial Catalogue is to provide the Court with information for the consideration of a Final Judgment.

7. PROFESSIONALISM

All counsel appearing before this Court shall strictly adhere to the Florida Supreme Court Rules Regulating the Florida Bar, Guidelines of Professional Conduct, Professionalism Expectations as promulgated by the Florida Bar Board of Governors, and the Creed of Professionalism to which all attorneys are bound. The Court strongly suggests all Family Law Attorneys become familiar with the tenets of the Bounds of Advocacy: Goals for Family Lawyers (May 2004), which was published by the American Academy of Matrimonial Lawyers and is available online at http://www.familylawfla.org/pdfs.boundsRevised.pdf. All parties and counsel shall fully comply with this order.

DONE AND ORDERED in Chambers at Panama City, Bay County, Florida, this 12^{t=}

day of February, 2016, nunc pro tunc to January 4, 2016.

CHRISTØPHER N. AATTERSON Administrative Family Law Judge

JAH SMILEY Chief Judge

Amended Administrative Order 2016-00-01 (Rescinding Administrative Order #2010-00-01, 2015-04-01, and 2015-06-01)

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IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA

Petitioner,

VS

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Case: _____

Respondent.

STANDING FAMILY LAW PRE-TRIAL COURT ORDER

Pursuant to Amended Administrative Order, **2016-00-01**, this Order applies to both parties in original actions of dissolution of marriage, as well as actions for alimony, paternity determination, parental responsibility and timesharing, and any supplemental proceeding related thereto, and is necessary for the efficient and proper administration of justice.

- 1. PARENTING COURSE: If the parties have minor children, each party is required to attend and successfully complete a parent education and family stabilization course as required by Florida law (Florida Statutes 61.21). A list of approved providers may be obtained from the Clerk of Court. All parties must file a copy of their certificate of completion with the court. Completion of this course is mandatory. For dissolution of marriage actions, the Petitioner shall complete the course within forty-five (45) days after filing the petition. For Paternity actions, the petitioner must complete the course within forty-five (45) days of acknowledgment of paternity by that party, an adjudication of paternity of that party or an order granting time-sharing to or support from that party.
- 2. NO RELOCATION OF THE CHILDREN: In accord with Florida Statute 61.13001, neither party may permanently remove, cause to be removed, permit the removal of any minor children of the parties from their current residence without written agreement of both parents or an Order of this court. Neither party may change a child's customary school or daycare arrangement without the written agreement of each party, or an Order of this Court.
- 3. **PARENTING:** The safety, financial security, and well-being of the minor children involved in this case are the Courts' primary concern. It is the law, except in certain rare circumstances, that both parents will share parental responsibility for all minor children involved in this case. The law requires parents to share the minor children's time and to participate together in making all important decisions concerning the minor children. If the parents choose to live apart while this action is pending, both parents must assist the minor children in having personal, telephonic, and written contact with the other party. This provision does not apply if a Court Order to the contrary has been entered.
- 4. <u>FINANCIAL DISCLOSURE:</u> Pursuant to Rule 12.285(b), Florida Family Law Rules of Procedure, each party must file a Family Law Financial Affidavit {form 12.902 (b) or (c)} with the Clerk of Court, ten (10) days prior to the first hearing where financial relief is sought by either party, or ten (10) days prior to a Case Management Conference, whichever is first.

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- 5. DISPOSTION OF ASSETS/ACCOUNTING: Neither party may sell, transfer, encumber, conceal, assign, remove, or in any way dispose of any property, individually or jointly held by the parties, without the written consent of the other party, or without an order of the Court, except in the usual course of business, or for customary and usual household expenses. Neither party may conceal, hoard or waste jointly owned funds, whether in the form of cash, bank accounts, or other liquid assets. The use of funds or income after separation must be accounted for and justified as reasonable for the necessities of the party or to preserve marital assets or pay martial debt. Both parties are accountable for all money and property in their possession during the marriage and after separation.
- 6. <u>ADDITIONAL DEBT</u>: Neither party shall incur any unreasonable debts, including, but not limited to, further borrowing against a credit line secured by a family residence, further encumbering any assets, nor unreasonable use of credit/bank cards or cash advances against said cards, except by written consent of the parties or Order of this court. The parties are urged to temporarily stop using joint credit cards except for absolute necessities and only as a last resort. Joint credit cards should only be used for the necessities of life and any party using a joint credit card after separation must be prepared to justify all charges as reasonable and necessary.
- 7. PERSONAL AND BUSINESS RECORDS/INSURANCE: Neither party may directly or indirectly conceal from the other or destroy any family records, business records or any records of income, debt, or other obligations. Any insurance policies in effect at the time of the filing of the Petition herein was filed may not be terminated, allowed to lapse, concealed, modified, borrowed against, pledged or otherwise encumbered by either of the parties or at the direction of either party. All insurance policies of every kind (to include life, medical, dental and hospital and vehicle, homeowner's and all others) may not be changed and shall remain in full force and effect except by written agreement of the parties or Order of the court. The parties shall continue to pay all premiums on a timely basis unless there is a written consent of both parties or an Order of the Court.
- 8. <u>CASE MANAGEMENT CONFERENCES</u>: Throughout the pendency of this case, the parties shall be required to attend periodic case management conferences to address the status of the case with the Court. Please note that the Court <u>requires the attendance</u> of all parties and attorneys at all court-set case management conferences, unless the parties have filed a Stipulated Case Management Plan and Order and it is accepted by the Court, prior to a court-scheduled case management conference.
- MEDIATION: Per Circuit Administrative Order 2014-00-07, mediation is encouraged early in the proceedings and the first mediation conference shall take place within sixty (60) days of the order directing compliance.
- 10. <u>SERVICE AND APPLICATION OF THIS ORDER</u>: The Clerk of Court shall docket and provide each Petitioner with a copy of this Order. The Petitioner shall serve a copy of this Order with the Petition. The terms of this Order are effective with regard to the Petitioner upon filing of the Petition. The terms of this Order are effective with regard to the Respondent upon service of the Summons and Petition, or upon waiver and acceptance of service. The terms of this Order will remain in place during the pendency of this action unless modified, terminated or amended by further Order of the Court. This entire Order will terminate once a final judgment is entered or the cause is dismissed.

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- 11. <u>TEMPORARY HEARINGS</u>: The movant seeking temporary relief shall file contemporaneous to any pleading requesting temporary relief a Notice of Specific Relief Requested identifying all issues subject to Court consideration. Additionally, the moving party shall file a complete witness list not later than ten (10) days in advance of any temporary hearing. The responding party shall file its witness list not later than five (5) days before any temporary hearing.
- 12. <u>SANCTIONS:</u> All parties and counsel must comply with this order. Failure of counsel or a party to fully and completely comply with this order may result in the imposition of sanctions including, but not limited to, cancellation of the trial date with costs assessed to the offending party, the striking of pleadings, entry of default, or dismissal of this action.

DONE AND ORDERED in Chambers at Panama City, Florida, this <u>12</u>th day of February 2016, nunc pro tunc to January 4, 2016.

CHRISTOPHER N. PATTERSON Administrative Family Law Judge

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT IN AND FOR ______ COUNTY, FLORIDA

Petitioner,

and

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CASE NO. _____ DIVISION: _____

Respondent.

PRE-TRIAL CATALOGUE

COMES NOW, the Petitioner/Respondent (circle one), _____, and files this Pre-Trial Catalogue:

THE MARRIAGE:

- 1. Date and place of Marriage
- 2. Date of separation

THE CHILDREN:

- 1. Names and ages of the children involved, if any
- 2. What timesharing arrangement has been in effect since filing of the petition
- 3. The amount of child support proposed for the children
- 4. Whether or not the children are presently covered under any medical insurance policy
- 5. What, if any, special medical problems any of the children may have
- 6. A suggested timesharing schedule for the non-custodial parent
- 7. A proposed parenting plan

ALIMONY:

- 1. Amount of alimony, if any, requested by each party
- 2. Nature of the alimony: permanent, rehabilitative, lump sum, or a combination of same

PERSONAL PROPERTY:

- 1. A list of all personal property in controversy
- 2. Suggested disposition of said property
- 3. The value of each piece of property showing any lien or obligation against said property, and who is obligated for payment.
- 4. Life insurance policies, if any, and whether said policies are term or whole
- 5. List of any non-marital property

REAL PROPERTY:

- 1. A list of all real property in controversy
- 2. The value of each parcel of property showing any lien or obligation against said property, and who is obligated for payment.
- 3. What interests, right of claim or equitable interest each party claims in each parcel of property
- 4. Suggested disposition of the property

RETIREMENT PLANS:

1. A list of all retirement plans, pensions, profit sharing, annuity, deferred compensation and/or insurance plans whether they are vested or non-vested

DEBTS:

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- 1. A list of all unsecured debts
- 2. A list of all secured debts, including the security for payment of the debt
- 3. Suggested disposition of the debts

ATTORNEY'S FEES AND COURT COSTS:

1. The amount of attorney's fees and court costs sought by either party from the other (estimate to conclusion of trial)

MISCELLANEOUS:

- 1. List of admissions and stipulations to avoid unnecessary proof
- 2. List of ending motions
- 3. Request for judicial notice
- 4. Estimate of time needed for trial (the parties will be expected to complete the trial within the time allotted, which the Court will equitably allocate between the parties)

ATTACH THE FOLLOWING TO THE PRE-TRIAL CATALOGUE:

- 1. Fully executed Financial Affidavit
- 2. Child Support Guideline Worksheet
- 3. Certificate of Completion of approved Parent Education and Stabilization Course
- 4. Proposed chart of equitable distribution
- 5. Copies of all photographs, exhibits and documentary evidence which the party proposed to use at trial.
- 6. A witness list which provides all names, addresses and telephone numbers of the witnesses

I certify that a copy of this Pre-Trial Catalogue was [$\sqrt{\text{one}}$ only] () mailed () faxed and mailed () hand delivered to the person listed below on {date} _____.

Other party or his/her attorney:

Name:	
Address:	and the second
City, State, Zip:	
Fax Number:	

Dated:	

Signature of Party	
Printed Name:	
Address:	
City, State, Zip:	
Telephone Number	
Fax Number:	



INFORMATION SHEET (MUST BE COMPLETED)

HUSBAND

FIRST NAME:	-
MIDDLE:	
LAST:	
DATE OF BIRTH:	
SOCIAL SECURITY #:	
ADDRESS:	
COUNTY:	
PHONE NUMBER:	
WIFE	
FIRST NAME:	-
MIDDLE:	
LAST:	
DATE OF BIRTH:	
SOCIAL SECURITY #:	
ADDRESS:	
COUNTY:	
PHONE NUMBER:	
DATE OF MARRIAGE:	
CITY, STATE, COUNTY OF MARRIAGE:	
NUMBER OF CHILDREN BORN OF THIS MARRIAGE:	
NUMBER OF CHILDREN BORN OF THIS MARRIAGE CURRENTLY UNDER THE AGE OF 18:	