

CHECKLIST

FOR THE SELF-REPRESENTED LITIGANT



PLEASE READ CAREFULLY BEFORE PROCEEDING

You have now purchased this packet or received this checklist to proceed as a self-represented (“pro se”) litigant. **You must follow the procedure of each required form. Please read each form carefully.**

After you have filed your action with the Clerk of Court and completed the forms listed below, you may contact the Self-Help Program at **(863) 534-4015** for a review of your file. A court specialist will inform you, at the time of your call, if your case is ready to be scheduled for hearing. If certain documents are missing or do not meet criteria, the court specialist will advise you of which forms are still required. **COURT DATES ARE ISSUED BY MAIL AND WILL NOT BE GIVEN OVER THE PHONE.**

NOTE: The Self-Help Program is only allowed to answer general questions and will not be able to tell you “how to fill out your forms.” (Please see *Notice of Limitation of Services Provided*).

***Form 12.915 - DESIGNATION OF CURRENT ADDRESS AND E-MAIL ADDRESS:** This form should be filed to keep the Court up-to-date on your current and future addresses. The Court will not rely on forwarding address information from the U.S. Postal Service.

FORMS 12.904 (A – B)

12.904(a)(1) PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION WITH DEPENDENT OR MINOR CHILD(REN)

12.904(a)(2) PETITION FOR SUPPORT AND *PARENTING PLAN* UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN)

12.904(b) PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH NO DEPENDENT OR MINOR CHILD(REN)

***You are highly encouraged to consult with an attorney before proceeding with any of the above forms.**

****Please read the instructions carefully - “When should this form be used?” Personal service of process will be required.**

*****With these forms you must also file the following: *Notice of Social Security Number; UCCJEA; Family Law Financial Affidavit; Child Support; Certificate of Compliance with Mandatory Disclosure; Child Support Guidelines Worksheet; Notice of Related Cases; and Notice of Limitation of Service Provided.***