

# 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. Forms may be downloaded from [www.flcourts.org](http://www.flcourts.org) – (Self-Help Information/Family Law Forms).**

After you have completed and filed the original forms with the Clerk of Court (Family Law Division), you must contact the Self-Help Program at **(863) 402-6618** or email [ljbass@jud10.flcourts.org](mailto:ljbass@jud10.flcourts.org) to request a review of your file. Be sure to have your case number available for reference.

**\*Address Changes:** If your address changes at any time during this proceeding, please complete **Form 12.915 (Designation of Current Address & Email Address)** and file with the Clerk of Court. The Court will not rely on forwarding address information with the U. S. Postal Service.

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**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*). If you have legal questions or concerns about how to proceed, you are encouraged to seek advice from an attorney.

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#### FORM 12.904(a) PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) (11/15):

- Cover Sheet for Family Court Cases (Form 12.928)
- Notice of Limitation of Services Provided ([www.jud10.flcourts.org](http://www.jud10.flcourts.org))
- Notice of Related Cases
- Petition for Support Unconnected with Dissolution of Marriage with Dependent or Minor Children
- Notice of Social Security Number (filed by both parties)
- Uniform Child Custody Jurisdiction and Enforcement Act Affidavit
- Proof of Service (Summons: Return of Service from Sheriff or process server) *OR*  
ALL affidavits required for *constructive service* (when whereabouts are unknown) *OR* Notarized Acceptance of Service or Answer, Waiver, and Consent form
- Affidavit of Military Service
- Settlement Agreement (if any, signed by both parties)
- Child Support Guidelines Worksheet (with Schedule A and Income Withholding Order, if required (see attached colored sheet)
- Family Law Financial Affidavits (filed by both parties)
- Bureau of Vital Statistics (BVS) form
- Proposed Final Judgment (with self-addressed stamped envelopes for each party)

*Revised 7/2021*

*Self-Help Program/10<sup>th</sup> Circuit, Highlands County*

# **FORM 12.904(a)**

Petition for Support Unconnected to  
Dissolution of Marriage  
With Dependent or Minor Child(ren)  
(11/15)

*Revised 7/2021  
10<sup>th</sup> Judicial Circuit, Highlands County*