

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 – (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 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.

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.

FORM 12.905(a) SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/ TIME-SHARING SCHEDULE AND OTHER RELIEF (11/15):

- Cover Sheet for Family Court Cases (Form 12.928)
- Notice of Limitation of Services Provided (www.jud10.flcourts.org)
- Notice of Related Cases
- Supplemental Petition to Modify Parenting Plan/Time-Sharing Schedule and Other Relief
- Notice of Social Security Number (if not previously filed in this case)
- 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
- Family Law Financial Affidavits
- Parenting Plan
- If not previously filed, Certificate of Completion of Parenting Course (filed by both parties) – required per F.S. 61.21
- Bureau of Vital Statistics (BVS) form
- Proposed Final Judgment (with self-addressed stamped envelopes for each party)

Revised 7/2021

Self-Help Program/10th Circuit, Highlands County

FORM 12.905(a)

Supplemental Petition to Modify Parenting Plan/Timesharing Schedule and Other Relief (11/15)

www.flcourts.org

*If child support has previously been established by DOR, a copy of this petition must be SERVED to Florida Department of Revenue-CSE.

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