

Family Law Forms Package 7(a) Request for Change of Name, ADULT

What this package contains: ☐ Petition to request a court order to change the name of an adult.
☐ Final judgment form.
How this package may be used: ☐ To request a legal change of name of an adult person.
How this package may not be used: ☐ To change the name of a minor child.
☐ To change the name of an entire family.

LAST UPDATE 7-2006

Forms For Use With

Request For Change Of Name (Adult) – 7(a)

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Information:

- Appendix General Information for Pro Se Litigants
- How can I keep my address confidential in a court case if I am in fear of domestic violence?

Address and telephone number list

Form No. Name of Form

FFLF 12.900(a) **Disclosure From Nonlawyer**

FFLF-L Civil Cover Sheet

FFLF 12.982(c) Petition for Change of Name (Adult)

FFLF 12.912(b) Nonmilitary Affidavit

*FINGERPRINTS on a FINGERPRINT CARD taken by a law enforcement agency must be filed with the petition for name change, except where a former name is being restored.

Final Judgment:

FFLF 12.982(e) Final Judgment of Change of Name (Minor Child)

Miscellaneous Forms:

FFLF 12.923 Notice of Hearing (General)

FFLF 12.924 **Notice for Trial**

FFLF = Florida Supreme Court Approved Family Law Form/Florida Family Law Rules of Procedure Form

FFLF-L = Sixth Judicial Circuit Local Form

Updated 8-2006

Administrative Office of the Courts The Sixth Judicial Circuit of Florida (727)582-7200

CASE PROGRESSION CHECKLIST NAME CHANGE (Adult)

This checklist has been prepared to assist you with the necessary procedure for bringing your case to final hearing. This checklist lists the <u>minimum</u> requirements and, even though fairly specific, may not be all-inclusive for every case. **It is not intended, and should not be substituted for proper legal advice from an attorney.** You should, however, find that making sure all necessary steps noted below are followed would reduce procedural difficulties and time delays.

I. INITIAL FILING:

A. PETITION for (check one).

- Petition for Change of Name (Adult)/Order Form 12.982(a).
- Other local form original petition:

B. Required forms filed with initial petition:

- Non-military Affidavit Form 12.912(b). This form is required only for obtaining a default on petitions that have been personally or constructively served, not required with any joint form.
- Corroborating Witness Affidavit Form 12.902(i) or photocopy of Florida Drivers License, Florida Identification Card, or Voters I.D. Issue date of copied document must be at least six months before date case is filed with Clerk of Court.
- Fingerprint Card. For Name Change Only. Fingerprints are to be taken by a law enforcement agency. (Not needed where a former name is being restored)

C. Required fees.

- Filing fee paid or fee waiver (Affidavit of Indigence) granted by Court.
- Fees paid for process service by Pinellas County Sheriff, or fees waiver (Affidavit of Indigence) granted.

D. Optional Forms.

- Motion for Referral to General Magistrate Form 12.920(a) (A General Magistrate is an Attorney appointed by the Chief Judge to take testimony and make recommendations to a judge. The primary purpose of having a General Magistrate hear family law matters is to reduce the cost of litigation and speed up cases.)
- Order of Referral to General Magistrate Form 12.920(b).

II. SETTING A HEARING:

After you have filed all the necessary paperwork, call the resource center at 727-582-7200 to request final hearing. Your court records will be viewed for completeness and you will either be given a court calendar date or you will be given further instructions for setting your final hearing.

<u>Depending upon which Judge your case is assigned to, you may be required to prepare the Notice of Hearing</u> – please be sure that you have completed the **certificate of service** section on the bottom of the

form. There is one notice of hearing in your package, if you need more they can be obtained from the clerk of court for a fee or downloaded from www.jud6.org (Representing yourself in court section) for free. You will need the free acrobat reader (available from www.adobe.com) software installed on your computer to access the forms on our web page.

Distribute as follows:

- 1) Original filed with Clerk's Office
- 2) Copy to other party or their attorney (must be received 5 days prior to the hearing date).
- 3) Copy maintained for your use (optional).

If you do not properly complete this step, your hearing could be delayed.

NOTE: IF YOU ARE INVOLVED IN OTHER CASES, SUCH AS AN ACTIVE DEPENDENCY CASE, YOUR CASE COULD BE REFERRED TO A UNIFIED FAMILY COURT JUDGE FOR HEARING. IF THIS IS YOUR SITUATION, PROCEDURES FOR SETTING A HEARING WILL BE SLIGHTLY DIFFERENT. PLEASE CONTACT THE RESOURCE CENTER AT THE ABOVE PHONE NUMBER FOR ASSISTANCE.

III. FINAL HEARING:

- A. Make arrangements for child care if applicable. Children not allowed to attend without prior Order, per Fla. Fam. L. R. P. 12.403.
- B. Bring to final hearing:
 - Stamped (\$.60), pre-addressed legal size (9.5" business size) envelopes for each party, one for each if before Judge, two for each if before General Master.
 - ² Driver's License, Florida Identification Card or Voter's Identification card.
 - Certified copies of all previous court orders affecting matters in your case (Alimony, distribution of assets/liabilities) especially if those orders were entered by a Court in another state or county.
 - ² Final Disposition Form (obtain from Clerk).

IV. AFTER THE FINAL HEARING:

When can I expect my final paperwork to arrive? If your hearing was before a general magistrate, you will be asked at the end of the hearing if you wish to waive the objection period. If you agreed to waive the objection period, the general magistrate's office prepares the order and sends it directly to the judge. If you do not waive the opportunity to file objections, then you will first receive a copy of the magistrate's findings and recommendations in the mail shortly after the hearing. After 15 days, if there is no objection, the findings and recommended order will be forwarded to the judge's office for signature.

"If you are a person with a disability who needs any accommodation in order to participate in a court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Within two (2) working days of your receipt of any notice or order requiring your presence at a hearing, please contact the Human Rights Office, 400 S. Ft. Harrison Ave., 5th Floor, Clearwater, FL 33756, (727) 464-4062 (V/TDD)."

FAMILY LAW FORMS, COMMENTARY, AND INSTRUCTIONS

GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS

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.

Once a case has been filed, a copy must be given to (served on) the respondent. The person against whom the original legal action is being requested is called the **respondent**, because he or she is expected to respond to the petition. The respondent remains the respondent throughout the case.

Service... When one party files a <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. <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. After initial service of the original or supplemental petition and summons by a deputy sheriff or private process server, service of most motions and other documents or papers filed in the case generally may be made by regular U.S. mail or hand delivery. However, service by <u>certified mail</u> is required at other times so you have proof that the other party actually received the papers. The instructions with each form will advise you of the type of <u>service</u> required for that form. If the other party is represented by an attorney, you should serve the attorney and send a copy to the other party, except for original or supplemental petitions, which must be personally served on the respondent.

Other than the initial original or supplemental petitions, anytime you file additional pleadings or motions in your case, you must provide a copy to the other party and include a <u>certificate of service</u>. Likewise, the other party must provide you with copies of everything that he or she files. Service of additional documents is usually completed by U.S. mail. For more information, see the instructions for **Certificate of Service** (**General**), Florida Supreme Court Approved Family Law Form 12.914.

Forms for service of process are included in the Florida Family Law Forms, along with more detailed instructions and information regarding service. The instructions to those forms should be read carefully to ensure that you have the other party properly served. **If proper service is not obtained, the court cannot hear your case.**

Note: If you absolutely do not know where the other party to your case lives or if the other party resides in another state, you may be able to use **constructive service**. However, if constructive service is used, other than granting a divorce, the court may only grant limited relief. For more information on constructive service, see **Notice of Action for Dissolution of Marriage**, Florida Supreme Court Approved Family Law Form 12.913(a), and **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b). 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 service is very complex and you may wish to consult an attorney regarding these issues.

<u>Default...</u> 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, Florida Family Law Rules of Procedure Form 12.932.

Setting a <u>hearing</u> or <u>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.

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

{specify}, {date}, {name(s)}, {street}, {city}, {state}, {phone}
Throughout these forms, you will find hints such as those above. These tell you what to put in the blank(s).

[✓ one only] [✓ all that apply]

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

IN THE CIRCUIT COURT OF THE	(1) JUDICIAL CIRCUIT,
IN AND FOR(2)	COUNTY, FLORIDA
	Case No.:(3)
	Division: (4)
(5),	
Petitioner,	

3	
and,	
Respondent.	
Respondent	
Line 1 The clerk of court can tell you the number	of your judicial circuit. Type or print it here.
Line 2 Type or print your county name on line (2)	
	ng, the Clerk of the Court will assign a case number after
	this case number on all papers you file in this case.
	e of the division in which your case is being filed, and you
* 1	from court to court. For example, your case may be filed
in the civil division, the family division, o	· ·
	who originally filed the case on line 5. This person is the
petitioner because he/she is the one who fi	
	on line 6. The other party is the respondent because he/she
is responding to the petition.	
Lundarstand that Lam sweeping or offi	uming under eath to the touthfulness of the claims made
	rming under oath to the truthfulness of the claims made owingly making a false statement includes fines and/or
imprisonment.	wingly making a faise statement includes fines and/or
mprisonment.	
Dated:(1)	
Dutcu(1)	(2)
	Signature of Petitioner
	Printed Name:(3)
	Address:(4)
	City, State, Zip:(5)
	Telephone Number:(6)
	Fax Number:(7)
Some forms require that your signature be witner	ssed. You must sign the form in the presence of a notary
- · · · · ·	he court's office). When signing the form, you must have a
	s you personally. You should completely fill in all lines (1
	applicable. Line 2, the signature line, must be signed in
the presence of the <u>notary public</u> or <u>deputy cler</u>	<u>'k</u> .
CTATE OF ELODIDA	
STATE OF FLORIDA	
COUNTY OF	
Sworn to or affirmed and signed before me on	by
Sworn to or armined and signed before the on	
	NOTARY PUBLIC or DEPUTY CLERK
n	Print, type, or stamp commissioned name of notary or
=	lerk.]
Personally known	
Produced identification	
Type of identification produced	
	ANY FORM. This section of the form is to be completed
by the notary public who is witnessing your signat	ure.
	OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [fill in all blanks]	
I, {full legal name and trade name of nonlawyer} _	(1),

a nonlawyer, lo	ocated at {street}		(2), {city}	(3)
{state}(4	4), {phone}	(5)	, helped {name}	(6),
who is the petit	tioner, fill out this form.			

This section should be completed by anyone who helps you fill out these forms but is **not** an attorney who is a member in good standing of The Florida Bar, which means that he or she is not licensed to practice law in Florida.

Line 1 The **nonlawyer** who helps you should type or print his or her name on line 1.

Lines 2–5 The nonlawyer's address and telephone number should be typed or printed on lines 2–5.

Line 6 Your name should be typed or printed on line 6.

In addition, a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), should be completed if a nonlawyer assists you. The disclosure is available as a family law form and should be completed before the nonlawyer helps you. This is to be sure that you understand the role and limitations of a nonlawyer. You and the nonlawyer should keep a copy of this disclosure for your records.

FAMILY LAW GLOSSARY OF COMMON TERMS AND DEFINITIONS

Note: The following definitions are intended to be helpful, BUT they are not intended to constitute legal advice or address every possible meaning of the term(s) contained in this glossary.

Affidavit - a written statement in which the facts stated are sworn or affirmed to be true.

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/courts/supct.

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.

Central Governmental 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.

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. For more information on service, see the instructions for Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a).

Contested Issues - any or all issues upon which the parties are unable to agree and which must be resolved by the judge at a hearing or trial.

Contingent Asset - an asset that you **may** receive or get later, such as income, tax refund, accrued vacation or sick leave, a bonus, or an inheritance.

Contingent Liability - a liability that you **may** owe later, such as payments for lawsuits, unpaid taxes, or debts that you have agreed or guaranteed to pay if someone else does not.

Counterpetition - a written request to the court for legal action, which is filed by a respondent after being served with a petition.

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

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.

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.

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.

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 be paid at a specified, periodic rate until modified by a court order, the death of either party, or the remarriage of the Obligee, whichever occurs first.

Personal Service - when a summons and a copy of a petition (or other pleading) that has been filed with the court are delivered by a deputy sheriff or private process server to the other party. Personal service is required for all petitions and supplemental petitions.

Petition - a written request to the court for legal action, which begins a court case.

Petitioner - the person who files a petition that begins a court case.

Pleading - a formal written statement of exactly what a party wants the court to do in a lawsuit or court action.

Primary Residence - the home in which the child(ren) spends most of his/her (their) time.

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

Pro Se Coordinator - see Family Law Intake Staff.

General Information for Self-Represented Litigants (7/05)

Reasonable Visitation - visitation between the nonresidential parent and child(ren) that provides frequent and unhampered contact with the child(ren). Such visitation is designed to encourage a close and continuing relationship with due regard for educational commitments of child(ren), any health or social factors of the child(ren), business and personal commitments of both parents, and home arrangements of both parents.

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.

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

Rotating Custody - physical custody of child(ren) after divorce, which is alternated between the mother and father at specified periods of time, as determined by the court. Rotating custody allows each parent equal time with the child(ren).

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

Secondary Residential Responsibility (Visitation) - the time that the parent with whom the child(ren) does (do) not have primary residence spends with the child(ren).

Service - the delivery of legal documents to a party. This must be accomplished as directed by Florida Family Law Rules 12.070 and 12.080.

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 visitation to the other parent.

Specified Visitation - a parenting arrangement under which a specific schedule is established for the visitation and exchange of the child(ren).

Spouse - a husband or wife.

Supervised Visitation - a parenting arrangement under which visitation 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.

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.

Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the <u>petitioner</u> in a family case to file with the court a <u>notice of related cases</u>, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat
 violence, dating violence, and sexual
 violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS.
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. You must do this and show the date that you did it.

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax:

What should I do next?

<u>Each party</u>, whether the <u>petitioner</u> or the <u>respondent</u> has a continuing duty to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA, IN AND FOR PINELLAS COUNTY FAMILY LAW DIVISION

UCN: 52-200_DR0XXFD	Ref. No.:	Division:
Petitioner		
and	,	
Respondent	•	
•		
NOTICE C	OF RELATED CASES	
I, {full legal name}	, certify	the following:
[] Lam aware of the following cogo(s) which are or n	may be related to the our	rout cosa chova
☐ I am aware of the following case(s) which are or n	hay be related to the cur	tem case above.
(Attach additional sheets as necessary.)		
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	0 11	
(e.g., Smith v. Jones; In Re: the matter of R. S	s.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:	{ } Child Support { /iolence Injunction {	} UIFSA { } Juvenile Dependency } CINS/FINS
How are the cases related? { }Same Parties { } One Pa { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	S.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:	Violence Injunction {	
How are the cases related? { }Same Parties { } One Pa { }Same Issues	irty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S		
(e.g., Smith v. Jones; In Re: the matter of R. S	S.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:	{ } Child Support { /iolence Injunction {	} UIFSA { } Juvenile Dependency } CINS/FINS
How are the cases related? { }Same Parties { } One Pa	arty the Same:	{ } Same Children
[\(\sqrt{any that apply.} \)		

☐ I believe assignment of the cases to one judge or a an efficient determination of the actions.	another method of coordination will conserve judicial resources and promote
	another method of coordination will <u>not</u> conserve judicial resources nor ause
•	ed cases: (Note: Out-of-county cases cannot be coordinated.)
I UNDERSTAND THAT THE CIRCUIT TO COORDINATE FILED CASES.	COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW
I UNDERSTAND THAT I HAVE A CON THIS OR ANY OTHER STATE THAT COULD	TINUING DUTY TO INFORM THE COURT OF ANY CASES IN AFFECT THE CURRENT CASE.
	ASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY STERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN
	one only]: I mailed I faxed and mailed ow on {date}
Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:	
☐ Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:	
Dated:	Signature of Party:

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the <u>petitioner</u> in a family case to file with the court a <u>notice of related cases</u>, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- · paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instructions for the Sixth Judicial Circuit Local Family Law Form, Notice of Related Cases, Pasco County 8/06

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should <u>file</u> the original with the <u>clerk of the circuit court</u> in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. You must do this and show the date that you did it.

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

In West Pasco:	, Unified
Family Court, Administrative Office of the C	ourts,
West Pasco Judicial Center, 7530 Little Road	, New
Port Richey, FL, 34654	
Fax:	
In Fact Pages	I Indicad
· · · · · · · · · · · · · · · · · ·	Unified
Family Court, Administrative Office of the Co	ourts,
West Pasco Judicial Center, 38053 Live Oak.	Avenuc,
Dade City, FL, 33525	
Fax: .	

What should I do next?

Each party, whether the <u>petitioner</u> or the <u>respondent</u> has a continuing duty to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT OF THE STATE OF FLORIDA, IN AND FOR PASCO COUNTY FAMILY LAW DIVISION

UCN: 51-200	Pasco Case No.:	Division:
Petitioner,		
and		
Respondent	•	
NOTICE O	F RELATED CASES	
I, (full legal name)	, certify the following	:
☐ I am aware of the following case(s) which are or m	nay be related to the current case abov	e:
(Attach additional sheets as necessary.)		
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:		
How are the cases related? { }Same Parties { } One Parties { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V { } Other Petition:		
How are the cases related? { }Same Parties { } One Par { }Same Issues	rty the Same:	{ } Same Children
Related Case		
Case No.:		
Case Name: (e.g., Smith v. Jones; In Re: the matter of R. S		
(e.g., Smith v. Jones; In Re: the matter of R. S	.; State v. Smith; etc.)	
Case Type: { } Dissolution of Marriage { } Paternity { } Juvenile Delinquency { } Domestic V: { } Other Petition:	{ } Child Support { } UIFSA { iolence Injunction { } CINS/FINS	{ } Juvenile Dependency
How are the cases related? { }Same Parties { } One Par { }Same Issues	rty the Same:	{ } Same Children

[√any that apply.]	
☐ I believe assignment of the cases to one judge or another met an efficient determination of the actions.	ethod of coordination will conserve judicial resources and promote
☐ I believe assignment of the cases to one judge or another met promote an efficient determination of the actions because	
☐ I request coordination of the following above-listed cases: (N	Note: Out-of-county cases cannot be coordinated.)
I UNDERSTAND THAT I HAVE A CONTINUING THIS OR ANY OTHER STATE THAT COULD AFFECT THIS FORM SHALL BE USED FOR CASE MANA THE CLERK OF CIRCUIT COURT IF IT IS DETERMINE THIS FORM. I certify that a copy of this document was [✓ one only]: □ hand-delivered to the person(s) listed below on {date} □ Other party or his/her attorney: Name:	AGEMENT PURPOSES ONLY AND MAY BE SEALED BY IED CONFIDENTIAL INFORMATION IS INCLUDED IN
Address:City, State, Zip:	_
Fax Number:	- -
Other party or his/her attorney: Name: Address: City, State, Zip: Fax Number:	_
Dated: Signature	e of Party

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA.
- custodial care of and access to children,
- adoption,
- · name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax:

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- · adoption,
- · name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,

- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

In West Pasco:	, Unified
Family Court, Administrative Office of	the Courts,
West Pasco Judicial Center, 7530 Little	Road, New
Port Richey, FL, 34654	
Fax:	
In East Pasco:	, Unified
Family Court, Administrative Office of	 /
West Pasco Judicial Center, 38053 Live	e Oak Avenue,
Dade City, FL, 33525	
Fax:	

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.912(b), NONMILITARY AFFIDAVIT

When should this form be used?

You should use this form when ALL of the following statements are true:

- The other person in your case has been served, whether by **personal service** or **constructive service**.
- The other person in your case has not responded to your petition.
- You are requesting that the court enter a **default** judgment against the other person.
- You **ABSOLUTELY KNOW FOR CERTAIN** that the other person is **NOT** in the military service.

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 must <u>file</u> the original of this form with the <u>clerk of the circuit court</u> when you file your Motion for Default, \Box Florida Supreme Court Approved Family Law Form 12.922(a). You must also attach copies of all verifications of nonmilitary service that you received from each branch of the United States' military service. You should keep a copy for your records.

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, \square 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,	,
retuoner,	
and	
	_,
Respondent.	
NONMILI	TARY AFFIDAVIT
I, {full legal name}	, being sworn, certify that
the following information is true:	
$[\sqrt{\text{all that apply}}]$	
1. I know of my own personal know	ledge that Respondent is not on active duty in the armed
services of the United States.	
2. There is a size defeated a surred a series	
-	es of the United States and the U.S. Public Health Service
certificates stating that Respondent is r	t is a member of the armed services and am attaching
_	affirming under oath to the truthfulness of the claims
	nent for knowingly making a false statement includes
fines and/or imprisonment.	
DATED:	
DATED.	Signature of Petitioner
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
STATE OF FLORIDA COUNTY OF	Fax Number:
	by
	NOMA DV. DUDLIG DEDVIZ CV. EDV.
	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 'BLANKS BELOW: [≠ fill in all blanks] I, {full legal name and trade name of nonlawyer} _	
a nonlawyer, located at {street}	, {city},
{state}, {phone}	, helped {name},
who is the petitioner, fill out this form.	

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(a), DISCLOSURE FROM NONLAWYER

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 and the nonlawyer must keep a copy in the person's file. The nonlawyer must keep copies for at least six years of all forms given to the person being assisted.

Special notes...

This disclosure form does NOT act as or constitute a waiver, disclaimer, or limitation of liability.

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
	Division:
Petitioner,	
4	
and	
Respondent.	
DISCLOSURE I	FROM NONLAWYER
	e that he/she is a nonlawyer and may not give legal as are, cannot tell me how to testify in court, and cannot
works under the supervision of a member of Th substantive legal work for which a member of Th	The Florida Bar defines a paralegal as a person who e Florida Bar and who performs specifically delegated e Florida Bar is responsible. Only persons who meet the, informed me that he/she is not egal.
by me in writing into the blanks on the form. {Nan form and may not complete the form for me. If u	t he/she may only type the factual information provided me}, may not help me fill in the using a form approved by the Supreme Court of Florida, etual questions to fill in the blanks on the form and may
[√ one only] I can read English I cannot read English, but this disclosure fame] in {langu	was read to me [fill in both blanks] by uage}, which I understand.
Dated:	Signature of Party
	Signature of Latty
	Signature of NONLAWYER
	Printed Name:
	Name of Business:
	Address:
	Telephone Number:

CIRCUIT/COUNTY COURT, PINELLAS COUNTY, FLORIDA CIVIL DIVISION

CIVIL COVER SHEET

The civil cover sheet and the information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use of the clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statute 25.075.

Defendant	UCN:_		
II. TYPE OF CASE (Plamost definitive.	ace an X in one box only. If the case fits n	nore than one type of case, select the	
Domestic Relations	Torts	Other Civil	
☐ Simplified Dissolution	☐ Professional Malpractice	☐ Contracts	
☐ Uncontested Dissolution	☐ Products liability	☐ Condominium	
☐ Contested Dissolution	☐ Auto negligence	☐ Real property /	
☐ Support IV-D	☐ Other negligence	Mortgage foreclosure ☐ Eminent Domain	
☐ Support – Non IV-D		Other	
☐ URESA - IV-D		- Other	
☐ URESA – Non IV-D			
☐ Domestic Violence			
☐ Other Domestic Relations			
	Specific Case Type		
	☐ (per Administrative order 86-44		
III. Is Jury Trial Demanded in C	Complaint?		
☐ Yes ☐ No	ompium.		
DATE:		SIGNATURE OF ATTORNEY FOR PARTY INITIATING ACTION:	
ATTORNEY'S SPN NIIMRER			

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(a), PETITION FOR CHANGE OF NAME (ADULT)

When should this form be used?

This form should be used when an adult wants the court to change his or her name. This form is **not** to be used in connection with a divorce action. If you want a change of name because of a **dissolution of marriage** that is not yet final, the change of name should be done as part of that case.

This form should be typed or printed in black ink. You must obtain a copy of your fingerprints taken by a law enforcement agency and attach it to the petition. There may be a charge for the fingerprinting which you will have to pay. 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.

What should I do next?

Next, you must obtain a **hearing** date for the court to consider your request. You should ask the clerk of court, **family law intake staff**, or **judicial assistant** about the local procedure for setting a hearing. You may be required to attend the **final hearing**. Included in these forms is a **Final Judgment of Change of Name** (**Adult**), I Florida Supreme Court Approved Family Law Form 12.982(b), which the **judge** may use. You should check with the clerk, family law intake staff, or judicial assistant, to see if you need to bring a **final judgment** form with you. 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.

If the judge grants your <u>petition</u>, he or she will sign this <u>order</u>. This officially changes your name. The clerk can provide you with <u>certified copies</u> of the signed order. There will be charges for the certified copies, and the clerk can tell you how much those charges are.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see section 68.07, Florida Statutes.

Special notes...

The heading of the form calls for the name of the **petitioner**. Your current name should go there, as you are the one who is asking the court for something. The judicial circuit, case number, and division may be obtained from the clerk of court's office when you file the petition.

It may be helpful to compile a list of all of the people and/or places that will need a copy of your final judgment. This list may include the driver's license office, social security office, banks, schools, etc. A list will help you know how many copies of your order you should get from the clerk of court after your hearing.

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**, Sur 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, she helps you complete.	address, and telephone nun	nber on the bottom of the la	ast page of every form he or

	IN THE CIRCUIT COU	JRT OF THE	J	UDICIAL CIRCUIT,		
	IN AND FO	R	COUNTY, F	LORIDA		
			Case No.: Division:			
IN R	E: THE NAME CHANG	E OF				
		Petitioner.				
	PE	TITION FOR CHANG	GE OF NAME (ADULT)		
the fo	I, {full legal name} ollowing information is tr			, being sworn, certify that		
1.	My complete present I request that my name	name is:e be changed to:				
2.	I live in		rida, at {street address} _			
3.	I was born on {date} _ {state}	, in { , {country} _	(city}			
4.	My mother's full lega	l name:				
5.	I have lived in the foll	I have lived in the following places since birth:				
	Dates (to/from) // // // // // // // // // // // // //	Address		_		
6. [√al	Family Il that apply] a. I am not married. b. I am married. My	spouse's full legal name	e is:			

<u> </u>	c. I do not have child(red. The name(s), age(s), ager 18, must be listed)	nd address(e	es) of my c	hild(ren) are as follows (all children, including those	
	Name {last, first, middle		Age	Address, City, State	
	☐ Check here if you are	continuing	these facts	on an attached page.	
7. [√ all 1	Former names that apply] My name has never been	n changed b y	v a court.		
				rder from	
				on {date},	
	by {court, city, and state	e}			
	A copy of the court orde			0	
	My name previously wa	s changed by	y marriag	ge from	
	in scity county and star	·o}		on {date},	
	A copy of the marriage	certificate is	attached.	·	
	I have never been know			er name.	
				other name(s): {list name(s) and explain where you	
		,			
0					
8.	Occupation				
	My occupation is:	My occupation is:			
	I am employed at: {company and address}				
	During the past 5 years, I have had the following jobs:				
	Dating the past 5 years, Dates (to/from)				
	/	Employer a	ila employ	of 5 dadiess	
	/				
	/				
	☐ Check here if you are	continuing t	hese facts	on an attached page.	
9.	Business				
one ∫					
[V One	I do not own and operate	a a bucinace			
				e husiness is:	
I own and operate a business. The name of the business is: The street address is:					
	My position with the bu	cinece ic.			
	iviy position with the bu	omcoo 15		·	

	I have been invo	olved with the business	since: {date}		
10.	Profession				
[√one	e only] I am not in a pro	Afaccion			
	I am in a profession. My profession is: I have practiced this profession:				
	Dates (to/from) Place and address				
		/			
	/				
	/				
	/				
	/				
	□ Check here if	you are continuing the	ese facts on an attached page.		
11.	Education				
	I have graduated from the following school(s):				
	Degree	Date of	.,		
	Received	Graduation	School		
			0.4.1.1		
	☐ Check here if you are continuing these facts on an attached page.				
12.	Criminal Histo	1*\$ 7			
∫ one		ı y			
[V One		en arrested for or charg	ged with, pled guilty or nolo contendere to, or been found to		
			gardless of adjudication.		
			I have been arrested for or charged with, pled guilty or nolo		
	contendere to, or	r been found to have co	ommitted a criminal offense, regardless of adjudication. The		
	details of my cri	minal history are:			
	Date	City/State	Event (arrest, charge, plea, or adjudication)		
		_	- -		
	□ Check here if	you are continuing the	ese facts on an attached page.		
13.	Bankruptcy				
∫ one					
[V OIIC	, <u>, , , , , , , , , , , , , , , , , , </u>	en adjudicated bankrup	t .		
			, in {city},		
	□ Check here if	you have filed addition	nal bankruptcies, and explain on an attached page.		

14. [√ on	e only]	r(s)' Judgm			
				tered against me by a creditor. ment(s) have been entered against me:	
	Date	Amount	Creditor	Court entering judgment and case number	
				ed on an attached page.	
15.	Fingerp A copy of		orints taken by a la	w enforcement agency is attached to this petition	n.
16.		he property r		r filing this petition, and granting it will not in a nether partnership, patent, good will, privacy, tra	
17.		l rights have ly restored.	never been susper	nded, or, if my civil rights have been suspended	, they have
impri	s petition a sonment.	and that the	punishment for k	firming under oath to the truthfulness of the clands and an includes find the clands and the clands are statement includes find the clands are statement includes are statement includes are statement in the clands are statement in t	
Dated	:		·		
				Signature of Petitioner	
				Printed Name:Address:	
				City, State, Zip:	
				Telephone Number:	
	E OF FLC			Fax Number:	
Sworn					
	to or affin		ned before me on _	by	
	to or affir		ned before me on _	NOTARY PUBLIC or DEPUTY CLERK	

IF A NONLAY	VYER HELPED YOU FIL	L OUT	THIS	FORM,	HE/SHE	MUST	FILL	IN	THE
BLANKS BELO	OW: [🕰 fill in all blanks]								
I, {full legal nam	e and trade name of nonlawy	er}							,
a nonlawyer, loc	ated at {street}			, {city	·}				,
{state}	, {phone}		, helj	ped {nam	e}				,
who is the petition	oner, fill out this form.								

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(i),

AFFIDAVIT OF CORROBORATING WITNESS

When should this form be used?

This form may be used to prove residency in a **dissolution of marriage** proceeding. To get a divorce in Florida, either the husband or the wife must have lived in Florida for at least 6 months before filing the petition. Residency may be proved by a valid Florida driver's license, Florida identification card, or voter's registration card (issue date of document must be at least 6 months before the date the case is actually filed with the clerk of the circuit court), or the testimony or **affidavit** of someone other than you or your spouse. This form is used to prove residency by affidavit. The person signing this form must know that you have lived in the State of Florida for at least 6 months before the date you signed your **petition** for dissolution of marriage.

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

What should I do next?

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

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in "bold underline" in these instructions are defined there. For further information, see section 61.021, Florida Statutes or section 61.052(2), Florida Statutes.

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, \square 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
	Case No.:
	Division:
Petitioner,	,
and	
Respondent.	_,
AFFIDAVIT OF CO	ORROBORATING WITNESS
I {full legal name}	being sworn certify that
the following statements are true: I am a reside	, being sworn, certify that not of the State of Florida. I have known {name}; imate date}, (more than 6 months
before the date of filing the petition in this action	n) and know of my own personal knowledge that this person months before the date of this affidavit. I have attached a
-	affirming under oath to the truthfulness of the claims at for knowingly making a false statement includes fines
Dated:	
	Signature of Corroborating Witness Printed Name:
	Address:
an	City, State, Zip:
STATE OF FLORIDA COUNTY OF	Telephone Number:
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 Y	YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN	THE			
BLANKS BELOW: [🗷 fill in all blanks]					
I, {full legal name and trade name	of nonlawyer}	,			
a nonlawyer, located at {street}		,			
{state}	hone}, helped {name}	,			
who is the [$$ one only] petition	er or respondent, fill out this form.				

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORMS 12.920(a), MOTION FOR REFERRAL TO GENERAL MAGISTRATE, 12.920(b), ORDER OF REFERRAL TO GENERAL MAGISTRATE, and 12.920(c), NOTICE OF HEARING BEFORE GENERAL MAGISTRATE

When should these forms be used?

A general magistrate is an attorney appointed by a <u>judge</u> to take testimony and recommend decisions on certain matters connected with a divorce. These recommendations are then reviewed by the judge and are generally approved unless contrary to the law or the facts of the case. The primary purposes of having general magistrates hear family law matters are to reduce the costs of litigation and to speed up cases. Either <u>party</u> may request that their case, or portions of their case, be heard by a general magistrate by filing <u>Motion for Referral to General Magistrate</u>. Thorida Family Law Rules of Procedure Form 12.920(a). You must also prepare an <u>Order of Referral to General Magistrate</u>, Thorida Family Law Rules of Procedure Form 12.920(b), to submit to the judge assigned to your case.

Many times, the court, either on its own motion or under current administrative orders of the court, may refer your case to a general magistrate. Even in those instances, you may be required to prepare and submit an **Order of Referral to General Magistrate**, Torida Family Law Rules of Procedure Form 12.920(b), to the judge.

Once a general magistrate has been appointed to your case, the general magistrate will assign a time and place for a **hearing** as soon as reasonably possible after the referral is made. The general magistrate will give notice of that hearing to each of the parties directly or will direct a party or attorney in the case to file and serve a notice of hearing on the other party. If you are asked to send the notice of hearing, you will need to use the form entitled **Notice of Hearing Before General Magistrate**, \square Florida Family Law Rules of Procedure Form 12.920(c). Regardless of who prepares the notice of hearing, the moving party (the one who requested referral to the general magistrate) is required to have the notice properly served on the other party.

These forms 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 is filed and keep a copy for your records.

What should I do next?

If you are filing a **Motion for Referral to General Magistrate**, ℕ□ Florida Family Law Rules of Procedure Form 12.920(a), you need to send or deliver your motion directly to the judge assigned to your case, along with an **Order of Referral to General Magistrate**, ℕ□ Florida Family Law Rules of Procedure Form 12.920(b), and an addressed, stamped envelope for each party in the case. The judge will then either grant or deny the motion, usually without a hearing.

If you are required to submit a **Order of Referral to General Magistrate**, **S**☐ Florida Family Law Rules of Procedure Form 12.920(b), to the judge assigned to your case, you will need to send or deliver the order directly to the judge, along with addressed, stamped envelopes for each party in the case.

The party who prepares any of these forms must file the original with the clerk of the circuit court. A copy of the motion must be mailed **or** hand delivered to any other party in your case.

Instructions for Florida Family Law Rules of Procedure Forms 12.920(a), Motion for Referral to General Magistrate, 12.920(b), Order of Referral to General Magistrate, and 12.920(c), Notice of Hearing Before General Magistrate (10/04)

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 12.490, Florida Family Law Rules of Procedure.

Special notes...

IMPORTANT: After the judge refers your case to a general magistrate, either party (including the party who was required to prepare and submit the Order of Referral) may object to the referral within 10 days of the date that the referral is made (if the Order of Referral is served by mail, the parties have an additional 5 days within which to object to the referral). Every litigant is entitled to have his or her case heard by a judge. However, before you decide to object to an Order of Referral to General Magistrate, you should consider the potential extra costs and time delays that may result from having a judge hear your case instead of a general magistrate. You may want to speak with an attorney in your area who can assist you in making a more informed decision regarding whether you should file an objection to an Order of Referral to General Magistrate.

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**, \Box 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
	G V
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	
MOTION FOR REFERI	RAL TO GENERAL MAGISTRATE
	, request that the Court enter an
order referring this case to a general magistrate	e. The case should be referred to a general magistrate on
the following issues: {explain}	
T ('C (1) C(1) 1	
	was [$\sqrt{\text{one}}$ only] () mailed () faxed and mailed ()
nand delivered to the person(s) listed below on	1 {date}
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
	
Dated:	
	Signature of Party
	Printed Name:Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:

IN THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
IN AND FOR	COUNTY, FLORIDA
	Case No.:
,	
Petitioner,	
and	
Respondent.	
ORDER OF REFERRAL	TO GENERAL MAGISTRATE
THIS CASE IS REFERRED TO THE GE	NERAL MAGISTRATE on the following issues:
1	
2	
3	
4	
AND ANY OTHER MATTER RELATED THER	ETO.
IT IS FURTHER ORDERED that the abov {name}	ve issues are referred to General Magistrate
for further proceedings, under rule 12.490 of the F administrative orders of the Court. Financial Affid Form 12.902(b) or (c), shall be filed in accordance The General Magistrate is authorized to administer	lorida Family Law Rules of Procedure and current lavits, © Thorida Family Law Rules of Procedure with Florida Family Law Rule of Procedure 12.285. To oaths and conduct hearings, which may include taking ations that contain findings of fact, conclusions of law,
	for the proceedings as soon as reasonably possible ach of the parties either directly or by directing counse
Counties within the State of Florida may h Court () Family Law Intake Staff () other procedure.	ave different rules. Please consult the () Clerk of the relating to this
A REFERRAL TO A GENERAL MAG	ISTRATE REQUIRES THE CONSENT OF ALL

A REFERRAL TO A GENERAL MAGISTRATE REQUIRES THE CONSENT OF ALL PARTIES. YOU ARE ENTITLED TO HAVE THIS MATTER HEARD BY A JUDGE. IF YOU DO NOT WANT TO HAVE THIS MATTER HEARD BY THE GENERAL MAGISTRATE, YOU MUST FILE A WRITTEN OBJECTION TO THE REFERRAL WITHIN 10 DAYS OF THE TIME OF SERVICE OF THIS ORDER. IF THE TIME SET FOR THE HEARING IS LESS THAN 10 DAYS AFTER SERVICE OF THIS ORDER, THE OBJECTION MUST BE MADE BEFORE THE HEARING. IF THIS ORDER IS SERVED WITHIN THE FIRST 20 DAYS AFTER SERVICE OF PROCESS, THE TIME TO FILE AN OBJECTION IS EXTENDED TO

THE TIME WITHIN WHICH A RESPONSIVE PLEADING IS DUE. FAILURE TO FILE A WRITTEN OBJECTION WITHIN THE APPLICABLE TIME PERIOD IS DEEMED TO BE A CONSENT TO THE REFERRAL.

If either party files a timely objection, this matter shall be returned to the undersigned judge with a notice stating the amount of time needed for hearing.

REVIEW OF THE REPORT AND RECOMMENDATIONS MADE BY THE GENERAL MAGISTRATE SHALL BE BY EXCEPTIONS AS PROVIDED IN RULE 12.490(f), FLORIDA FAMILY LAW RULES OF PROCEDURE. A RECORD, WHICH INCLUDES A TRANSCRIPT, MAY BE REQUIRED TO SUPPORT EXCEPTIONS.

YOU ARE ADVISED THAT IN TH	HIS CIRCUIT:
a. electronic recording is prepared that party's expense.b. a court reporter is provided	rovided by the court. A party may provide a court reporter at led by the court.
MADE BY THE GENERAL MAGISTRA ACCORDANCE WITH RULE 12.490(f), YOU WILL BE REQUIRED TO PROVI SUPPORT YOUR EXCEPTIONS, OR YOUR ORDINARILY INCLUDES A WRITTEN	W OF THE REPORT AND RECOMMENDATION ATE, YOU MUST FILE EXCEPTIONS IN FLORIDA FAMILY LAW RULES OF PROCEDURE. DE THE COURT WITH A RECORD SUFFICIENT TO OUR EXCEPTIONS WILL BE DENIED. A RECORD TRANSCRIPT OF ALL RELEVANT PROCEEDINGS. ST HAVE THE TRANSCRIPT PREPARED IF TEW.
ORDERED on	
	CIRCUIT JUDGE
COPIES TO: Petitioner (or his or her attorney) Respondent (or his or her attorney) General Magistrate	

IN THE CIRCUIT COURT OF THE IN AND FOR	JUDICIAL CIRCUIT, COUNTY, FLORIDA
	Case No.: Division:
,	
Petitioner,	
and	
Respondent.	
NOTICE OF HEARING BEFO	ORE GENERAL MAGISTRATE
[fill in all blanks] TO:	
	gistrate {name of general magistrate},, m., in Room of the
hour(s)/ minutes have been PLEASE GOVERN YOURSELF ACCORDINGLY	
	AY RESULT IN THE COURT ISSUING A WRIT REST. IF YOU ARE ARRESTED, YOU MAY BE
PLEASE GOVERN YOURSELF ACCORDINGLY	· .
you are entitled, at no cost to you, to the	ecommodation in order to participate in this proceeding, provision of certain assistance. Please contact
{address}	
within 2 working days of your receipt of this Notice TDD 1-800-955-8771.	, {telephone}, e of Hearing. If you are hearing or voice impaired, call
SHOULD YOU WISH TO SEEK REVIEW OF T MADE BY THE GENERAL MAGISTRATE, YO ACCORDANCE WITH RULE 12.490(f), FLORI	OU MUST FILE EXCEPTIONS IN

Florida Family Law Rules of Procedure Form 12.920(c), Notice of Hearing Before General Magistrate (10/04)

YOU WILL BE REQUIRED TO PROVIDE THE COURT WITH A RECORD SUFFICIENT TO

SUPPORT YOUR EXCEPTIONS, OR YOUR EXCEPTIONS WILL BE DENIED. A RECORD ORDINARILY INCLUDES A WRITTEN TRANSCRIPT OF ALL RELEVANT PROCEEDINGS. THE PERSON SEEKING REVIEW MUST HAVE THE TRANSCRIPT PREPARED IF NECESSARY FOR THE COURT'S REVIEW.

YOU ARE HEREBY ADVISED THAT IN THI	S CIRCUIT:
a. electronic recording is provid	ed by the court. A party may provide a court reporter at
that party's expense.	
b. a court reporter is provided b	v the court.
	, · · · · ·
If you are represented by an attorney or	plan to retain an attorney for this matter you should
notify the attorney of this hearing.	201 00 100011 011 00001110 1 201 0110 1110000 1 9 0 0 0110 011
notify the attorney of this nearing.	
If this matter is resolved, the moving par	ty shall contact the General Magistrate's Office to cancel
this hearing.	ty shan contact the General Magistrate's Office to cancer
tins nearing.	
I cartify that a conv of this document wa	s $[\sqrt{\text{one}} \text{ only}]$ () mailed () faxed and mailed ()
	date}
nand derivered to the person(s) listed below on a	uuie;
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
Dated:	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
IF A NONLAWYER HELPED YOU FILL O	UT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [∠ fill in all blanks]	
I, full legal name and trade name of nonlawyer,	
a nonlawyer, located at {street}	
(atata) (mhana)	
petitioner or respondent, fill out this form.	, helped $\{name\}$, who is the $\lceil \sqrt{\text{one}} \text{ only} \rceil$
, {full legal name and trade name of nonlawyer; nonlawyer, located at {street} state}, {phone}	, {city},

IN	N THE CIRCUIT COURT OF THE	JUDICIAL CIRCUIT,
	IN AND FOR	COUNTY, FLORIDA
		Case No.:
		Division:
IN RI	E: THE NAME CHANGE OF	
	Petitioner.	
	FINAL JUDGMENT OF CH	ANGE OF NAME (ADULT)
	This cause came before the Court on {date}	, for a hearing on Petition for
Chang	ge of Name (Adult) under section 68.07, Florida	Statutes, and it appearing to the Court that:
1.	Petitioner is a bona fide resident of	County, Florida;
2.	Petitioner's request is not for any ulterior or il	legal purpose; and
3.	granting this petition will not in any manner in patent, good will, privacy, trademark, or other	vade the property rights of others, whether partnership, wise; it is
	ORDERED that Petitioner's present name	,
is cha	<u>*</u>	by which
Petitio	oner shall hereafter be known.	
	ORDERED ON	
	CIR	CUIT JUDGE
COPI	IES TO:	
Petitio		

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.923, NOTICE OF HEARING (GENERAL)

When should this form be used?

Anytime you have set a hearing before a <u>judge</u>, you must send notice of the <u>hearing</u> to the other party. **IMPORTANT**: If your hearing has been set before a general magistrate, you should use **Notice of Hearing Before General Magistrate**, \square Florida Family Law Rules of Procedure Form 12.920(c). If your hearing has been set before a child support enforcement hearing officer, you should use **Notice of Hearing (Child Support Hearing Officer)**, \square Florida Supreme Court Approved Family Law Form 12.921.

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.

What should I do next?

A copy of this form must be mailed **or** hand delivered to the other party in your case. If a **default** has been entered, you must still send this form to the other party to notify the other party of the **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. For further information on serving notices of hearing, see rule 1.090(d), Florida Civil Rules of Procedure.

Special notes...

To set a hearing date and time, you will usually have to make a good-faith effort to coordinate a mutually convenient date and time for you, the other parties in the case, and the judge, except in certain emergency situations. Some circuits may have additional procedural requirements that you must follow when you notify the court and other parties of your scheduled hearing. Therefore, before you complete this form, you should contact the clerk's office, **family law intake staff**, or **judicial assistant** for information regarding the proper procedure to follow.

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**, \square 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		
	Ref No:	
	UCN:	
	Division:	
Petitioner,		
and		
, Respondent.		
NOTICE OF HEA	ARING (GENERAL)	
[🕭 fill in all blanks]		
TO: {name of other party}		
There will be a hearing before Judge (i		
{date}, at {time}		
Courthouse, located at: {address}		
the following issues:		
hour(s)/ minutes have bee	en reserved for this hear	ring.
This part to be filled out by the court or to be fille	ed in with information y	ou obtained from the court:
If you are a person with a disability who need this proceeding, you are entitled, at no cost Within two (2) working days of your receipt	to you, to the provis of this (describe notice	sion of certain assistance.
Rights Office, 400 S. Ft. Harrison Ave., 4062(V/TDD).	-	
If you are represented by an attorney or plan	to retain an attorney for	this matter, you should notify

the attorney of this hearing.

If this matter is resolved, the moving party shall contact the judge's office to cancel this hearing.

	as [$\sqrt{$ one only] () mailed () faxed and mailed () han $\sqrt{$ [$$ date} $$
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
Dated:	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
	FILL OUT THIS FORM, HE/SHE MUST FILL IN THI
BLANKS BELOW: [\land fill in all blank	
${ m I},$ (full legal name and trade name of non	lawyer}
a nonlawyer, located at {street}	
{state}, {phone}	, helped {name}
who is the $\lceil \sqrt{\text{one}} \text{ only} \rceil$ petitioner or	respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.924, NOTICE FOR TRIAL

When should this form be used?

Generally, the court will have <u>trials</u> (or <u>final hearings</u>) on contested cases. This form is to be used to notify the court that your case is ready to be set for trial. Before setting your case for trial, certain requirements such as completing <u>mandatory disclosure</u> and <u>filing</u> certain papers and having them <u>served</u> on the other <u>party</u> must be met. These requirements vary depending on the type of case and the procedures in your particular circuit. In some circuits you must complete <u>mediation</u> or a <u>parenting course</u> before you can set a final hearing by using a <u>Notice of Hearing (General)</u>, \square Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form. Other circuits may require that you set the trial using an <u>Order Setting Trial</u>. Contact the <u>clerk of the circuit court</u>, <u>family law intake staff</u>, or <u>judicial assistant</u> to determine how the <u>judge</u> assigned to your case sets trials. For further information, you should refer to the instructions for the type of form you are filing.

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

What should I do next?

A copy of this form must be mailed **or** hand delivered to the other party in your case.

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 12.440, Florida Family Law Rules of Procedure.

Special notes...

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, family law intake staff, or judicial assistant 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.

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**, \square 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
	Cose No.
	Case No.:
	Division:
Petitioner,	
and	
Respondent.	
NOT	ICE FOR TRIAL
	Law Rules of Procedure, the party signing below states that mated time needed for the parties to present their cases is:
	was [$$ one only] () mailed () faxed and mailed () hand $$
Other party or his/her attorney:	
Name:	
Address:	
City, State, Zip:	
Fax Number:	
Dated:	
	Signature of Party
	Printed Name:
	Address:
	City, State, Zip:
	Telephone Number:
	Fax Number:
	L OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW: [\(\sigma \) fill in all blanks]	
1, full legal name and trade name of nonlav	wyer}
state Inhone	
who is the [$$ one only] petitioner or	respondent fill out this form
who is the [v one only] petitioner of	respondent, im out uns ioin.