

CHECKLIST

FOR THE SELF-REPRESENTED LITIGANT



PLEASE READ CAREFULLY BEFORE PROCEEDING...

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

After you have completed and filed the original forms with the Clerk of Court (Family Law Division), please contact the Self-Help Program at **(863) 534-5843** for a review of your file. A court specialist will inform you, at the time of your call, if your case is ready to be scheduled for hearing. If certain documents are missing or do not meet criteria, the court specialist will advise you of which forms are still required. **COURT DATES ARE ISSUED BY MAIL ONLY.**

NOTE: The Self-Help Program is only allowed to answer general questions and will not be able to tell you “how to fill out your forms.” (Please see *Notice of Limitation of Services Provided*). If you have legal questions or concerns about how to proceed, you are encouraged to seek advice from an attorney.

***Address Changes:** If your address changes at anytime during this proceeding, please complete a **Notice of Current Address** form and file with the Clerk of Court (Family Law Division). The Court will not rely on forwarding address information with the postal service.

FORM 12.970(a)

PETITION FOR TEMPORARY CUSTODY BY EXTENDED FAMILY (04/11):

- ✓ Family Court Cover Sheet
- ✓ Notice of Limitation of Services Provided
- ✓ Notice of Related Cases
- ✓ Petition for Temporary Custody by Extended Family
- ✓ Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit
- ✓ Proof of Service (Summons: Return of Service from Sheriff or process server) *OR* all affidavits required for *constructive service* (when whereabouts are unknown) *OR* notarized Answer, Waiver, and Consent forms
- ✓ Affidavit of Diligent Search and Inquiry (if whereabouts of parent(s) unknown)
- ✓ Non-Military Affidavit (if whereabouts of parent(s) unknown)
- ✓ Motion for Default/Default (if no response after service of process or constructive service)
- ✓ Notarized Agreements (if any)
- ✓ Certified copy of proof of death (if parent(s) deceased)
- ✓ Copy of Birth Certificate for Child(ren)
- ✓ Proposed Final Judgment (original and 3 copies)
- ✓ BVS Form

FORM 12.970(a)

Petition for Temporary Custody by
Extended Family (04/11)

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FORM 12.970(b)

PETITION FOR CONCURRENT CUSTODY BY EXTENDED FAMILY (04/11):

- ✓ Family Court Cover Sheet
- ✓ Notice of Limitation of Services Provided
- ✓ Notice of Related Cases
- ✓ Petition for Concurrent Custody by Extended Family
- ✓ Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit
- ✓ Proof of Service (Summons: Return of Service from Sheriff or process server) *OR* all affidavits required for *constructive service* (when whereabouts are unknown) *OR* notarized Answer, Waiver, and Consent forms
- ✓ Affidavit of Diligent Search and Inquiry (if whereabouts of parent(s) unknown)
- ✓ Non-Military Affidavit (if whereabouts of parent(s) unknown)
- ✓ Motion for Default/Default (if no response after service of process or constructive service)
- ✓ Notarized Agreements (if any)
- ✓ Certified copy of proof of death (if parent(s) deceased)
- ✓ Copy of Birth Certificate for Child(ren)
- ✓ Proposed Final Judgment (original and 3 copies)
- ✓ BVS Form

FORM 12.970(b)

Petition for Concurrent Custody by
Extended Family (04/11)