

STOP! LOOK! PLEASE READ CAREFULLY!



You have now obtained this packet or checklist to proceed as a Self-Help litigant.

You **must** follow the procedures listed within your packet before a final hearing date can be scheduled with the judge.

Below is a checklist of items that **MUST** be filed prior to a court date being issued. You must contact the Self-Help Office at (863) 534-5843 to request a review of your file. **Please have your case number available and advise the court specialist that your case is assigned to Highlands County.**

*If your address changes at anytime during these proceedings, please file a **Notice of Current Address** form with the Clerk of Court.

CHECKLIST FOR FORM 12.901(b) (1) PETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILDREN (02/18):

- Civil Cover Sheet
- Notice of Limitation of Services Provided
- Petition for Dissolution of Marriage with Dependent or Minor Children
- Notice of Social Security Number
- Affidavit of Corroborating Witness or Proof of Residency (6 months)
- Uniform Child Custody Jurisdiction and Enforcement Act Affidavit
- Proof of Service, Answer or Waiver by Respondent, or Default
 - Memorandum for Certificate of Military Service/Affidavit of Military Service
- Settlement Agreement (signed by both parties if an agreement has been reached as to any or all of the issues)
(**Original and 3 copies**)
- Child Support Guidelines Worksheet
 - **Schedule A and IWO, if required, see attached colored cover sheet**
- Family Law Financial Affidavits (filed by both parties)
- Certificate of Completion of Parenting Course (filed by both parties) – required in divorce and paternity actions per F.S. 61.21
- Parenting Plan (**original and 3 copies**)
- Notice of Related Cases
- Proposed Final Judgment (**original and 3 copies**)
- BVS Form
 - **New Standing Order (per Admin Order 5-51.0 – must be filed and served with petition)**