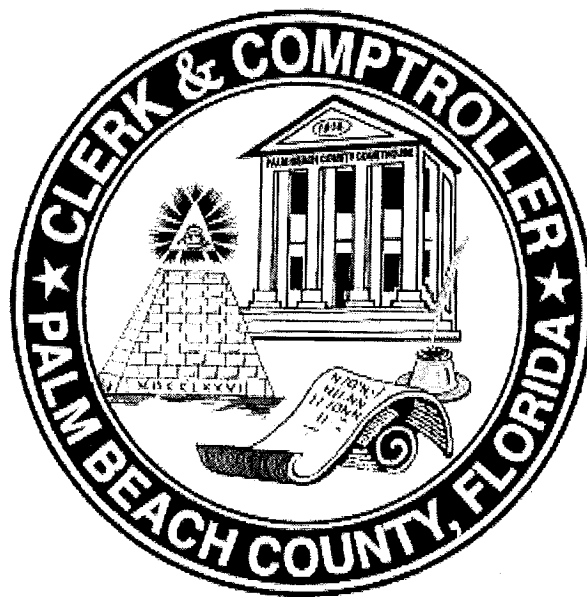


**Sharon R. Bock**  
**CLERK & COMPTROLLER**  
**SELF SERVICE CENTER**

**Your Guide Through The Courts**



**Packet #13**

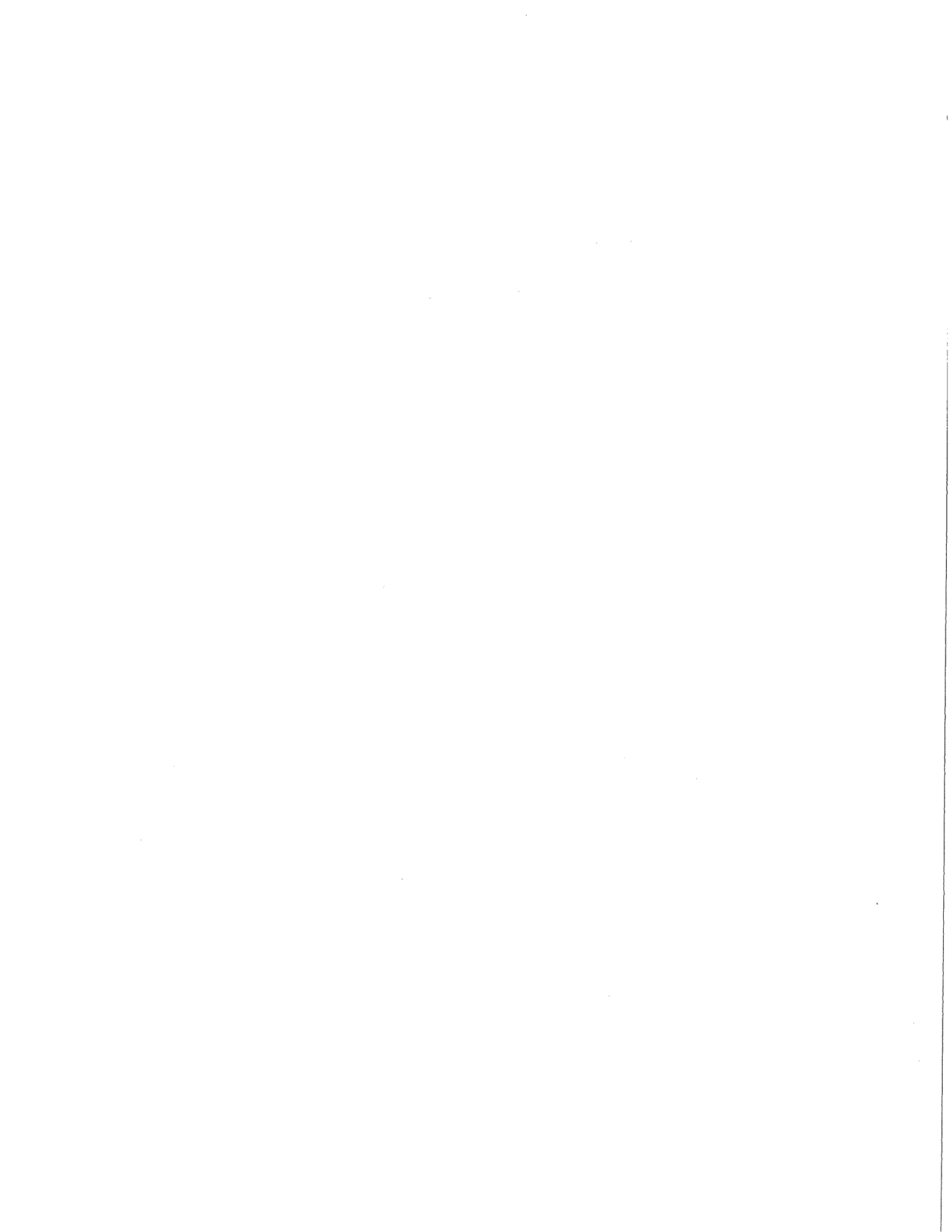
*Revised 09/2014*

**PETITION FOR CHANGE OF NAME**  
**(ADULT)**

**NON-REFUNDABLE**

**(42 PAGES)**

**\$ 10.00**



## SELF SERVICE CENTER SERVICES

All instructions and forms distributed by the Clerk & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist *pro se* (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Attorney Consultation *	\$15.00/15 minutes
Attorney Consultation *	\$30.00/30 minutes
Attorney Consultation *	\$60.00/60 minutes
Deputy Clerk Signing	\$3.50/signature
Notary signing	\$10.00/signature
Copies prior to filing	\$.15/page
Single Forms	\$1.00/page
Fax Services	\$1.00/page
Community Resource Referral- pamphlets	NO FEE

\* Attorneys do **not** provide legal advice - will assist on procedural matters/filling out legal forms

**\*\*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\*\***

You may file and obtain information at the following locations:

Palm Beach County Courthouse  
205 N. Dixie Highway, Rm #3.2200  
West Palm Beach, Florida 33401  
561-355-7048

North County Courthouse  
3188 PGA Blvd  
Palm Beach Gardens, Florida 33410  
561-624-6650

South County Courthouse  
200 W. Atlantic Ave.  
Delray Beach, Florida 33444  
561-274-1588

West County Courthouse  
2950 State Road 15, Rm. #S-100  
Belle Glade, Florida 33430  
561-996-4843

*The Self Service Information Line*

*Unified Family Court Dept. (for information regarding an existing case)*

*Visit us at our web site*

*Legal Aid Society (if you can't afford an attorney)*

*Lawyer Referral Service of the PBC Bar Association*

(561) 355-7048

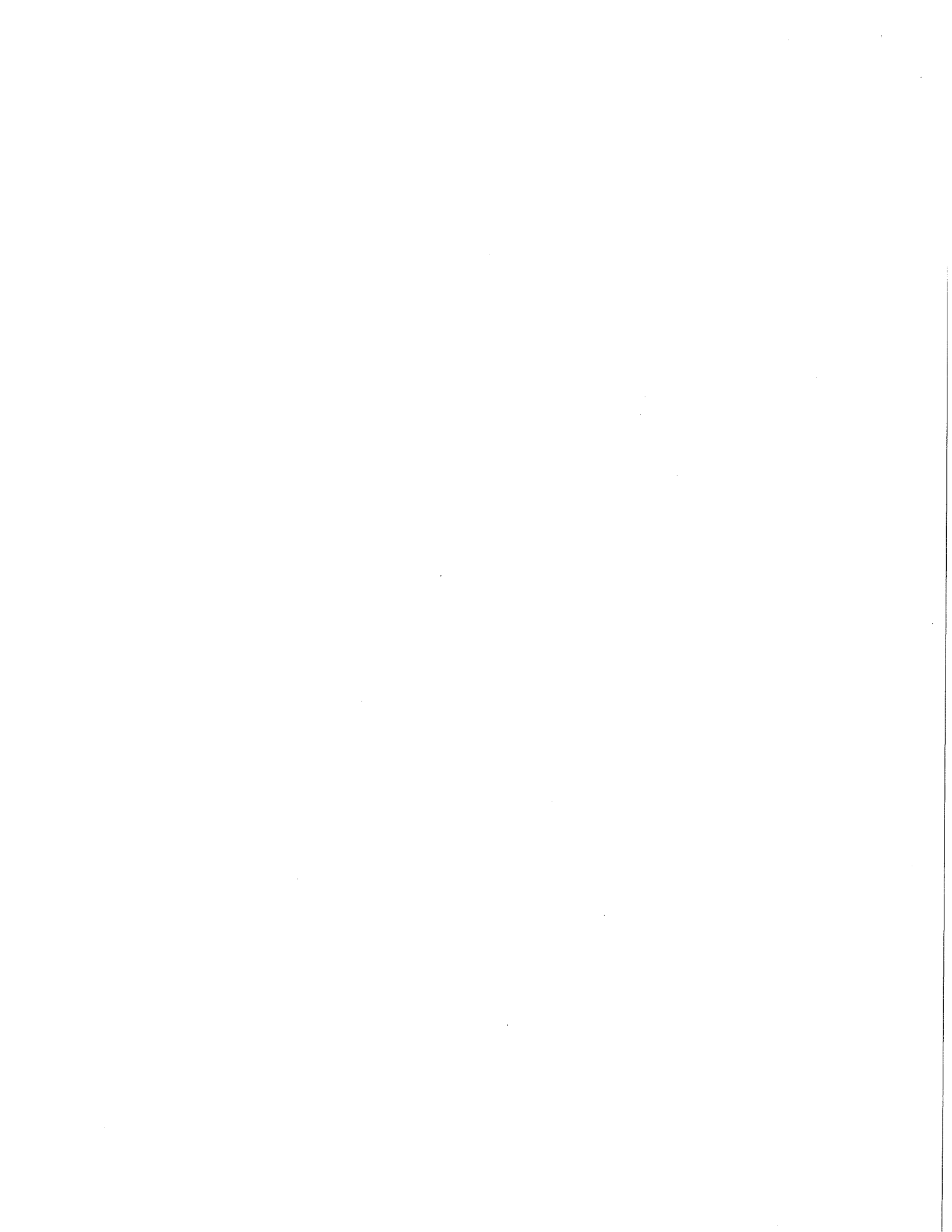
(561) 355-6511

[www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com)

(561) 655-8944

(561) 687-3266

Revised 05/2013



# PETITION FOR CHANGE OF NAME (ADULT)

## Packet # 13

### 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 dissolution of marriage or for adoption of child(ren).

**The Petitioner must complete and file the following forms: (see instruction on each form) Page**

- ✓ Cover Sheet for Family Court Cases (Form 12.928), (11/13) 17
- ✓ Petition for Change of Name (Adult) 12.982(a) 21
- ✓ Notice of Related Cases 12.900(h), (11/13) 27

**Please bring the following forms with you to the final hearing: (Do Not File With Clerk)**

- ✓ Final Judgment of Change of Name (Adult) 12.982(b) 31
- ✓ Final Disposition Form (Form 1.998) 33

**These forms should be completed and filed, IF APPLICABLE**

- ✓ Disclosure from Nonlawyer 12.900(a), (11\12) (*use only if someone not an attorney helped you fill out the forms*) 35
- ✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310, (04/13) 39
- ✓ Notice of Change of Address, (09/14) (*Must be filed whenever you change your address*) 42

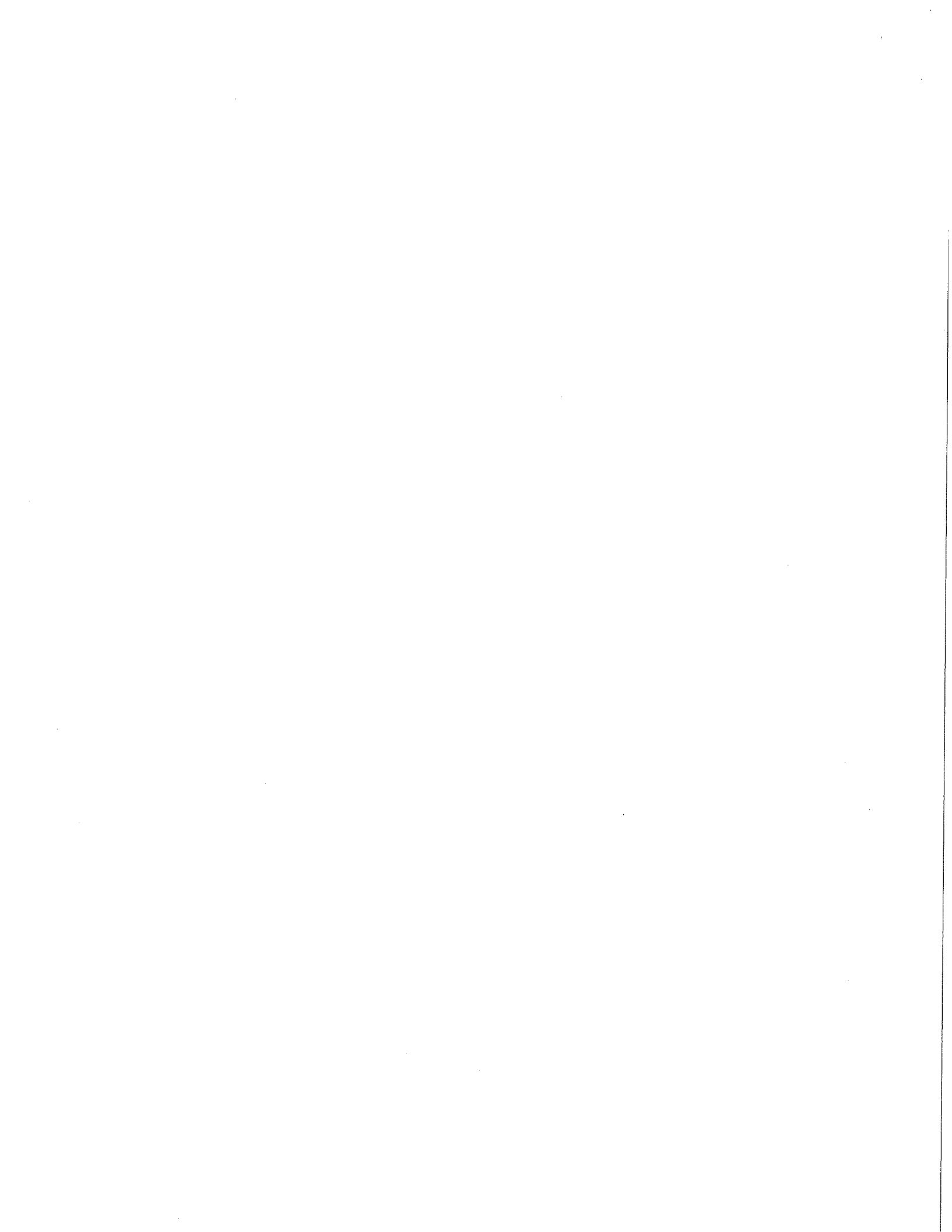
**Fees:**

Filing fee \$ 401.00\*

\* Fees may be paid by cash, credit card, your personal check or money order payable to Sharon R. Bock, Clerk & Comptroller, Palm Beach County.

If you do not have the money to pay the filing fee, you may obtain an Application for Determination of Civil Indigent Status from the clerk, fill it out, and the clerk will determine whether you are eligible to have filing fees deferred.

If you are fingerprinted, there will be a fee for taking fingerprints, and a cost of \$40.50 for the criminal background check. The cost of fingerprints by the Sheriff is \$10.00, and if you go to a private agency, this cost may be different.



# PETITION FOR CHANGE OF NAME (ADULT)

Packet # 13

## 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 dissolution of marriage or for adoption of child(ren).

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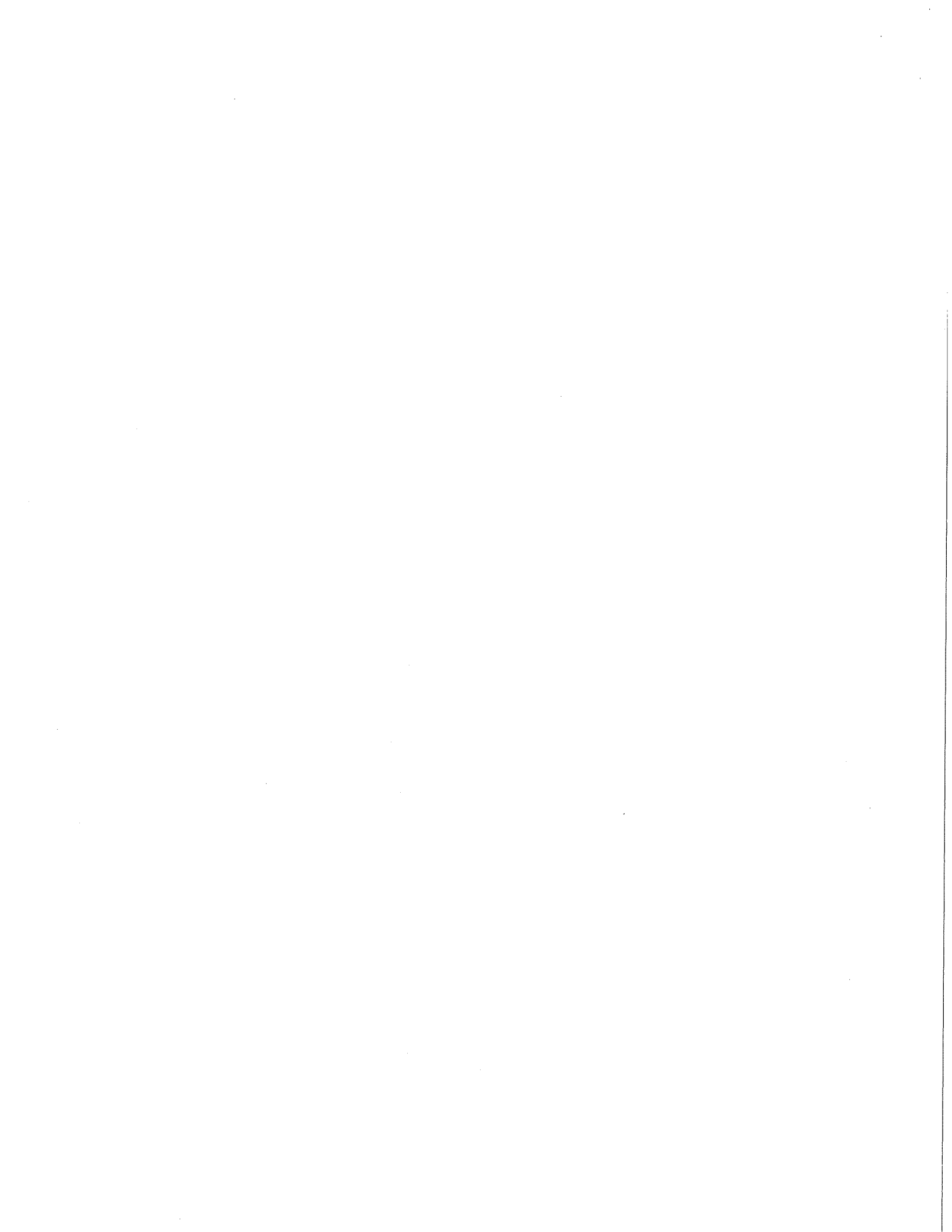
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If you are fingerprinted, there will be a fee for taking fingerprints, and a cost of \$40.50 for the criminal background check. The cost of fingerprints by the Sheriff is \$10.00, and if you go to a private agency, this cost may be different.





**READ** THE INSTRUCTIONS/INFORMATION BEFORE COMPLETING THE FORMS FOR FILING

**DO NOT SIGN** ANY DOCUMENTS THAT REQUIRE A NOTARY OR DEPUTY CLERK UNTIL YOU ARE IN FRONT OF THE NOTARY OR DEPUTY CLERK

### **INSTRUCTIONS FOR FILING**

- **The forms should be typed or printed in black ink.**
- **Some of the forms must be signed before a notary or deputy clerk.**
- Make 2 copies of the Petition and the Notice of Related Cases (one extra copy is required for the Unified Family Court Unit). For the remaining documents, keep a copy for your records.
- The petitioner should file the originals with the Clerk & Comptroller's office and pay the filing fee. Each *original* form should have all pages clipped together before filing (copies may be stapled together).
- The petitioner(s)/adult(s) must have fingerprints taken electronically before a court hearing will be set.
- If you want your copies stamped with the date of filing, make sure you give the Clerk your copies. **(If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so they may return your copies)**
- **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE**

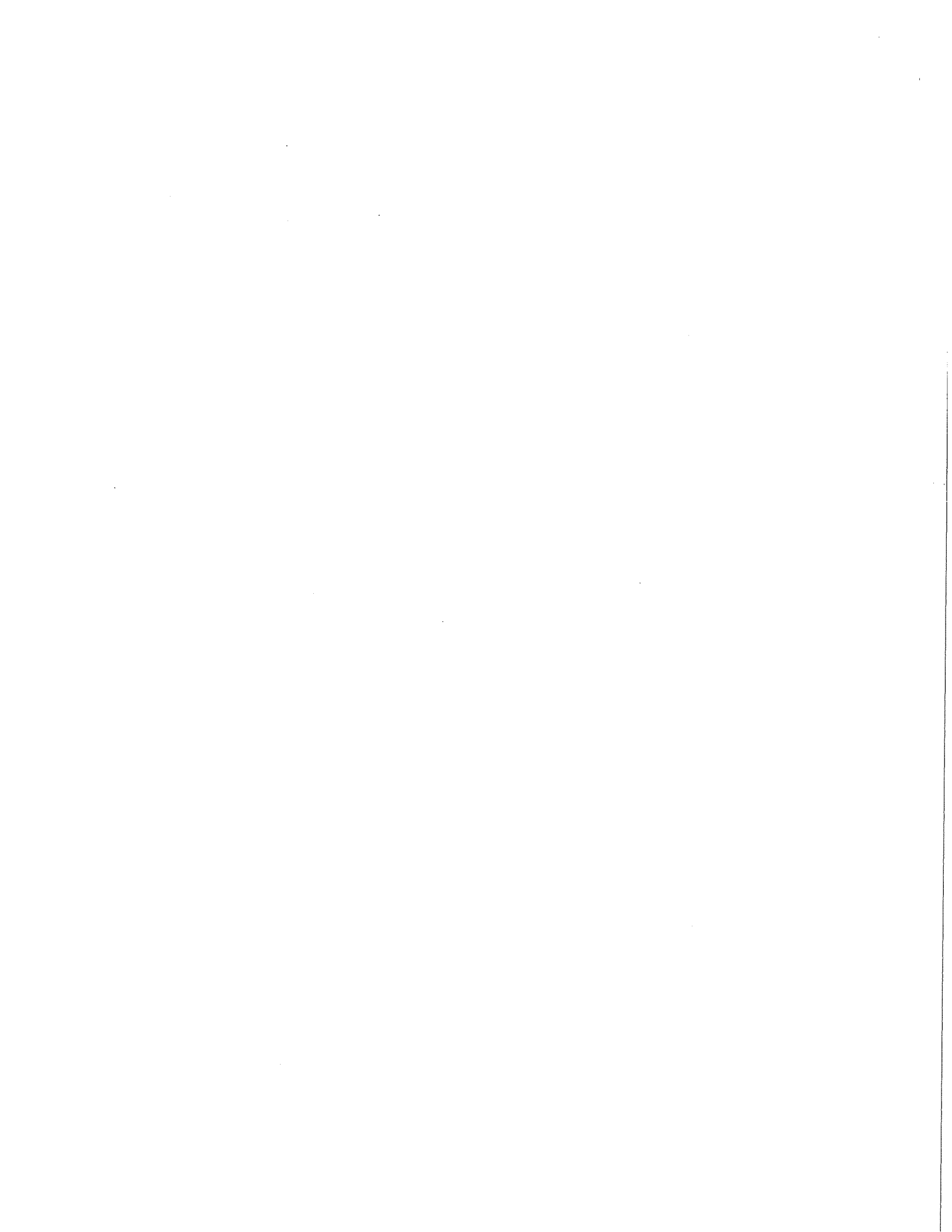
### **CAUTION:**

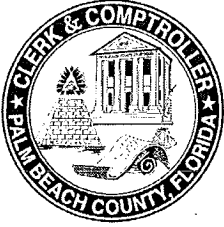
Forms are to be completed in block letters or typed; **NO EXCEPTIONS!** Names must be the same on all forms completed by the parties; no full names on one document and initials on another. This packet may not contain all the forms you may need to file your case. Additional forms are available in the Clerk & Comptroller's Self Service Center at each courthouse location. The Clerk & Comptroller's Clerks can not suggest specific information to be included in the blanks on your forms or fill out forms for you.

### ***REMEMBER !***

*BRING OR SEND PRE-ADDRESSED (PRINT NAME AND ADDRESS) STAMPED ENVELOPES WITH YOUR PAPERS FOR EACH PARTY ON YOUR CASE*

**It is your responsibility to file any change to your address on the attached form.**





## Electronic Fingerprinting Process For Name Change

**SHARON R. BOCK**

Clerk & Comptroller  
Palm Beach County

### GENERAL INFORMATION

According to Chapter 68.07 of the Florida Statutes, a petitioner must have fingerprints taken electronically by an authorized agency, such as the Palm Beach County Sheriff's Office (PBSO) or a service provider, prior to a court hearing on a request for a change of name. The prints are submitted to the Florida Department of Law Enforcement (FDLE) for a state criminal history records check and the Federal Bureau of Investigation for a national criminal history records check. The results are submitted by the FDLE to the Clerk & Comptroller's office. The court uses the results to review the information filed by the petitioner and to evaluate whether to grant the petition.

The records check is not required for petitions to restore a former name or for changes of name in proceedings for dissolution of marriage or adoption of children.

**Please note** that if the name change is for a minor, the fingerprints of the petitioner/adult must be taken and submitted, not the minor's.

### PETITIONER INTRUCTIONS

Visit one of the approved providers to be electronically fingerprinted. Prices will vary. You will be given a "TCN #" and Web site address.

After the prints are electronically taken, visit the Web site address and enter your "TCN #" and your name as it was put into the system. You will then pay by credit card, the sum of \$40.50 for the criminal background check. After the report is run, you will be able to print a confirmation card.

The petitioner for the name change, or the parent or guardian of a minor for whom a name change is being sought, bears the cost of processing fingerprints and conducting the criminal history records check.

The results will be transmitted to you and the Clerk & Comptroller's office. Once all the paperwork is in order and the results of the criminal history check are received, your case will be sent the court to be set for final hearing.

**Palm Beach County ORI # FL92410Z**

**A list of Livescan Service Providers from FDLE is attached. Please see the updated list of Livescan Service Providers at:**

**<http://www.fdle.state.fl.us/Content/Criminal-History/Livescan-Service-Providers-and-Device-Vendors.aspx>**

Agency	Phone Number	Address
PBSO- Delray Beach	561-274-1091	345 South Congress Ave., 2 <sup>nd</sup> floor Information Booth, Delray Beach, FL 33445
PBSO- Pine Trail Center	561-686-4246	1937 North Military Trail West Palm Beach, FL 33409
PBSO- Royal Palm Beach	561-904-8290	11498 Okeechobee Blvd Royal Palm Beach, FL 33411

# Livescan Service Providers and Device Vendors.

## → NOTICE ←

Please note that the information provided within this document includes a list of **Livescan Device Vendors** and **Service Providers** who have voluntarily chosen to have their device (equipment) and electronic fingerprint data submissions evaluated by the Florida Department of Law Enforcement (FDLE) to verify compliance with both FDLE and Federal Bureau of Investigation regulations and standards.

Inclusion in this list is NOT an endorsement or recommendation of one product or business over another and DOES NOT imply any rating, ranking, or 'certification' of the products or businesses themselves. This list is offered for information purposes only, to indicate that technical specifications for electronic submission of fingerprints to FDLE have been satisfied. The listing of these particular products or businesses should not be interpreted to mean that they have been approved by FDLE to the exclusion of any other products or businesses.

### **LIST OF APPLICANT LIVESCAN VENDORS AND SERVICE PROVIDERS WHO HAVE ESTABLISHED SUBMISSION APPROVAL FROM FDLE**

**Applicant type fingerprint cards may be submitted electronically to the Florida Department of Law Enforcement, for the purpose of conducting a criminal history check, IF the licensing or employing agency has agreed and made prior arrangements to receive electronic results from FDLE.**

- If the licensing or employing agency has established a system to receive the electronic results, the applicant will be given instructions (*from the agency*) as to where to go and how to have the fingerprints taken and submitted from a livescan device.
- If an applicant wishes to submit fingerprints electronically but the agency did not give instructions, please contact that agency and request that the agency contact FDLE and make arrangements to receive electronic results. Individual applicants cannot be accommodated without the agency involvement.

**Licensing or employing agencies MAY PURCHASE LIVESCAN DEVICES or MAY CONTACT SERVICE PROVIDERS to enable their applicants to electronically submit criminal history requests on their behalf.**

- Listed below are those providers and vendors who have been qualified to submit electronically to FDLE.
- Livescan vendors and service providers not listed here may request approval of their product or service by contacting FDLE at (850) 410-8161.

**Information about verifying the identity of an individual and rolling quality fingerprints is available.**

- The national Compact Council provides instruction on verifying a person's identity which is crucial to the value of conducting a criminal history check at:  
[http://www2.fbi.gov/hq/cjisd/web%20page/pdf\\_meet/identity\\_verif\\_guide.pdf](http://www2.fbi.gov/hq/cjisd/web%20page/pdf_meet/identity_verif_guide.pdf)
- The FBI's website has information on taking legible fingerprints which may be useful in training persons who will be rolling prints for submission on inked fingerprint cards or through livescan systems at: <http://www.fbi.gov/hq/cjisd/takingfps.html>

**007 Mobile**

Contact Name	Phone Number(s)	E-mail Address
Jack Allen	(407) 234-9800	allenindustriesllc@gmail.com

**01 Livescan Fingerprint, LLC**

Contact Name	Phone Number(s)	E-mail Address
Mike Patel	(954) 300-1749 (754) 800-2050	01livescan@gmail.com

**01001010 Biometrics, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Andrew Easler	(321) 473-3362 (772) 539-5132 (407) 374-2920	info@binarybiometrics.com

**1 Approved Mobile Fingerprints**

Contact Name	Phone Number(s)	E-mail Address
Todd Michaels	(386) 445-2736 (407) 355-3334 (904) 355-5444 (813) 221-3500	todd@mobilefingerprints.com

**1 Sure Scan**

Contact Name	Phone Number(s)	E-mail Address
Brian Cox	(407) 492-8270 (855) 693-7226	brian@1surescan.com

**123 Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
David Gibbons	(407) 299-7328	info@123fingerprinting.com

**1A Tampa Livescan Fingerprinting, LLC**

Contact Name	Phone Number(s)	E-mail Address
Clara Cortina Michael Alvarez	(813) 347-4436	1a@1atis.com

**1<sup>st</sup> American Security and Livescan Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Bill Smith Julee Cope	(863) 398-8088 (863) 288-0144	wjsmith233@aol.com

**1<sup>st</sup> Screening and Fingerprinting, LLC**

Contact Name	Phone Number(s)	E-mail Address
Leola McKally Jessica McKally	(786) 529-1713 (786) 529-1037	lmckally@1stscreening.com jmckally@1stscreening.com

**3G Fingerprinting, LLC**

Contact Name	Phone Number(s)	E-mail Address
Candice Wooten	(813) 514-2930	cwooten@3gfingerprinting.com

**A1 Mobile Background Search**

Contact Name	Phone Number(s)	E-mail Address
Quinton Thompson	(305) 542-8193	qthompson@me.com

**AAA Construction School, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Rob Irion Jackie Farris	(904) 683-5494 (904) 722-9994	rob@aaaconstructionschool.com

**AAA Mobile Notary & Fingerprinting Service**

Contact Name	Phone Number(s)	E-mail Address
Sharon Niblack	(813) 504-3113	aaamobilenotarytampa@yahoo.com

**ABC Digital Fingerprinting, LLC**

Contact Name	Phone Number(s)	E-mail Address
Haissam Elannan	(786) 295-9698	abcdigitalfingerprinting@gmail.com info@fingerprintingfl.com

**Accurate Background Check, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Lola Gonzalez Rosemary Mesa	(352) 291-1155 (877) 611-2277	customerservice@accuratebackgroundcheck.com rosemary@accuratebackgroundcheck.com

**Accurate Fingerprint, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Karen Staggs	(727) 478-5221	info@accuratefingerprint.com

**Accurate Livescans, LLC**

Contact Name	Phone Number(s)	E-mail Address
Mimi Roberts	(863) 224-0315	appointments@accuratelivescans.com

**Advance Screening Services, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Angie Spader	(305) 949-1559	advancescreening@yahoo.com

**Advanced Employer Solutions, LLC**

Contact Name	Phone Number(s)	E-mail Address
Ed Cuenca	(954) 261-2887 (786) 999-5338	fingerprinting@advancedscreeningservice.com

**All Clear Employee Screening**

Contact Name	Phone Number(s)	E-mail Address
Holly Waldrop Vivian Gurgis	(904) 482-1305	info@allclearscreen.com

**All Florida Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Derek Berry	(941) 794-1223	allfloridafingerprinting@gmail.com

**Alliance Fingerprinting Lab**

Contact Name	Phone Number(s)	E-mail Address
Ewan Leslie	(561) 948-4177 (877) 652-3941 (561) 632-1187	office@alliancefingerprinting.com

**Alpha Omega Investigative Agency**

Contact Name	Phone Number(s)	E-mail Address
Dwight Walton	(800) 998-8289 (561) 742-3335 (239) 400-2641	dwalton@aobd.us

**Alpha and Omega Human Resource Solutions, LLC**

Contact Name	Phone Number(s)	E-mail Address
Timothy Willis Dan Willis	(386) 775-1346 (386) 801-4555	info@aohrs.com

**Altamonte Springs Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Carrie Allen	(321) 438-5108	altamontefingerprinting@gmail.com

**American Security, LLC**

Contact Name	Phone Number(s)	E-mail Address
Manuela Smyth	(561) 313-1320 (772) 807-2051	sales@americansecurity.biz

**Anytime Mobile Fingerprinting, LLC**

Contact Name	Phone Number(s)	E-mail Address
Ben Garman	(813) 956-6359	anytimefingerprinting@gmail.com

**Apex Fingerprinting In Miami Lakes**

Contact Name	Phone Number(s)	E-mail Address
Luis Rodriguez	(786) 663-0820	apexfingerprinting@yahoo.com

**APR Background, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Kevin Ross	(352) 495-7719	kross@apradvantage.com

**ARC of Alachua County, Inc**

Contact Name	Phone Number(s)	E-mail Address
Ferol Johnston	(352) 334-4060 x302	fjohnston@arcalachua.org

**ASAP Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Randy Revan	(305) 788-1147 (305) 591-1299 (305) 725-0846	asapfingerprinting@att.net rrevan3041@aol.com

**At Your Service Mobile Screening**

Contact Name	Phone Number(s)	E-mail Address
Dedra Gow	(941) 780-6161 (941) 650-4942	aysscreening@gmail.com

**Atlantic Personnel & Tenant Screening, LLC**

Contact Name	Phone Number(s)	E-mail Address
Dan Amicarelli	(561) 776-1804	damicarelli@atlanticscreening.com

**Bay County Health Department**

Contact Name	Phone Number(s)	E-mail Address
Jennifer Mancía Alice Henson	(850) 872-4720 x1212 (850) 872-4720 x1215	jennifer.mancia@flhealth.gov alice.henson@flhealth.gov

**Biometric Information Management**

Contact Name	Phone Number(s)	E-mail Address
Mike Powers	(614) 791-3220	flfingerprints@bioinfomgt.com

**007 Mobile**

Contact Name	Phone Number(s)	E-mail Address
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**All Florida Fingerprinting**

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**Bay County Health Department**

Contact Name	Phone Number(s)	E-mail Address
Jennifer Mancla Alice Henson	(850) 872-4720 x1212 (850) 872-4720 x1215	jennifer.mancla@flhealth.gov alice.henson@flhealth.gov

**Biometric Information Management**

Contact Name	Phone Number(s)	E-mail Address
Mike Powers	(614) 791-3220	flfingerprints@bioinfomgt.com



**Biowhorl Fingerprinting Service**

Contact Name	Phone Number(s)	E-mail Address
Barbara & James Armstrong	(813) 244-4236	fingerprints@biowhorl.com

**Bloomingdale Biometrics, Co.**

Contact Name	Phone Number(s)	E-mail Address
Sherri Walston	(813) 400-6774	sdwalston@aol.com

**Bradenton Livescan Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Andrew Burke	(941) 538-7959	srqfingerprints@gmail.com

**Bridges BTC, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Yesenia Gomez Lynn Hudson	(321) 690-3464 x38 (321) 690-3464 x20	ygomez@mybridges.org lhudson@mybridges.org

**Broward Regional Health Planning Council, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Yolanda Falcone	(954) 561-9681	yfalcone@brhpc.org

**C & B Background Fingerprinting Services**

Contact Name	Phone Number(s)	E-mail Address
John Creasman	(863) 763-2300	jcreasman@aol.com

**Cargo Tax, LLC**

Contact Name	Phone Number(s)	E-mail Address
Carlos Gomez	(407) 433-6024	cargotax@hotmail.com

**Caretaker's Fingerprinting Service**

Contact Name	Phone Number(s)	E-mail Address
Patricia Singleton	(850) 513-0002 (850) 509-4596 (954) 533-1930	caretakerservices@comcast.net

**CEO Information Solutions, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Randi Robertson	(813) 259-1160 x203	info@ceoinfosolutions.com

**Certifix Livescan**

Contact Name	Phone Number(s)	E-mail Address
Dunia Hassan	(800) 710-1934	support@certifixlivescan.com

**Childhood Development Services, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Charlene Jablonski	(800) 635-5437	printshop@cdsi.org

**Clear Choice Electronic Fingerprinting & Mobile Services**

Contact Name	Phone Number(s)	E-mail Address
Rose Crawford	(407) 692-0719 (407) 481-9826	clearchoice4all@yahoo.com

**Clear Choice Mobile Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Carmen Burruezo	(407) 758-5215	burruezoc@aol.com

**Cogent Systems, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Isam Saleh	(614) 718-9691	isaleh@cogentsystems.com

**Contemporary Services Co.**

Contact Name	Phone Number(s)	E-mail Address
Justin Rosenblum Ray Gordon	(954) 435-3600	fingerprintingmiami@csc-usa.com

**DAON Trusted Identity Services**

Contact Name	Phone Number(s)	E-mail Address
Jeffrey Clarke	(703) 797-2562 x2	jclarke@daontis.com

**Dealer consulting Services, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Al Perez	(305) 758-9001 (954) 615-2332	fingerprinting@dcsmiami.com

**Dr's Choice First**

Contact Name	Phone Number(s)	E-mail Address
Melissa Freeman	(904) 800-2375 (912) 355-2362	livescan@drschoicefirst.com

**DSW Protection, LLC**

Contact Name	Phone Number(s)	E-mail Address
Sandra Wilfong	(352) 650-8405	dswprotection@tampabay.rr.com

**Edge Information Management, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Ryan Fadden	(321) 722-3343 x702	ryanf@edgeinformation.com

**Electronic Fingerprinting, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Denice Butler	(407) 208-0944 x11 (407) 704-2293	dbutler@electronicfingerprinting.com

**Elite Live Scan, Inc**

Contact Name	Phone Number(s)	E-mail Address
Hong Steele	(321) 200-6125 (407) 855-5811	info@elitelivescan.net

**Ethos Investigative Services**

Contact Name	Phone Number(s)	E-mail Address
Karl Young	(727) 822-9800 x202	livescan@ethosrs.com

**EZFingerprints, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Alex Chamberlain	(727) 479-0805	admin@ezfingerprints.com

**FAPA**

Contact Name	Phone Number(s)	E-mail Address
Maria Bond	(561) 352-2540	mbond@fapapbc.org

**Fast Fingerprints**

Contact Name	Phone Number(s)	E-mail Address
Betsy Butler	(614) 508-7253	betsy@fastfingerprints.com

**Fieldprint, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Morris Gargiule	(888) 472-8918 x2472	mgargiule@fieldprint.com

**Fingerprint Bureau**

Contact Name	Phone Number(s)	E-mail Address
Tressa Ray	(904) 288-7977	info@fingerprintbureau.com

**Fingerprint Express**

Contact Name	Phone Number(s)	E-mail Address
Arnold Miranda	(305) 603-8128	fingerprintexpress@hotmail.com

**Fingerprint Tech, LLC**

Contact Name	Phone Number(s)	E-mail Address
Damaris de le Portilla	(305) 529-6000	fingerprinttech@hotmail.com

**Fingerprint Technologies**

Contact Name	Phone Number(s)	E-mail Address
Enrique Rios	(305) 218-4392 (305) 443-9148	idenrios@aol.com

**Fingerprints Now**

Contact Name	Phone Number(s)	E-mail Address
Kathleen Hayes	(727) 460-2949	adoptme@verizon.net

**First Advantage**

Contact Name	Phone Number(s)	E-mail Address
Jack Neal	(330) 313-1317	jack.neal@fadv.com

**Florida Livescan Fingerprint & Background, LLC**

Contact Name	Phone Number(s)	E-mail Address
Robert Scire	(727) 845-1970	info@livescanflorida.com

**Florida Technical College, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Raul Durant	(407) 447-7300	rauldurant@gmail.com

**Florida's Rapid Fingerprinting Service**

Contact Name	Phone Number(s)	E-mail Address
Lindy Gasdorf	(407) 913-0436	info@rapidfingerprinting.com

**GCT Elite Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Nicole Gedeon	(407) 970-1424	nicolegedeon@yahoo.com

**Global VERITAS Intelligence Corp.**

Contact Name	Phone Number(s)	E-mail Address
Edwin Baron	(321) 332-6701	baron@globalveritas.us

**Golden Passport Photos**

Contact Name	Phone Number(s)	E-mail Address
RosaLee Suggs	(954) 739-5190	rsuggs38@aol.com

**Granny Nannies**

Contact Name	Phone Number(s)	E-mail Address
Maureen Rodriguez	(561) 417-9272	gnlivescan@bellsouth.net

**Hernando County Fingerprinting, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Charles Matthews	(352) 666-5486	michele.charlesmatthews@yahoo.com

**Ideal Identification, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Bob Smedley	(813) 405-3333 (844) 405-5333	bsmedley@ideaid.net

**IDENTICO LLC**

Contact Name	Phone Number(s)	E-mail Address
Frank Kend	(888) 988-8969 (954) 239-8590	support@myidentico.com

**Identity Credentials**

Contact Name	Phone Number(s)	E-mail Address
Erin Barzyk	(904) 710-0322 (904) 487-6316	identitycredentials@gmail.com

**Investigations and Security Bureau**

Contact Name	Phone Number(s)	E-mail Address
Skip Drish	(888) 242-7547	livescan@fcib.com

**Invictus, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Angelo Grieco Scott Steiman	(561) 515-0093 x1	contact@invictussecurty.com

**J.M. Everett Agency, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Jane Everett	(904) 343-1182 (904) 751-3655	jmeverettagnecy@aol.com

**Jampol Investigation Agency, LLC**

Contact Name	Phone Number(s)	E-mail Address
Glenford Taylor	(954) 534-0683	admin@jampolprotectiveservices.com

**Lab Test Atlanta – Piedmont Avenue Health & Wellness**

Contact Name	Phone Number(s)	E-mail Address
James McLochlin	(404) 254-7831	jamesmlochlin@bellsouth.net

**Lastra Protective Services**

Contact Name	Phone Number(s)	E-mail Address
Joiber Lastra	(786) 518-7937	jlastra@lastrapros.com

**Level 2 Background Screening Services**

Contact Name	Phone Number(s)	E-mail Address
Nadine Alexander Samantha Ostroff Lisha Allen-Sawyer	(772) 463-0505 (561) 840-6566 (904) 396-4908	alan@level2backgroundscreening.com

**MacData Advantage Background Screening**

Contact Name	Phone Number(s)	E-mail Address
Jan Figola	(386) 254-4888	info@macdata.com

**Management Resources Institute**

Contact Name	Phone Number(s)	E-mail Address
Veronica Moreno-Zuniga	(305) 442-9223	vmoreno@mgtrcs.com

**MD Now Medical Centers, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Lori Shumaker Day Schuler	(561) 420-8555	fingerprints@mymdnow.com

**Mentoring & Motivating Youth of America, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Stan Morris	(407) 522-4300 (321) 662-7658	mentormotivate@bellsouth.net

**Meridian Behavioral Healthcare, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Manuel Peruga Letitia McCrary	(352) 374-5600 x8327 (352) 374-5600 x8282	manuel_peruga@mbhci.org letitia_mccrary@mbhci.org

**MobileClear Security**

Contact Name	Phone Number(s)	E-mail Address
Steven Burke David Ramos	(321) 238-8257	info@mobileclear.com

**Mobile Electronic Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Brian Cox	(855) 334-6437 (407) 492-8270	livescan@mail.com

**Mobile Livescan Solutions LLC.**

Contact Name	Phone Number(s)	E-mail Address
Giovanni & Evelyn Proano	(305) 763-1403 (305) 793-7904	gproano@aof.com

**MorphoTrust USA, LLC**

Contact Name	Phone Number(s)	E-mail Address
Steven Rector	(888) 859-4356	flinfo@11id.com

**National Fingerprint, Inc.**

Contact Name	Phone Number(s)	E-mail Address
David Allburn	(888) 823-7873	dallburn@NationalFingerprint.com

**Neighborly Care Network, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Mona Norindr	(727) 573-9444	mnorindr@neighborly.org

**NMS Management Services, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Elaine Taule	(561) 967-8884 x105	etaule@nms123.com

**On Site Notary & Fingerprinting Service**

Contact Name	Phone Number(s)	E-mail Address
John Consoli	(727) 967-0551	johntaz@mindspring.com

**Pac N Send Lighthouse Point**

Contact Name	Phone Number(s)	E-mail Address
Penni Morris	(954) 946-7760	info@pacnsendlhp.com

**Parcels Plus**

Contact Name	Phone Number(s)	E-mail Address
Bruce Bernstein	(954) 782-9836	info@parcelsplus.net

**Personal Security Concepts**

Contact Name	Phone Number(s)	E-mail Address
Oliver Leong	(850) 656-9400	olnfl@yahoo.com

**Postal Annex 4022**

Contact Name	Phone Number(s)	E-mail Address
Humberto Perez	(305) 630-9608	pa4022@postalannex.com

**Postal Annex+ 10013**

Contact Name	Phone Number(s)	E-mail Address
Ronald Gadsden	(727) 400-6801	pa10013@postalannex.com

**Prime Screening, LLC**

Contact Name	Phone Number(s)	E-mail Address
Lauren Nobile	(561) 588-3820	primescreening@gmail.com

**Professional Associates of Background Screeners, LLC**

Contact Name	Phone Number(s)	E-mail Address
Clarence Randle	(407) 571-9988	crandle@defendmycompany.com

**Ramtry LLC**

Contact Name	Phone Number(s)	E-mail Address
Ramanlal Mistry	(727) 865-2320	mistrypgh@yahoo.com

**Renaissance Multi Services**

Contact Name	Phone Number(s)	E-mail Address
Genevieve Benoit	(561) 223-2380	genevieve5917@yahoo.com

**Risper Livescan Solutions LLC**

Contact Name	Phone Number(s)	E-mail Address
Marilyn Risper	(407) 574-4879	carlosrisper@yahoo.com

**Safe Sky, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Frederick Reitz	(954) 399-0759	rick@safesky.us

**Sarasota Livescan Fingerprinting**

Contact Name	Phone Number(s)	E-mail Address
Andrew Burke	(941) 538-7959	srqfingerprints@gmail.com

**Secure Printz**

Contact Name	Phone Number(s)	E-mail Address
Mallerie Hembd	(954) 774-8419	secure.printz@gmail.com

**Security and Information Management, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Annabel Brewster	(786) 457-3991	info_siminc@yahoo.com

**South Florida Fingerprinting, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Daylen Laya	(305) 710-4972	southfloridafing@bellsouth.net

**Spirit Of Giving Network**

Contact Name	Phone Number(s)	E-mail Address
Karen Krumholtz	(561) 299-1205	karen@spiritofgivingnetwork.com

**Statutory Fingerprinting & Notary, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Marcia Bent	(866) 651-8899 (954) 585-8899 (561) 640-4204	sfn@fingerprintingnotary.com

**Synergy Testing Solutions, LLC**

Contact Name	Phone Number(s)	E-mail Address
David Phillips	(561) 444-2571	info@synergytestingsolutions.com

**Telos ID**

Contact Name	Phone Number(s)	E-mail Address
Tom Ayers	(703) 724-3626	tom.ayers@telos.com

**The Glades Initiative, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Carol Rodriguez	(561) 996-3310	background@gladesinitiative.org

**TOPS HR Solutions**

Contact Name	Phone Number(s)	E-mail Address
Christine Sunseri	(941) 366-7570	csunseri@topshr.com

**True Care Professionals FLA, LLC**

Contact Name	Phone Number(s)	E-mail Address
Jean-Claude Alcime	(561) 767-4355	truecare@tcpfla.com

**Trusted Tests, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Alberto Hernandez	(305) 827-1194	info@trustedfl.com

**United Screening Services Corporation**

Contact Name	Phone Number(s)	E-mail Address
Suhayley Noriega-Lopez	(305) 774-1711 x1017	prints@unitedscreening.com
Maribel Blanco	(305) 774-1711 x1002	
Quawanna Hernandez-Ceballos	(305) 774-1711 x1009	

**USA Mobile Drug Testing**

Contact Name	Phone Number(s)	E-mail Address
Fernando Perez	(305) 220-3912	sf_fingerprint@usamdt.com

**UPARC**

Contact Name	Phone Number(s)	E-mail Address
Chrissy Pasquarella	(727) 799-3330 x7630	uparcprints@aol.com

**YWCA of Greater Miami-Dade, Inc.**

Contact Name	Phone Number(s)	E-mail Address
Tallulah Johnson	(305) 377-9922 x100	livescan@ywca-miami.org

# Livescan Vendors

## Biometric Information Management/I-3

Contact Name	Phone Number(s)	E-mail Address
Adam Powers	(614) 526-4246	sales@bioinfomgt.com

## Biometrics4all

Contact Name	Phone Number(s)	E-mail Address
Piet Lesage	(714) 568-9888 x110	sales@biometrics4all.com

## Cogent Systems, Inc.

Contact Name	Phone Number(s)	E-mail Address
Isam Saleh	(614) 718-9691	isaleh@cogentsystems.com

## CrossMatch Technologies, Inc.

Contact Name	Phone Number(s)	E-mail Address
Dave Bronger	(866) 260-2763	dave.bronger@crossmatch.com

## DataWorks Plus

Contact Name	Phone Number(s)	E-mail Address
Rick Johnson	(864) 430-7981	rjohnson@dataworksplus.com

## First Advantage

Contact Name	Phone Number(s)	E-mail Address
Jack Neal	(330) 313-1317	jack.neal@fadv.com

## Identix Incorporated

Contact Name	Phone Number(s)	E-mail Address
Jeffrey Carroll	(952) 945-3350	jeff.carroll@identix.com

## Innovative Biometric Systems

Contact Name	Phone Number(s)	E-mail Address
Leslie Rowe	(877) 932-2435 x6281	leslie@fastfingerprints.com

## Morphotrak Biometric Solutions

Contact Name	Phone Number(s)	E-mail Address
George Hodges	(407) 595-4438	george.hodges@morphotrak.com

## MOSA Technology Solutions, LLC

Contact Name	Phone Number(s)	E-mail Address
Scott Clinton	(561) 379-5509	sclinton@mosaglobal.com

## Telos ID

Contact Name	Phone Number(s)	E-mail Address
Tom Ayers	(703) 724-3626	tom.ayers@telos.com

# INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.928, COVER SHEET FOR FAMILY COURT CASES (11/13)

## When should this form be used?

The Cover Sheet for Family Court Cases and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form shall be filed by the petitioner/party opening or reopening a case for the use of the **clerk of the circuit court** for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

This form should be typed or printed in black ink. The petitioner must **file** this cover sheet with the first pleading or motion filed to open or reopen a case in all domestic and juvenile cases.

## What should I do next?

Follow these instructions for completing the form:

- I. Case Style. Enter the name of the court, the appropriate case number assigned at the time of filing of the original petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of the petitioner(s) and respondent(s).
- II. Type of Action /Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed.
  - (A) Initial Action/Petition
  - (B) Reopening Case. If you check "Reopening Case," indicate whether you are filing a modification or supplemental petition or an action for enforcement by placing a check beside the appropriate action/petition.
    1. Modification/Supplemental Petition
    2. Motion for Civil Contempt/ Enforcement
    3. Other – All reopening actions not involving modification/supplemental petitions or petition enforcement.
- III. Type of Case. Place a check beside the appropriate case. If the case fits more than one category, select the most definitive. Definitions of the categories are provided below.
  - (A) Simplified Dissolution of Marriage- petitions for the termination of marriage pursuant to Florida Family Law Rule of Procedure 12.105.
  - (B) Dissolution of Marriage - petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.
  - (C) Domestic Violence - all matters relating to injunctions for protection against domestic violence pursuant to section 741.30, Florida Statutes. .
  - (D) Dating Violence - all matters relating to injunctions for protection against dating violence pursuant to section 784.046, Florida Statutes.
  - (E) Repeat Violence - all matters relating to injunctions for protection against repeat violence pursuant to section 784.046, Florida Statutes.
  - (F) Sexual Violence - all matters relating to injunctions for protection against sexual violence pursuant to section 784.046, Florida Statutes.

Instructions for Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases (11/13)

- (G) Stalking-all matters relating to injunctions for protection against stalking pursuant to section 784.0485, Florida Statutes.
- (H) Support - IV-D - all matters relating to child or spousal support in which an application for assistance has been filed with the Department of Revenue, Child Support Enforcement under Title IV-D, Social Security Act, except for such matters relating to dissolution of marriage petitions (sections 409.2564, 409.2571, and 409.2597, Florida Statutes), paternity, or UIFSA.
- (I) Support-Non IV-D - all matters relating to child or spousal support in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (J) UIFSA- IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has been filed under Title IV-D, Social Security Act.
- (K) UIFSA - Non IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (L) Other Family Court - all matters involving time-sharing and/or parenting plans relating to minor child(ren), support unconnected with dissolution of marriage, annulment, delayed birth certificates pursuant to Florida Statutes section 382.0195, expedited affirmation of parental status pursuant to Florida Statutes section 742.16, termination of parental rights proceedings pursuant to Florida Statutes section 63.087, declaratory judgment actions related to premarital, marital, post-marital agreements, or other matters not included in the categories above.
- (M) Adoption Arising Out Of Chapter 63 - all matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.
- (N) Name Change - all matters relating to name change, pursuant to section 68.07, Florida Statutes.
- (O) Paternity/Disestablishment of Paternity – all matters relating to paternity pursuant to Chapter 742, Florida Statutes.
- (P) Juvenile Delinquency - all matters relating to juvenile delinquency pursuant to Chapter 985, Florida Statutes.
- (Q) Petition for Dependency - all matters relating to petitions for dependency.
- (R) Shelter Petition – all matters relating to shelter petitions pursuant to Chapter 39, Florida Statutes.
- (S) Termination of Parental Rights Arising Out Of Chapter 39 – all matters relating to termination of parental rights pursuant to Chapter 39, Florida Statutes.
- (T) Adoption Arising Out Of Chapter 39 – all matters relating to adoption pursuant to Chapter 39, Florida Statutes.
- (U) CINS/FINS – all matters relating to children in need of services (and families in need of services) pursuant to Chapter 984, Florida Statutes.

**ATTORNEY OR PARTY SIGNATURE.** Sign the Cover Sheet for Family Court Cases. Print legibly the name of the person signing the Cover Sheet for Family Court Cases. Attorneys must include a Florida Bar number. Insert the date the Cover Sheet for Family Court Cases is signed. Signature is a certification that filer has provided accurate information on the Cover Sheet for Family Court Cases.

**Nonlawyer** 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**, 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.

### **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 12.100, Florida Family Law Rules of Procedure.

Instructions for Florida Family Law Rules of Procedure Form 12.928, Cover Sheet for Family Court Cases (11/13)



## COVER SHEET FOR FAMILY COURT CASES

I. Case Style

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Judge: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

and

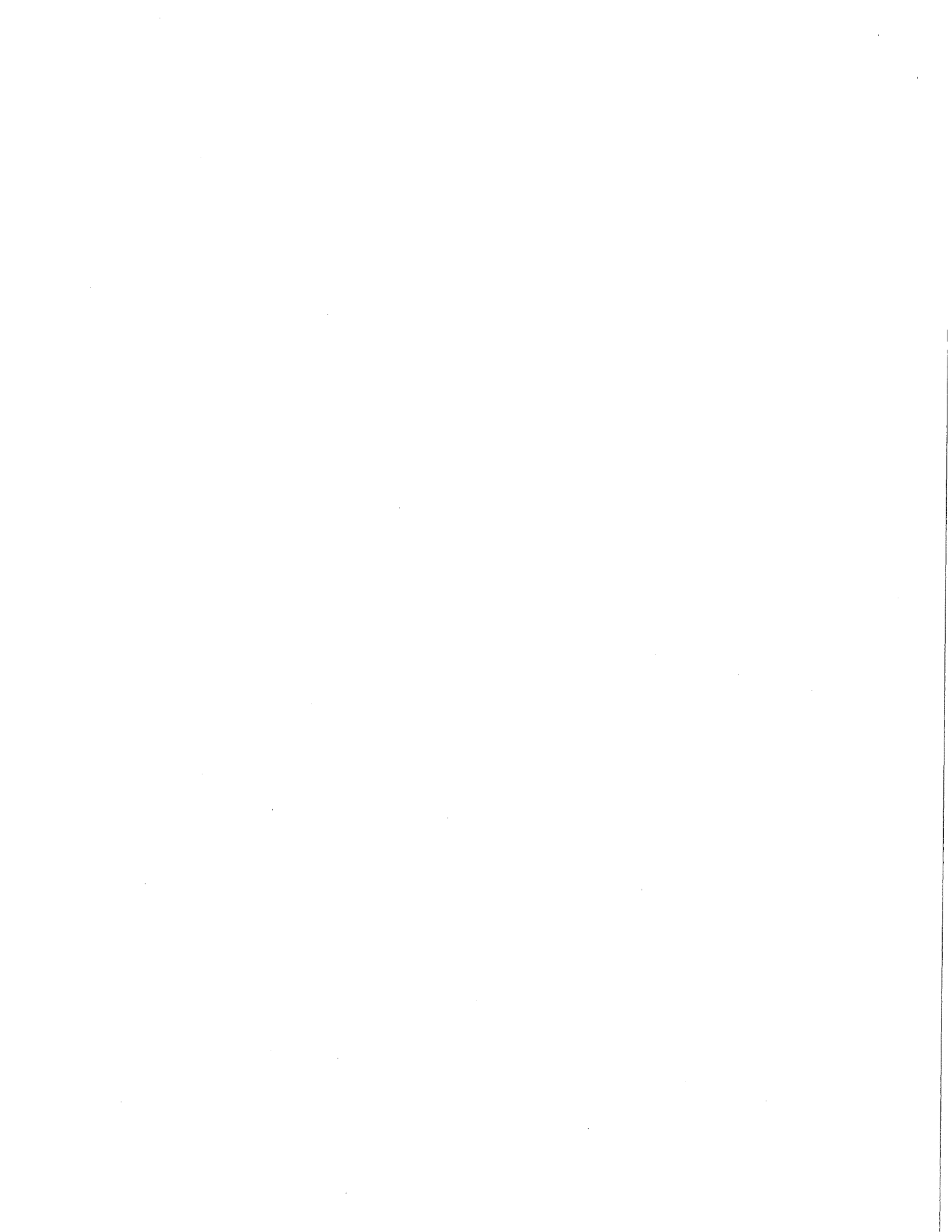
\_\_\_\_\_  
Respondent

II. Type of Action/Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed. **If you are reopening a case, choose one of the three options below it.**

- (A)  Initial Action/Petition
- (B)  Reopening Case
  - 1.  Modification/Supplemental Petition
  - 2.  Motion for Civil Contempt/Enforcement
  - 3.  Other

III. Type of Case. If the case fits more than one type of case, select the most definitive.

- (A)  Simplified Dissolution of Marriage
- (B)  Dissolution of Marriage
- (C)  Domestic Violence
- (D)  Dating Violence
- (E)  Repeat Violence
- (F)  Sexual Violence
- (G)  Stalking
- (H)  Support IV-D (Department of Revenue, Child Support Enforcement)
- (I)  Support Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (J)  UIFSA IV-D (Department of Revenue, Child Support Enforcement)
- (K)  UIFSA Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (L)  Other Family Court
- (M)  Adoption Arising Out Of Chapter 63
- (N)  Name Change
- (O)  Paternity/Disestablishment of Paternity
- (P)  Juvenile Delinquency
- (Q)  Petition for Dependency
- (R)  Shelter Petition
- (S)  Termination of Parental Rights Arising Out Of Chapter 39
- (T)  Adoption Arising Out Of Chapter 39
- (U)  CINS/FINS



# COVER SHEET FOR FAMILY COURT CASES

I. Case Style

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Judge: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

and

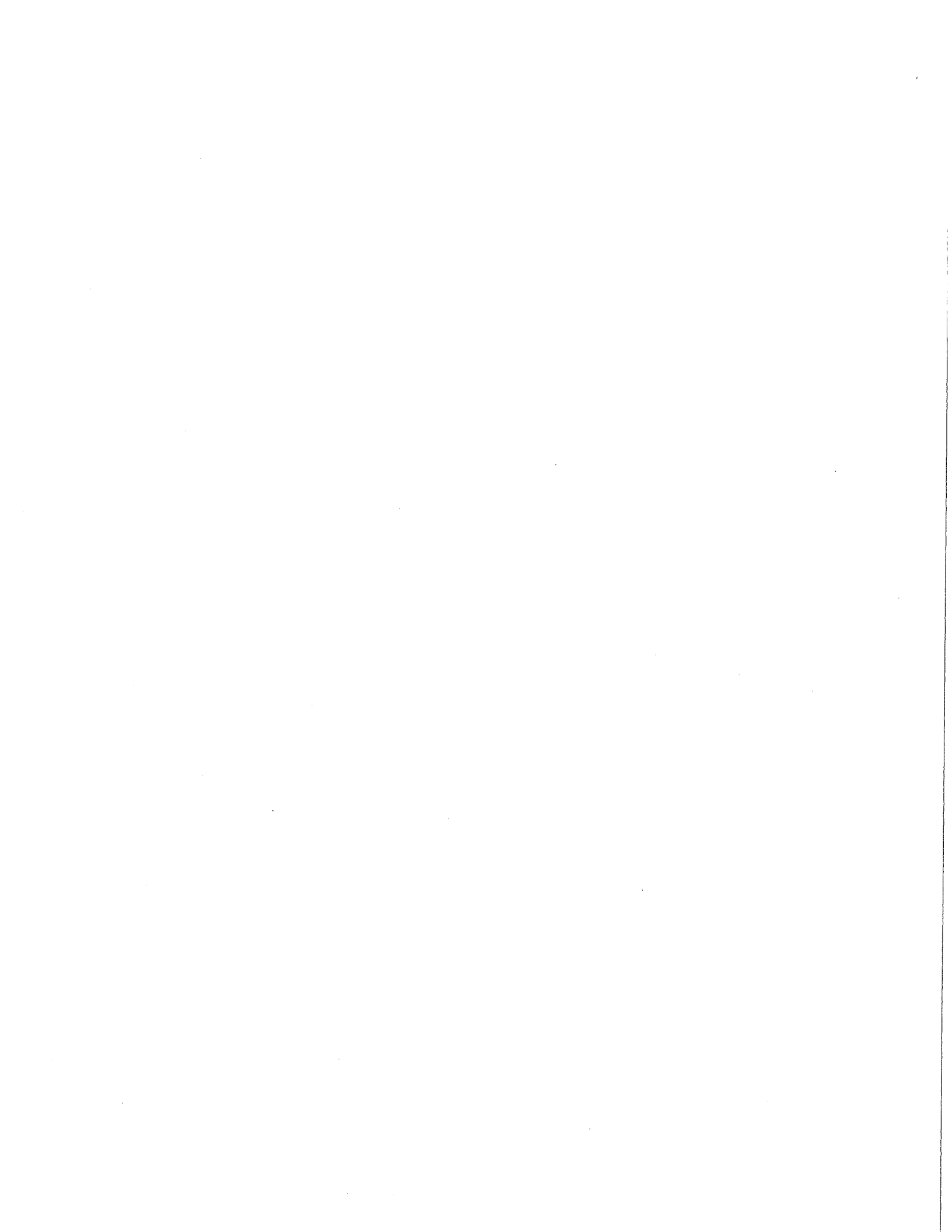
\_\_\_\_\_  
Respondent

II. Type of Action/Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed. **If you are reopening a case, choose one of the three options below it.**

- (A) \_\_\_ Initial Action/Petition
- (B) \_\_\_ Reopening Case
  - 1. \_\_\_ Modification/Supplemental Petition
  - 2. \_\_\_ Motion for Civil Contempt/Enforcement
  - 3. \_\_\_ Other

III. Type of Case. If the case fits more than one type of case, select the most definitive.

- (A) \_\_\_ Simplified Dissolution of Marriage
- (B) \_\_\_ Dissolution of Marriage
- (C) \_\_\_ Domestic Violence
- (D) \_\_\_ Dating Violence
- (E) \_\_\_ Repeat Violence
- (F) \_\_\_ Sexual Violence
- (G) \_\_\_ Stalking
- (H) \_\_\_ Support IV-D (Department of Revenue, Child Support Enforcement)
- (I) \_\_\_ Support Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (J) \_\_\_ UIFSA IV-D (Department of Revenue, Child Support Enforcement)
- (K) \_\_\_ UIFSA Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (L) \_\_\_ Other Family Court
- (M) \_\_\_ Adoption Arising Out Of Chapter 63
- (N) \_\_\_ Name Change
- (O) \_\_\_ Paternity/Disestablishment of Paternity
- (P) \_\_\_ Juvenile Delinquency
- (Q) \_\_\_ Petition for Dependency
- (R) \_\_\_ Shelter Petition
- (S) \_\_\_ Termination of Parental Rights Arising Out Of Chapter 39
- (T) \_\_\_ Adoption Arising Out Of Chapter 39
- (U) \_\_\_ CINS/FINS



- IV. Rule of Judicial Administration 2.545(d) requires that a Notice of Related Cases Form, Family Law Form 12.900(h), be filed with the initial pleading/petition by the filing attorney or self-represented litigant in order to notify the court of related cases. Is Form 12.900(h) being filed with this Cover Sheet for Family Court Cases and initial pleading/petition?
- \_\_\_\_ No, to the best of my knowledge, no related cases exist.
- \_\_\_\_ Yes, all related cases are listed on Family Law Form 12.900(h).

**ATTORNEY OR PARTY SIGNATURE**

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature \_\_\_\_\_ FL Bar No.: \_\_\_\_\_  
 Attorney or party (Bar number, if attorney)

\_\_\_\_\_  
 (Type or print name) (E-mail Address(es))

\_\_\_\_\_  
 Date

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:** [fill in all blanks]

This form was prepared for the: {choose only one} ( ) Petitioner ( ) Respondent

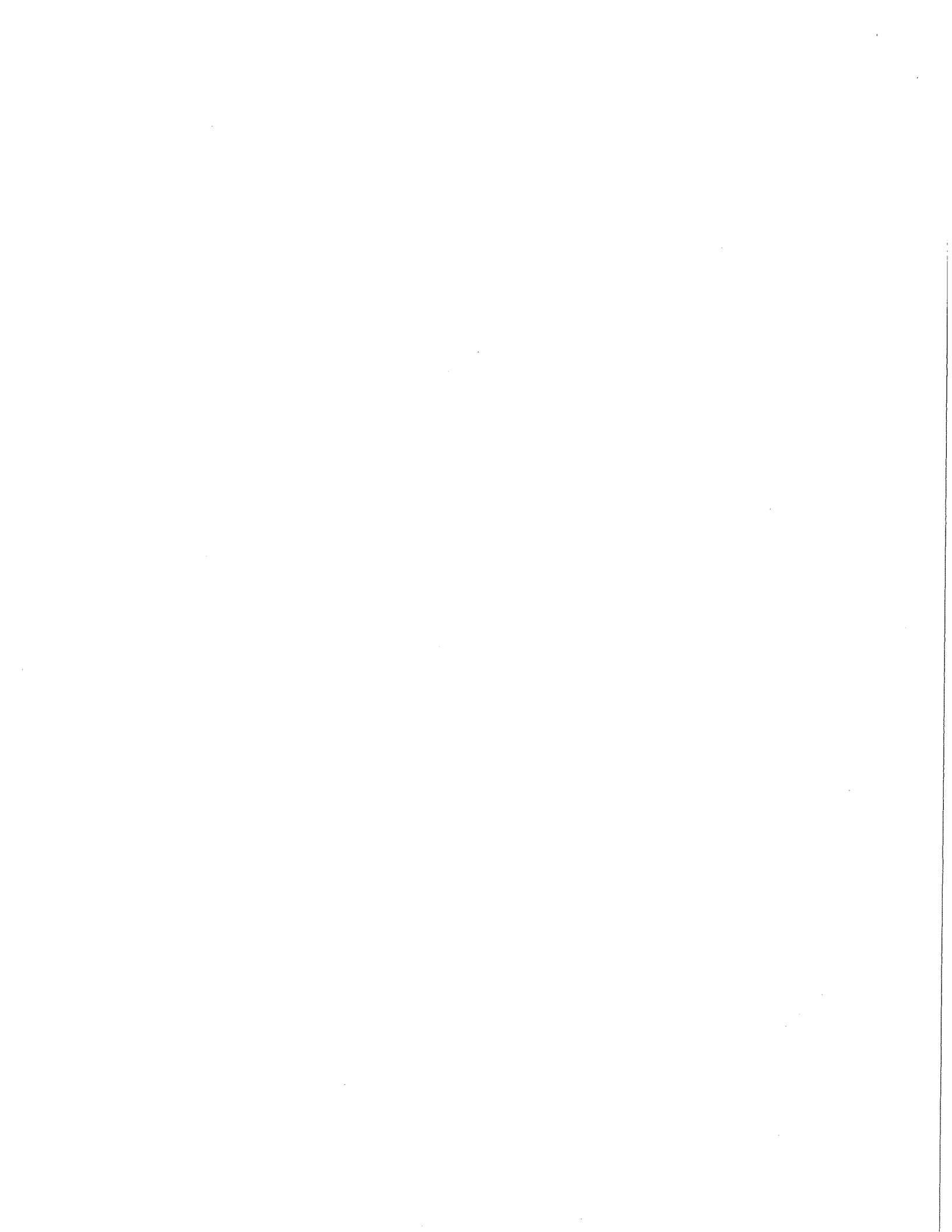
This form was completed with the assistance of:

{name of individual} \_\_\_\_\_

{name of business} \_\_\_\_\_

{address} \_\_\_\_\_

{city} \_\_\_\_\_, {state} \_\_\_\_\_, {telephone number} \_\_\_\_\_



# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(a), PETITION FOR CHANGE OF NAME (ADULT) (06/10)

## 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 dissolution of marriage or for adoption of child(ren). If you want a change of name because of a **dissolution of marriage** or adoption of child(ren) that is not yet final, the change of name should be requested as part of that case.

This form should be typed or printed in black ink and must be signed 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?

**Unless you are seeking to restore a former name, you must have fingerprints submitted for a state and national criminal records check.** The fingerprints must be taken in a manner approved by the Department of Law Enforcement and must be submitted to the Department for a state and national criminal records check. **You may not request a hearing on the petition until the clerk of court has received the results of your criminal history records check.** The clerk of court can instruct you on the process for having the fingerprints taken and submitted, including information on law enforcement agencies or service providers authorized to submit fingerprints electronically to the Department of Law Enforcement. The process may take several weeks and you will have to pay for the cost of processing the fingerprints and conducting the state and national criminal history records check.

Next, you must obtain a **hearing** date for the court to consider your request. If you are seeking to restore a former name, a hearing on the petition MAY be held immediately after the petition is filed. The final hearing on any other petition for a name change may be held immediately after the clerk of court receives the results of your criminal history records check. 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)**, 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 **petition**, he or she will sign this **order**. This officially changes your name. The clerk can provide you with **certified copies** of the signed order. There will be charges for the certified copies, and the clerk can tell you the amount of the charges.

*Instructions for Florida Supreme Court Approved Family Law Form 12.982(a), Petition for Change of Name (Adult) (06/10)*

## 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**, 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 FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner.

**PETITION FOR CHANGE OF NAME (ADULT)**

I, *{full legal name}* \_\_\_\_\_, being sworn, certify that the following information is true:

1. My complete present name is: \_\_\_\_\_  
I request that my name be changed to: \_\_\_\_\_

2. I live in \_\_\_\_\_ County, Florida, at *{street address}* \_\_\_\_\_  
\_\_\_\_\_

3. I was born on *{date}* \_\_\_\_\_, in *{city}* \_\_\_\_\_, *{county}* \_\_\_\_\_,  
*{state}* \_\_\_\_\_, *{country}* \_\_\_\_\_

4. My father's full legal name: \_\_\_\_\_  
My mother's full legal name: \_\_\_\_\_

My mother's maiden name: \_\_\_\_\_  
\_\_\_\_\_

5. I have lived in the following places since birth:

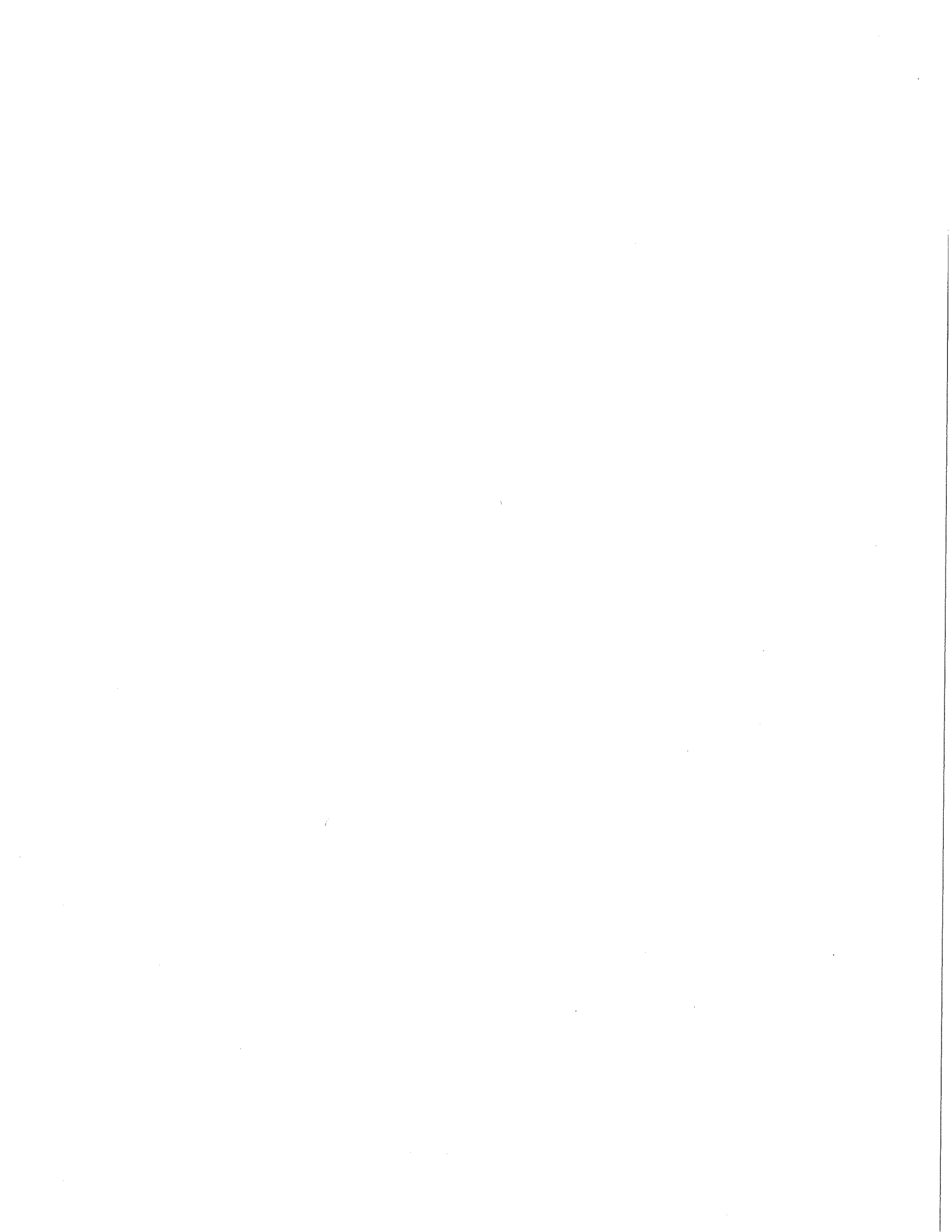
Dates (to/from)	Address
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____

(\_\_\_ Please indicate here if you are continuing these facts on an attached page.)

**6. Family**

[Choose **all** that apply]

- a. \_\_\_ I am not married.
- b. \_\_\_ I am married. My spouse's full legal name is: \_\_\_\_\_
- c. \_\_\_ I do not have child(ren).
- d. \_\_\_ The name(s), age(s), and address(es) of my child(ren) are as follows (all children, **including those over 18**, must be listed):



Name *{last, first, middle initial}*                      Age      Address, City, State

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

( \_\_\_\_\_ Please indicate here if you are continuing these facts on an attached page.)

**7. Former names**

[Choose **all** that apply]

\_\_\_\_ My name has never been changed **by a court**.

\_\_\_\_ My name previously was changed **by court order** from \_\_\_\_\_  
to \_\_\_\_\_ on *{date}* \_\_\_\_\_  
by *{court, city, and state}* \_\_\_\_\_  
**A copy of the court order is attached.**

\_\_\_\_ My name previously was changed **by marriage** from \_\_\_\_\_  
to \_\_\_\_\_ on *{date}* \_\_\_\_\_  
in *{city, county, and state}* \_\_\_\_\_  
**A copy of the marriage certificate is attached.**

\_\_\_\_ I have never been known or called by any other name.

\_\_\_\_ I have been known or called by the following other name(s): *{list name(s) and explain where  
You were known or called by such name(s)}* \_\_\_\_\_

**8. Occupation**

My occupation is: \_\_\_\_\_

I am employed at: *{company and address}* \_\_\_\_\_

During the past 5 years, I have had the following jobs:

Dates (to/from)	Employer and employer's address
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

( \_\_\_\_\_ Please indicate here if you are continuing these facts on an attached page.)

**9. Business**

[Choose **one** only]

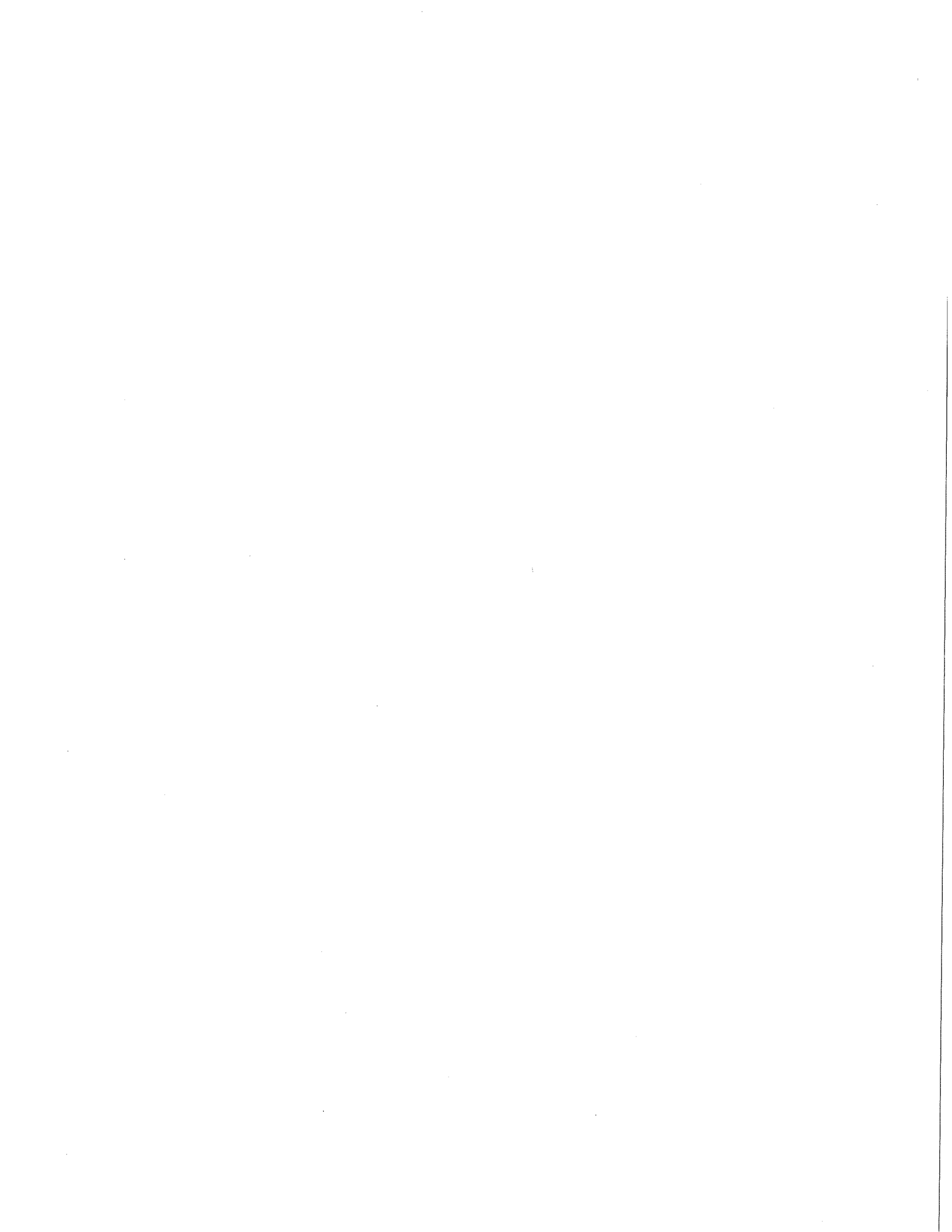
\_\_\_\_ I do not own and operate a business.

\_\_\_\_ I own and operate a business. The name of the business is: \_\_\_\_\_

The street address is: \_\_\_\_\_

My position with the business is: \_\_\_\_\_

I have been involved with the business since: *{date}* \_\_\_\_\_



**10. Profession**

[Choose **one** only]

I am not in a profession.

I am in a profession. My profession is: \_\_\_\_\_

I have practiced this profession:

Dates (to/from)	Place and address
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

(  Please indicate here if you are continuing these facts on an attached page.)

**11. Education**

I have graduated from the following school(s):

Degree Received	Date of Graduation	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

(  Please indicate here if you are continuing these facts on an attached page.)

**12. Criminal History**

[Choose **one** only]

I have never been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication.

I have a criminal history. In the past I have been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The details of my criminal history are:

Date	City/State	Event (arrest, charge, plea, or adjudication)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(  Please indicate here if you are continuing these facts on an attached page.)

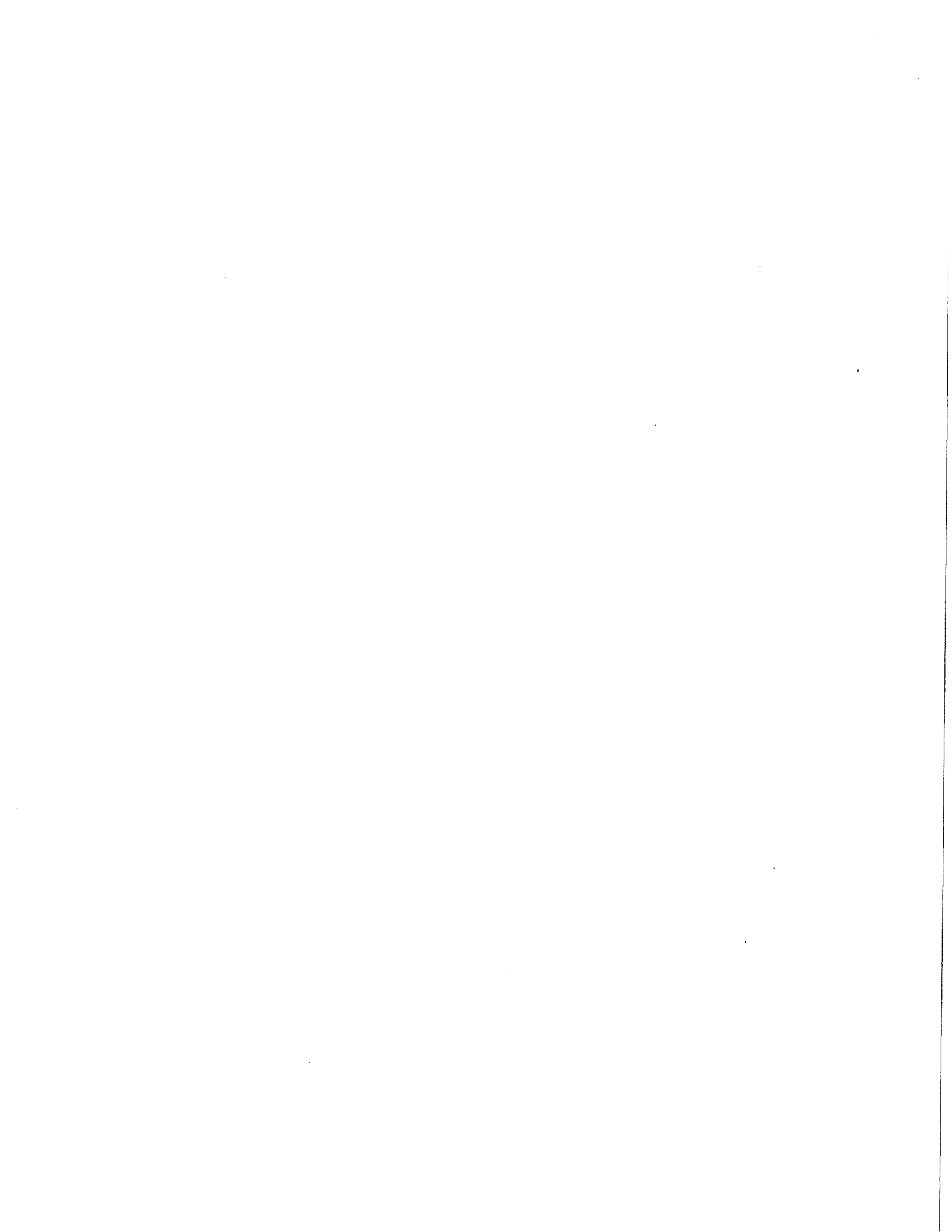
**13. Bankruptcy**

[Choose **one** only]

I have never been adjudicated bankrupt.

I was adjudicated bankrupt on {date} \_\_\_\_\_, in {city} \_\_\_\_\_, {county} \_\_\_\_\_, {state} \_\_\_\_\_.

(  Please indicate here if you have filed additional bankruptcies, and explain on an attached page.)



14. **Creditor(s)' Judgments**

[Choose one only]

I have never had a money judgment entered against me by a creditor.

The following creditor(s)' money judgment(s) have been entered against me:

Date	Amount	Creditor	Court entering judgment and case number	if Paid {date}
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

( \_\_\_\_\_ Please indicate here if these facts are continued on an attached page.)

15. **Fingerprints and Criminal History Records Check**

Unless I am seeking to restore a former name, a copy of my fingerprints has been taken in a manner approved by the Department of Law Enforcement and submitted for a state and national criminal history records check. **I understand that I cannot request a hearing on my Petition until the Clerk of Court receives the results of the criminal history records check.**

16. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise.

17. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored.

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this motion and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of PETITIONER

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary or deputy clerk.]

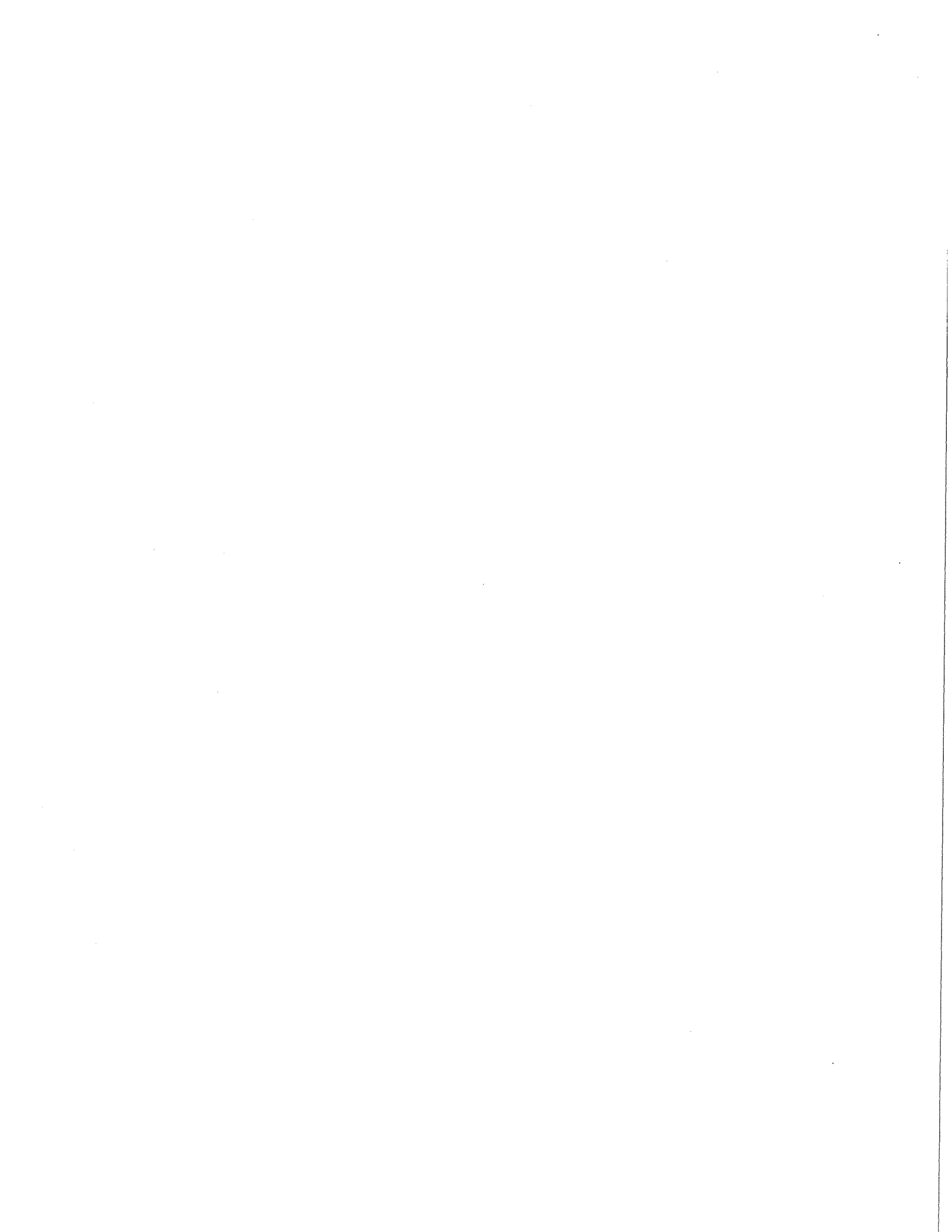




\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED 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, whose address is {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(h), NOTICE OF RELATED CASES (11/13)

### When should this form be used?

Florida Rule of Judicial Administration 2.545(d) requires the **petitioner** in a family law case to file with the court a notice of related cases, if any. Your circuit may also require this form to be filed even if there are no related cases. A case is considered related if

- it involves the same parties, children, or issues and is pending when the family law case is filed; or
- it affects the court's jurisdiction to proceed; or
- an order in the related case may conflict with an order on the same issues in the new case; or
- an order in the new case may conflict with an order in the earlier case.

This form is used to provide the required notice to the court.

This form should be typed or printed in black ink. It must be **filed** with the **clerk of the circuit court** with the initial pleading in the family law case.

### What should I do next?

A copy of the form must be served on the presiding judges, either the chief judge or the family law administrative judge, and all parties in the related cases. You should also keep a copy for your records. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

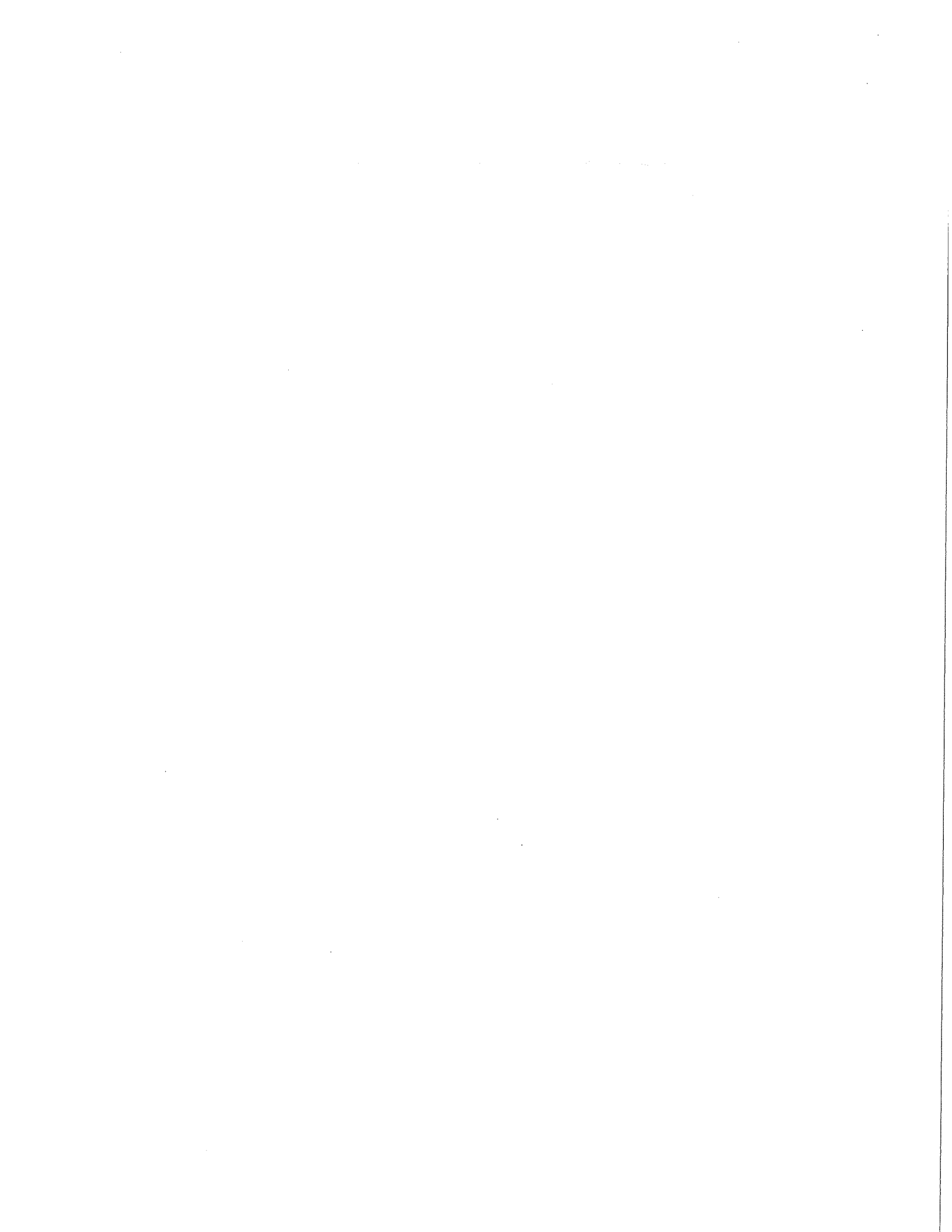
### Where can I look for more information?

**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 Florida Rule of Judicial Administration 2.545(d).

### 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**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms **must** also 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.

Instructions for Florida Family Law Rules of Procedure Form 12.900(h), Notice of Related Cases (11/13)



IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,  
and  
\_\_\_\_\_  
Respondent.

**NOTICE OF RELATED CASES**

1. Petitioner submits this Notice of Related Cases as required by Florida Rule of Judicial Administration 2.545(d). A related case may be an open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. A case is "related" to this family law case if it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; if it affects the court's jurisdiction to proceed; if an order in the related case may conflict with an order on the same issues in the new case; or if an order in the new case may conflict with an order in the earlier litigation.

[check one only]

There are no related cases.

The following are the related cases (add additional pages if necessary):

**Related Case No. 1**

Case Name(s): \_\_\_\_\_

Petitioner \_\_\_\_\_

Respondent \_\_\_\_\_

Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check all that apply]

Dissolution of Marriage

Paternity

Custody

Adoption

Child Support

Modification/Enforcement/Contempt Proceedings

Juvenile Dependency

Juvenile Delinquency

Termination of Parental Rights

Criminal

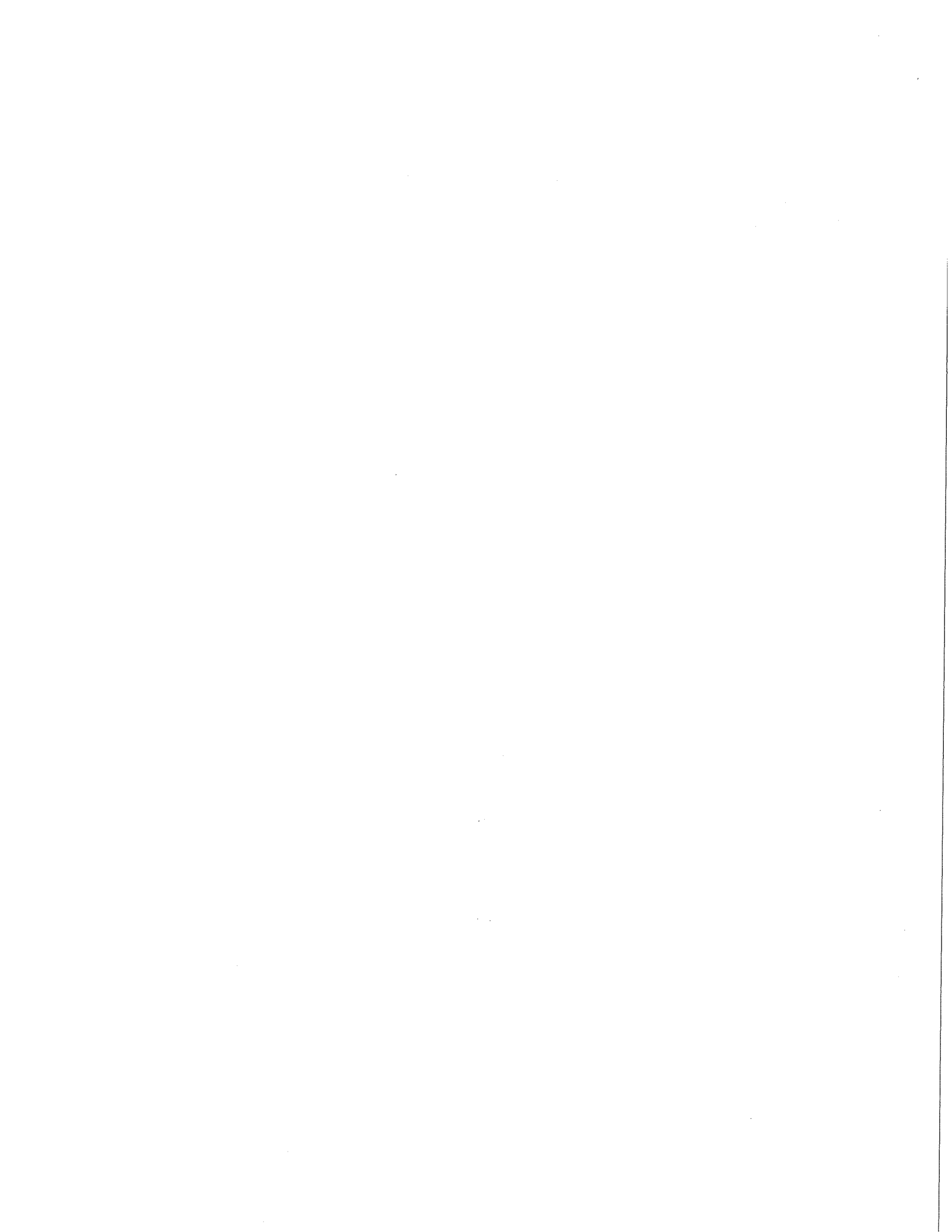
Domestic/Sexual/Dating/Repeat

Mental Health

Violence or Stalking Injunctions

Other {specify} \_\_\_\_\_

State where case was decided or is pending:  Florida  Other: {specify} \_\_\_\_\_



Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_

Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases [check all that apply]:

- pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Related Case No. 2**

Case Name(s): \_\_\_\_\_

Petitioner \_\_\_\_\_

Respondent \_\_\_\_\_

Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check all that apply]

- |  |  |
|--|--|
| <input type="checkbox"/> Dissolution of Marriage   | <input type="checkbox"/> Paternity                                     |
| <input type="checkbox"/> Custody   | <input type="checkbox"/> Adoption                                      |
| <input type="checkbox"/> Child Support   | <input type="checkbox"/> Modification/Enforcement/Contempt Proceedings |
| <input type="checkbox"/> Juvenile Dependency   | <input type="checkbox"/> Juvenile Delinquency                          |
| <input type="checkbox"/> Termination of Parental Rights                                    | <input type="checkbox"/> Criminal                                      |
| <input type="checkbox"/> Domestic/Sexual/Dating/Repeat<br>Violence or Stalking Injunctions | <input type="checkbox"/> Mental Health                                 |
|  | <input type="checkbox"/> Other {specify} _____                         |

State where case was decided or is pending:  Florida  Other: {specify} \_\_\_\_\_

Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): \_\_\_\_\_

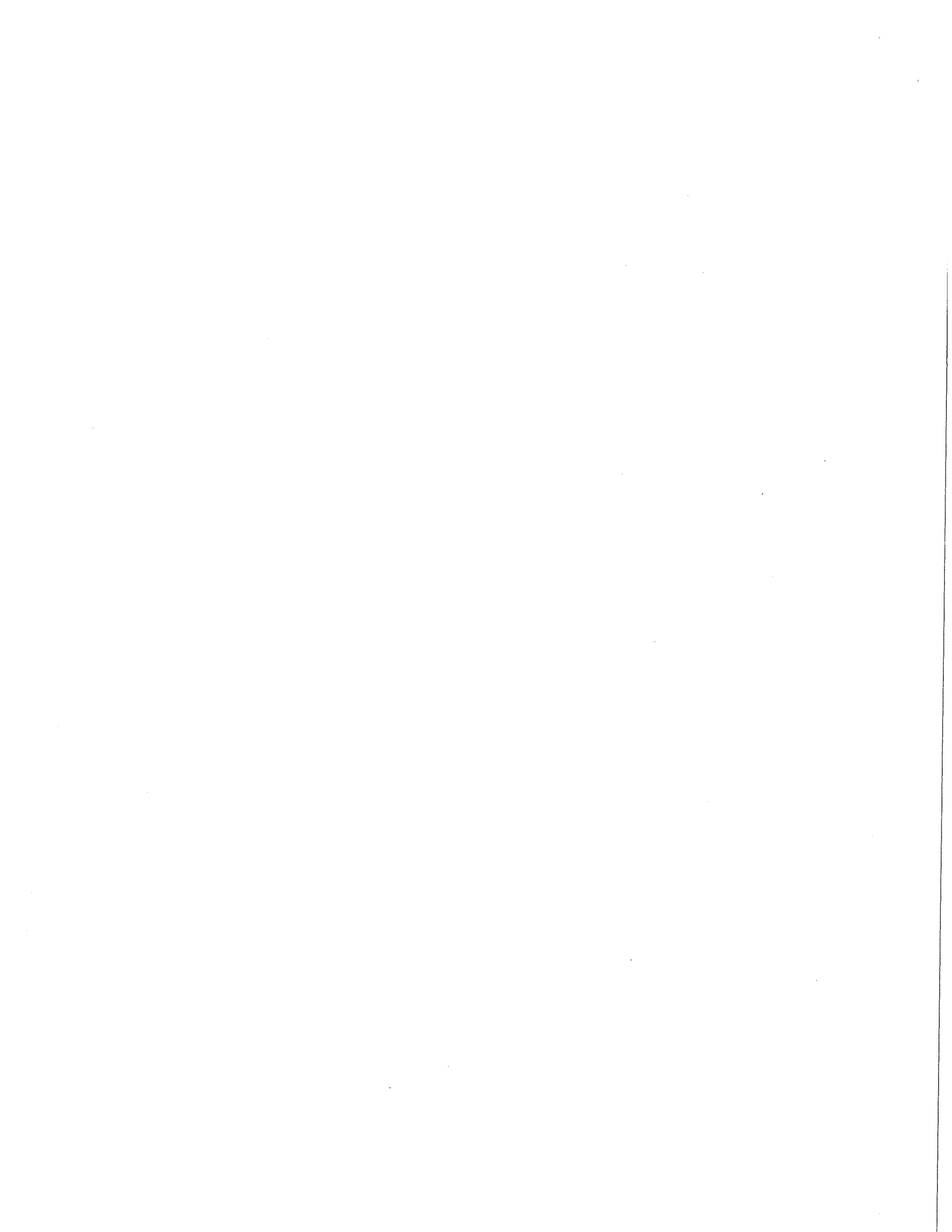
Title of last Court Order/Judgment (if any): \_\_\_\_\_

Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases [check all that apply]:

- pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_

Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases [check all that apply]:

pending case involves same parties, children, or issues;

may affect court's jurisdiction;

order in related case may conflict with an order in this case;

order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Related Case No. 2**

Case Name(s): \_\_\_\_\_

Petitioner \_\_\_\_\_

Respondent \_\_\_\_\_

Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check all that apply]

Dissolution of Marriage

Paternity

Custody

Adoption

Child Support

Modification/Enforcement/Contempt Proceedings

Juvenile Dependency

Juvenile Delinquency

Termination of Parental Rights

Criminal

Domestic/Sexual/Dating/Repeat

Mental Health

Violence or Stalking Injunctions

Other {specify} \_\_\_\_\_

State where case was decided or is pending:  Florida  Other: {specify} \_\_\_\_\_

Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_

Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases [check all that apply]:

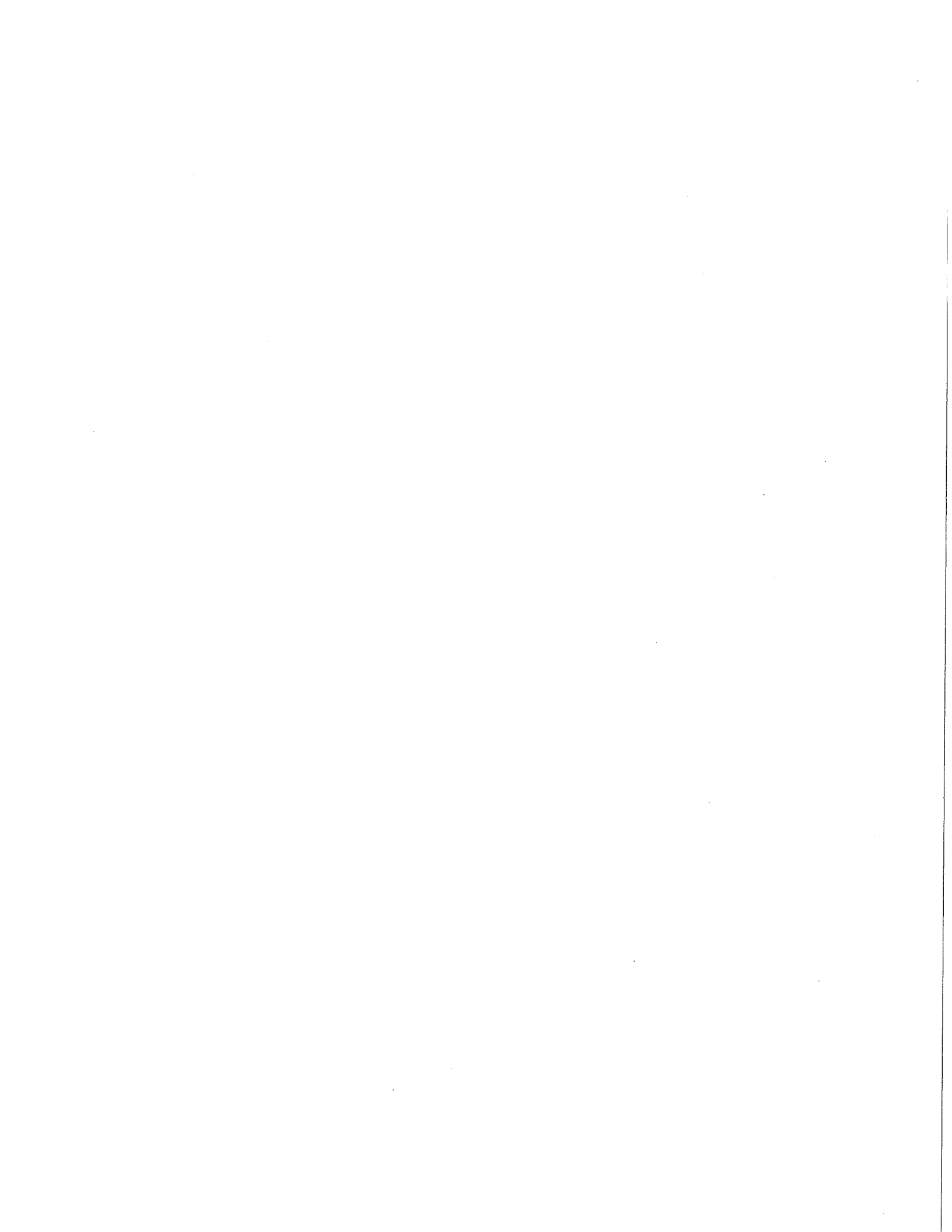
pending case involves same parties, children, or issues;

may affect court's jurisdiction;

order in related case may conflict with an order in this case;

order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Related Case No. 3**

Case Name(s): \_\_\_\_\_

Petitioner \_\_\_\_\_

Respondent \_\_\_\_\_

Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check all that apply]

- |  |  |
|--|--|
| <input type="checkbox"/> Dissolution of Marriage   | <input type="checkbox"/> Paternity                                     |
| <input type="checkbox"/> Custody   | <input type="checkbox"/> Adoption                                      |
| <input type="checkbox"/> Child Support   | <input type="checkbox"/> Modification/Enforcement/Contempt Proceedings |
| <input type="checkbox"/> Juvenile Dependency   | <input type="checkbox"/> Juvenile Delinquency                          |
| <input type="checkbox"/> Termination of Parental Rights                                    | <input type="checkbox"/> Criminal                                      |
| <input type="checkbox"/> Domestic/Sexual/Dating/Repeat<br>Violence or Stalking Injunctions | <input type="checkbox"/> Mental Health                                 |
|  | <input type="checkbox"/> Other {specify} _____                         |

State where case was decided or is pending:  Florida  Other: {specify} \_\_\_\_\_

Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_

Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases [check all that apply]:

- Pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- Order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. [check one only]

I do not request coordination of litigation in any of the cases listed above.

I do request coordination of the following cases:

\_\_\_\_\_  
\_\_\_\_\_

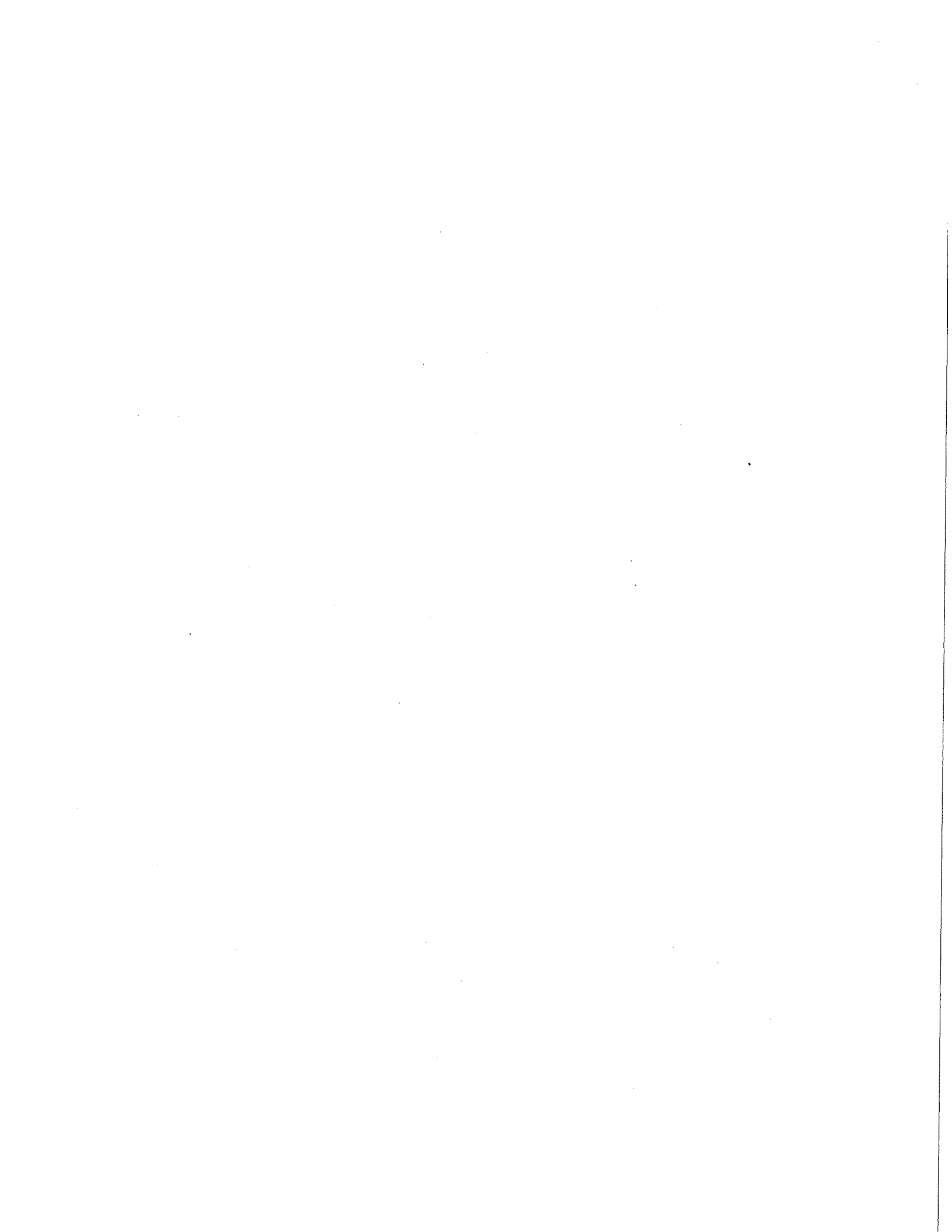
3. [check all that apply]

Assignment to one judge

Coordination of existing cases

will conserve judicial resources and promote an efficient determination of these cases because: \_\_\_\_\_

4. The Petitioner acknowledges a continuing duty to inform the court of any cases in this or any other state that could affect the current proceeding.



Dated: \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Signature  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address(es): \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I CERTIFY that I delivered a copy of this Notice of Related Cases to the \_\_\_\_\_ County Sheriff's Department or a certified process server for service on the Respondent, and [check all used] ( ) e-mailed ( ) mailed ( ) hand delivered, a copy to {name} \_\_\_\_\_, who is the [check all that apply] ( ) judge assigned to new case, ( ) chief judge or family law administrative judge, ( ) {name} \_\_\_\_\_ a party to the related case, ( ) {name} \_\_\_\_\_, a party to the related case on {date} \_\_\_\_\_.

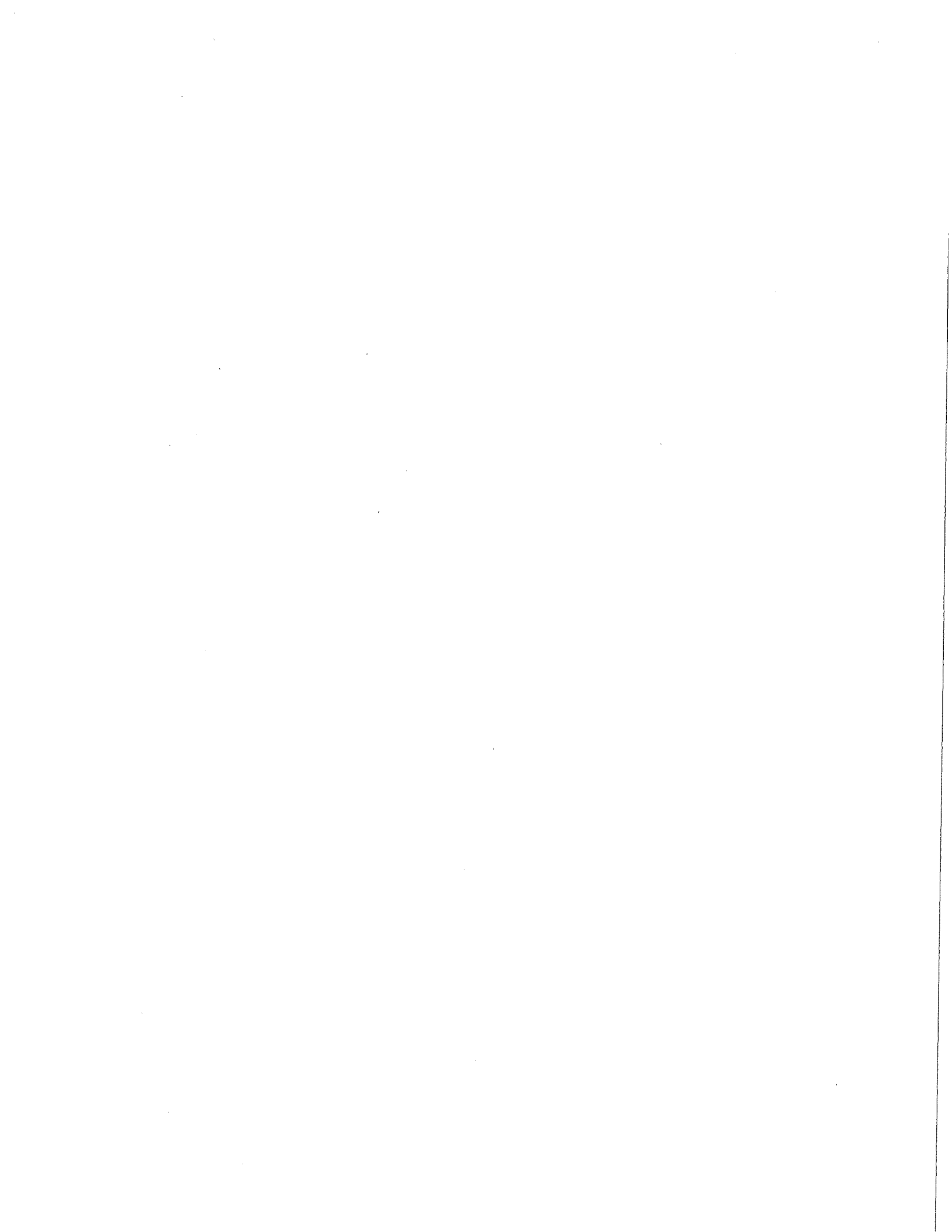
\_\_\_\_\_  
Signature of Petitioner/Attorney for Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address(es): \_\_\_\_\_  
Florida Bar Number: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in all blanks] This form was prepared for the {choose only one}: ( ) Petitioner ( ) Respondent.

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_  
{name of business} \_\_\_\_\_  
{address} \_\_\_\_\_  
{city} \_\_\_\_\_ {state} \_\_\_\_\_, {telephone number} \_\_\_\_\_.



IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

IN RE: THE NAME CHANGE OF

\_\_\_\_\_,  
Petitioner.

**FINAL JUDGMENT OF CHANGE OF NAME (ADULT)**

This cause came before the Court on {date} \_\_\_\_\_, for a hearing on Petition for Change of Name (Adult) under section 68.07, Florida Statutes, and it appearing to the Court that:

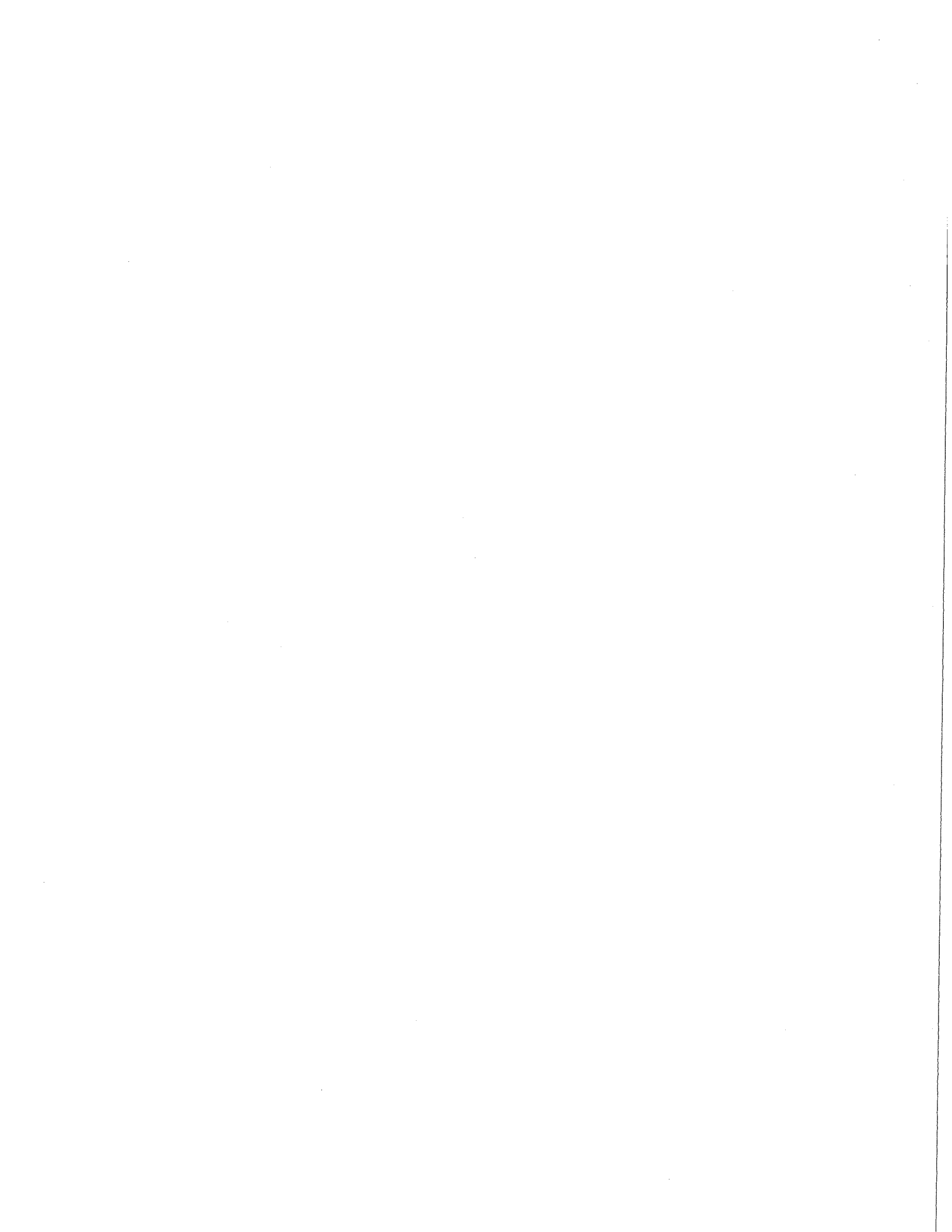
1. Petitioner is a bona fide resident of \_\_\_\_\_ County, Florida;
2. Petitioner's request is not for any ulterior or illegal purpose; and
3. Granting this petition will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise; it is

ORDERED that Petitioner's present name, \_\_\_\_\_,  
is changed to \_\_\_\_\_, by which  
Petitioner shall hereafter be known.

ORDERED ON \_\_\_\_\_.

\_\_\_\_\_  
CIRCUIT JUDGE

COPIES TO:  
Petitioner





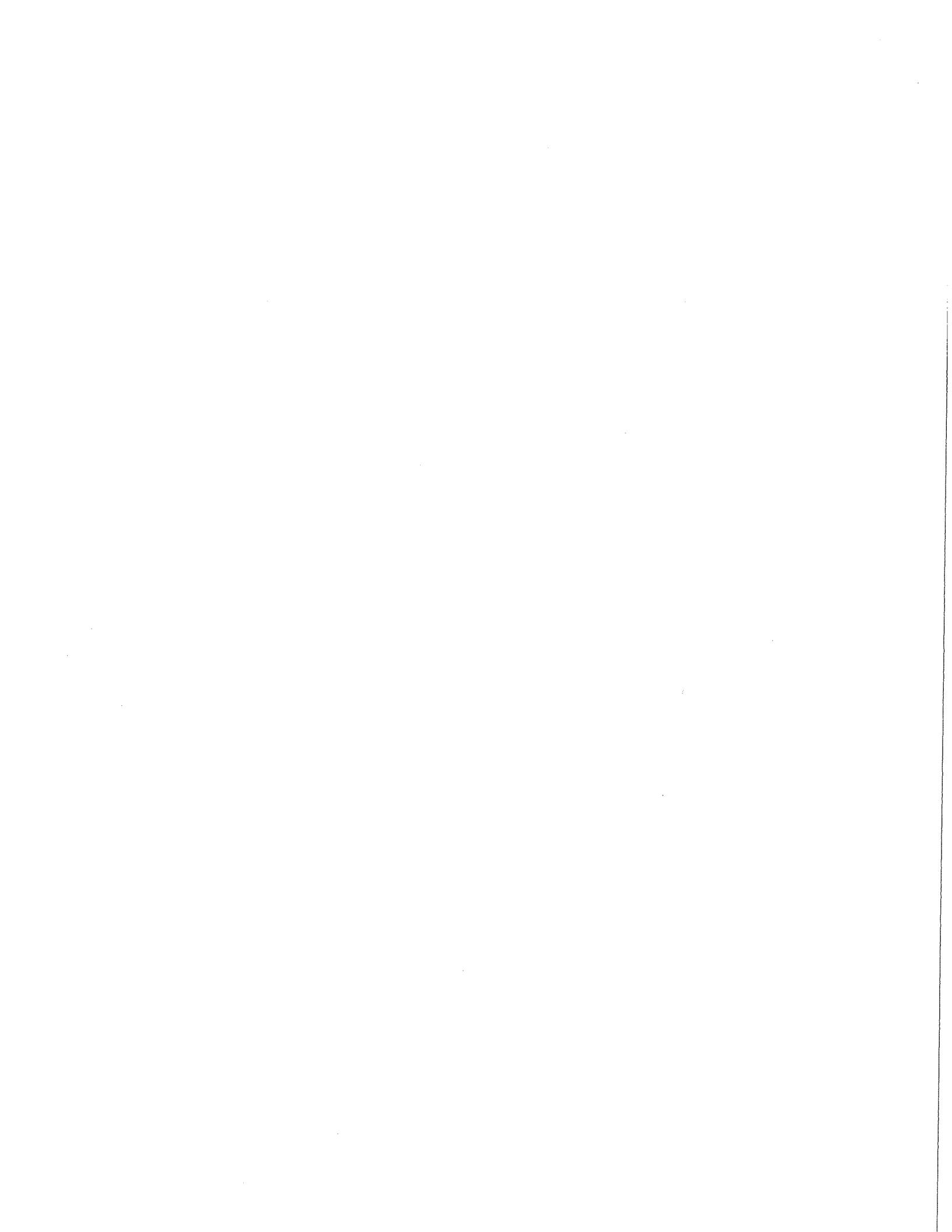
## FORM 1.998. INSTRUCTIONS FOR ATTORNEYS COMPLETING FINAL DISPOSITION FORM

**I. Case Style.** Enter the name of the court, the appropriate case number assigned at the time of filing of the original complaint or petition, the name of the judge assigned to the case and the names (last, first, middle initial) of plaintiff(s) and defendant(s).

**II. Means of Final Disposition.** Place an "x" in the appropriate major category box and in the appropriate subcategory box, if applicable. The following are the definitions of the disposition categories.

- (A) Dismissed Before Hearing—the case is settled, voluntarily dismissed, or otherwise disposed of before a hearing is held;
- (B) Dismissed Pursuant to Settlement - Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached without mediation before a hearing is held;
- (C) Dismissal Pursuant to Mediated Settlement - Before Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reached with mediation before a hearing is held;
- (D) Other - Before Hearing—the case is dismissed before hearing in an action that does not fall into one of the other disposition categories listed on this form;
- (E) Dismissed After Hearing—the case is dismissed by a judge, voluntarily dismissed, or settled after a hearing is held;
- (F) Dismissal Pursuant to Settlement - After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reach without mediation after a hearing is held;
- (G) Dismissal Pursuant to Mediated Settlement - After Hearing—the case is voluntarily dismissed by the plaintiff after a settlement is reach with mediation after a hearing is held;
- (H) Other - After Hearing—the case is dismissed after hearing in an action that does not fall into one of the other disposition categories listed on this form;
- (I) Disposed by Default—a defendant chooses not to or fails to contest the plaintiff's allegations and a judgment against the defendant is entered by the court;
- (J) Disposed by Judge—a judgment or disposition is reached by the judge in a case that is not dismissed and in which no trial has been held. Includes stipulations by the parties, conditional judgments, summary judgment after hearing and any matter in which a judgment is entered excluding cases disposed of by default as in category (I) above;
- (K) Disposed by Non-Jury Trial—the case is disposed as a result of a contested trial in which there is no jury and in which the judge determines both the issues of fact and law in the case;
- (L) Disposed by Jury Trial—the case is disposed as a result of a jury trial (consider the beginning of a jury trial to be when the jurors and alternates are selected and sworn);
- (M) Other—the case is consolidated, submitted to arbitration or mediation, transferred, or otherwise disposed of by other means not listed in categories (A) through (L).

**DATE AND ATTORNEY SIGNATURE.** Date and sign the final disposition form.



**FORM 1.998. FINAL DISPOSITION FORM**

This form shall be filed by the prevailing party for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075. (See instructions on the reverse of the form.)

**I. CASE STYLE**

(Name of Court)

Plaintiff \_\_\_\_\_  
\_\_\_\_\_

Case #: \_\_\_\_\_

Judge: \_\_\_\_\_

vs.

Defendant \_\_\_\_\_  
\_\_\_\_\_

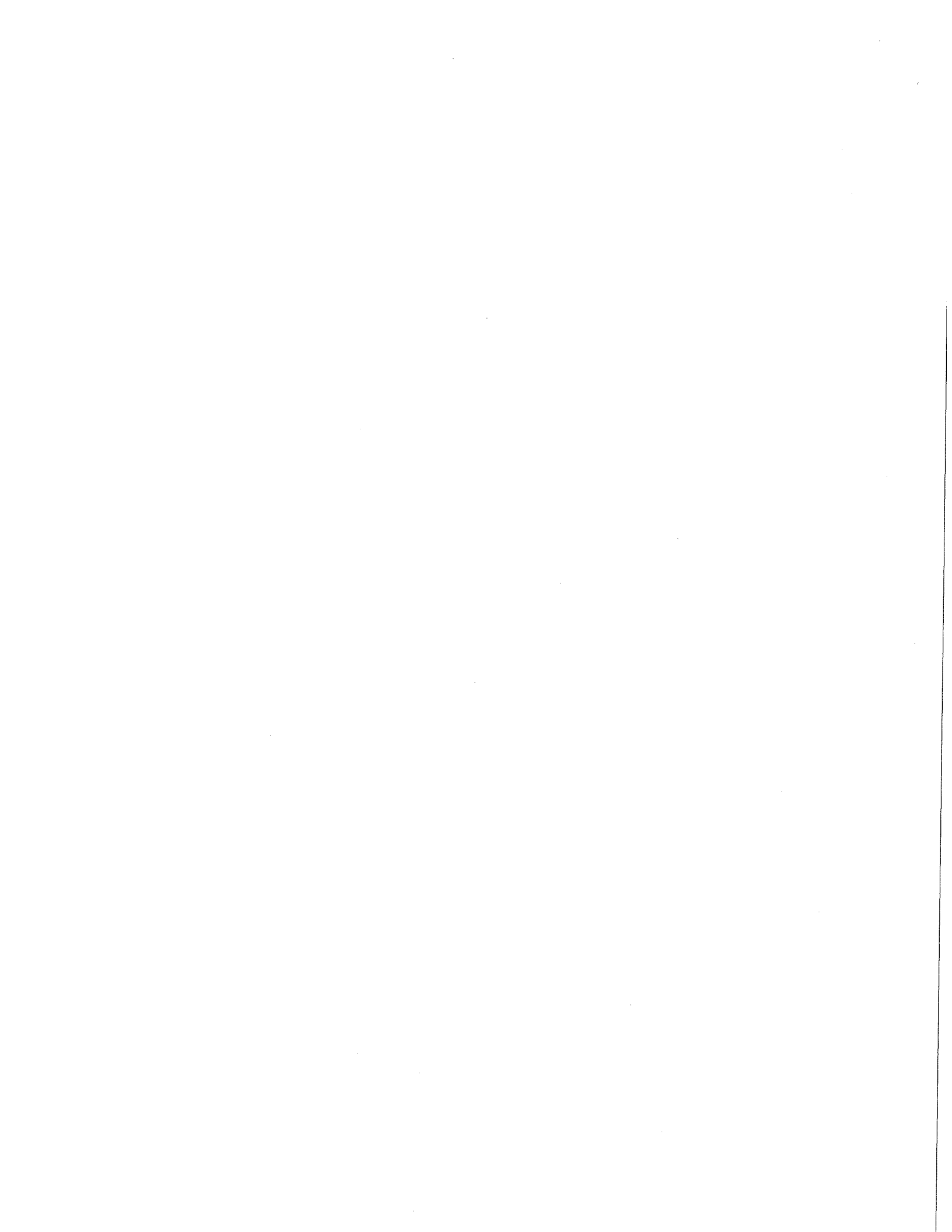
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**II. MEANS OF FINAL DISPOSITION** (Place an "x" in one box for major category and one subcategory, if applicable, only)

- Dismissed Before Hearing
  - Dismissed Pursuant to Settlement – Before Hearing
  - Dismissed Pursuant to Mediated Settlement – Before Hearing
  - Other – Before Hearing
- Dismissed After Hearing
  - Dismissed Pursuant to Settlement – After Hearing
  - Dismissed Pursuant to Mediated Settlement – After Hearing
  - Other After Hearing – After Hearing
- Disposed by Default
- Disposed by Judge
- Disposed by Non-jury Trial
- Disposed by Jury Trial
- Other

DATE \_\_\_\_\_

SIGNATURE OF ATTORNEY FOR PREVAILING PARTY \_\_\_\_\_



## **INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(a), DISCLOSURE FROM NONLAWYER (11/12)**

### **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.

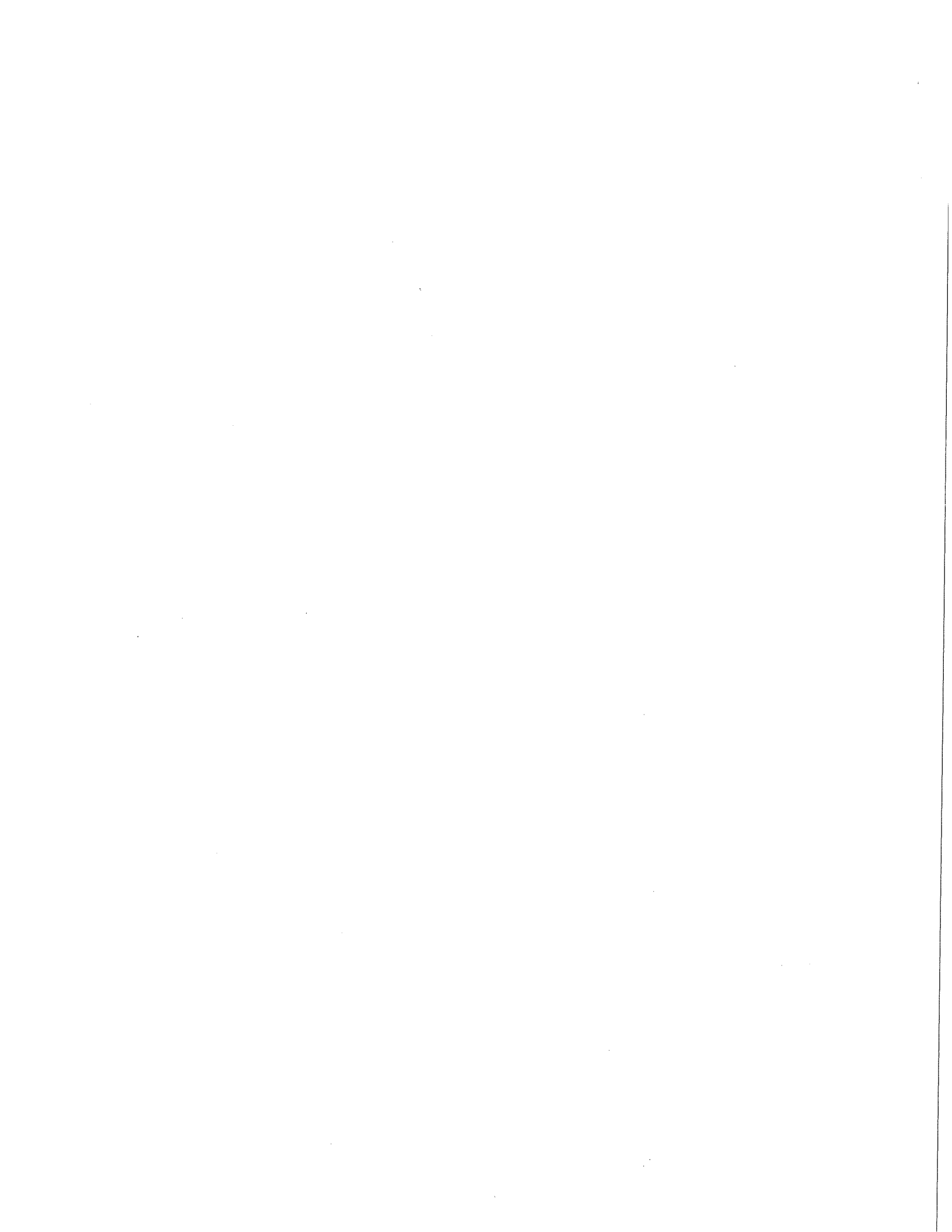
**In addition**, on any other form with which a nonlawyer helps you, the nonlawyer shall complete the nonlawyer section located at the bottom of the form unless otherwise specified in the instructions to the form. This is to protect you and be sure that you are informed in advance of the nonlawyer's 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 to retain and the nonlawyer must keep a copy in the person's file. The nonlawyer shall also keep copies for at least 6 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 FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**DISCLOSURE FROM NONLAWYER**

{Name} \_\_\_\_\_ told me that he/she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. {Name} \_\_\_\_\_, informed me that he/she is not a paralegal as defined by the rule and cannot call himself/herself a paralegal.

{Name} \_\_\_\_\_, told me that he/she may only type the factual information provided by me in writing into the blanks on the form. Except for typing, {name} \_\_\_\_\_, may not tell me what to put in the form and may not complete the form for me. However, if using a form approved by the Supreme Court of Florida, {name} \_\_\_\_\_, may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

[choose **one** only]

\_\_\_\_\_ I can read English.

\_\_\_\_\_ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by {name} \_\_\_\_\_ in {language} \_\_\_\_\_, which I understand.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

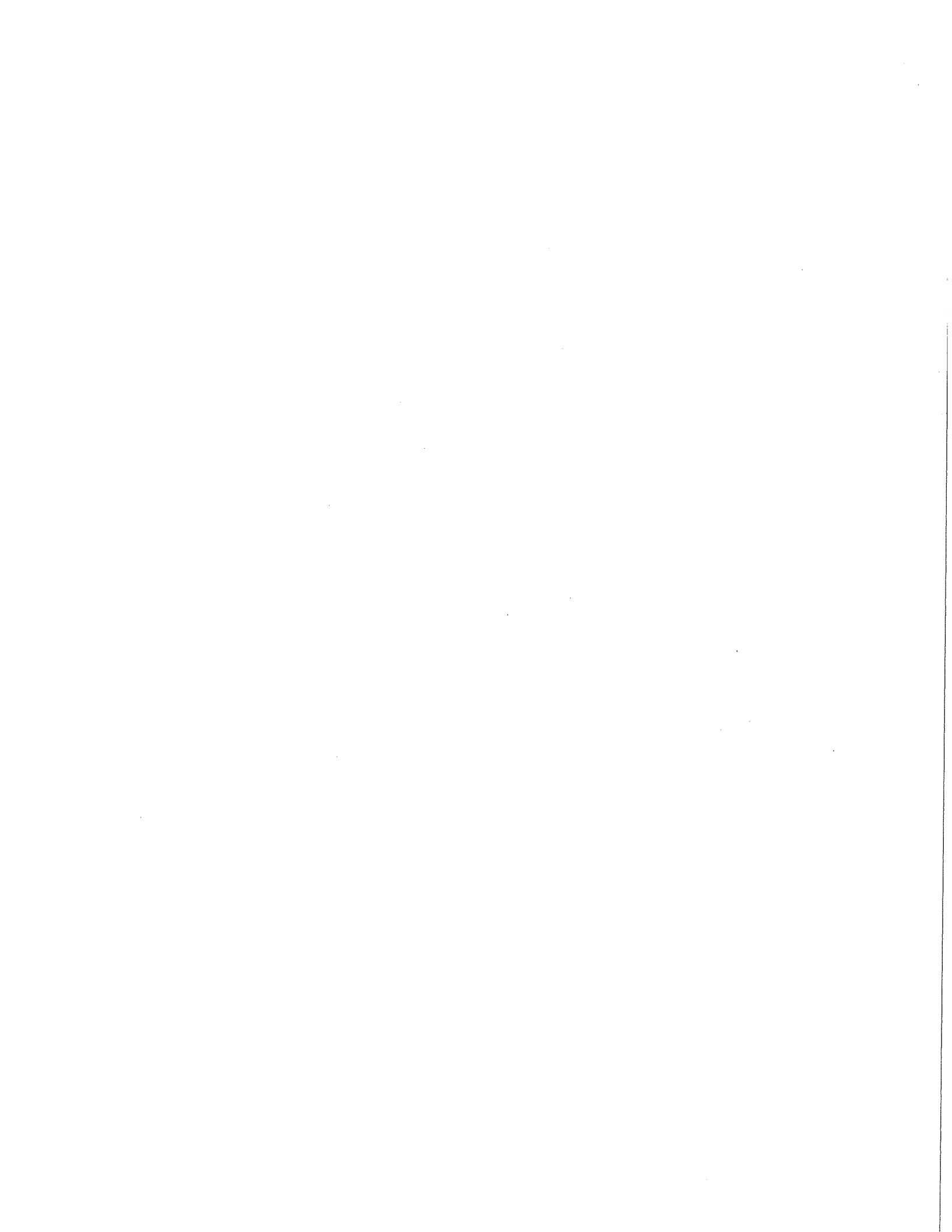
\_\_\_\_\_  
Signature of **NONLAWYER**

Printed Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_







THE  
**15TH JUDICIAL CIRCUIT**  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

**E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES**

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

E-Mail Service from Participating Judges: Self-represented parties who want to receive court orders and other court documents from judges who use e-mail service **MUST** register with the 15th Judicial Circuit's online services system at **[www.15thcircuit.com/html/onlineservices](http://www.15thcircuit.com/html/onlineservices)**. You will **NOT** receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side; (3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

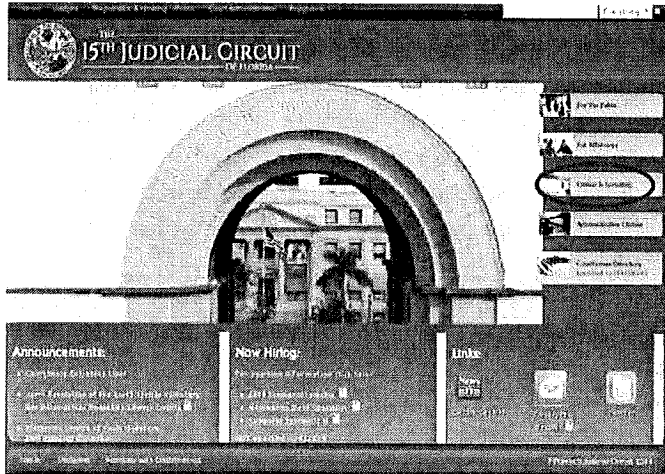
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

Instructions for E-Service Registration for Self Represented Litigants, (06/13)

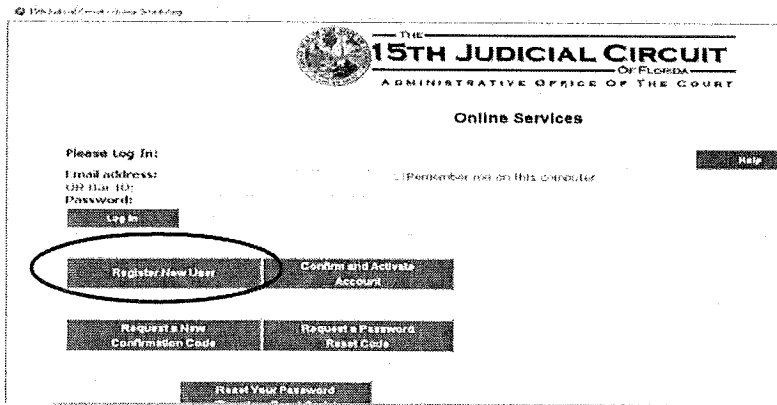


THE  
**15TH JUDICIAL CIRCUIT**  
 OF FLORIDA  
 ADMINISTRATIVE OFFICE OF THE COURT

**Instructions for E-Service Registration For Self Represented Litigants**

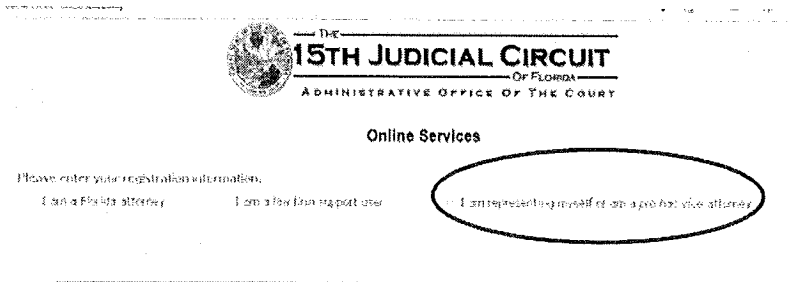


- Go to [www.15thcircuit.com](http://www.15thcircuit.com)
- Select Online Scheduling
- Select Online Scheduling Application



This will take you to the Log In Screen.

First time users click on "Register New User".



Select the "Pro se/ Pro hac vice" button

Enter the information requested in the fields provided.

**NOTE:**

The e-mail address listed here is for logging into Court e-service applications. This address is NOT FOR USE as an e-service email address unless you want it to be.

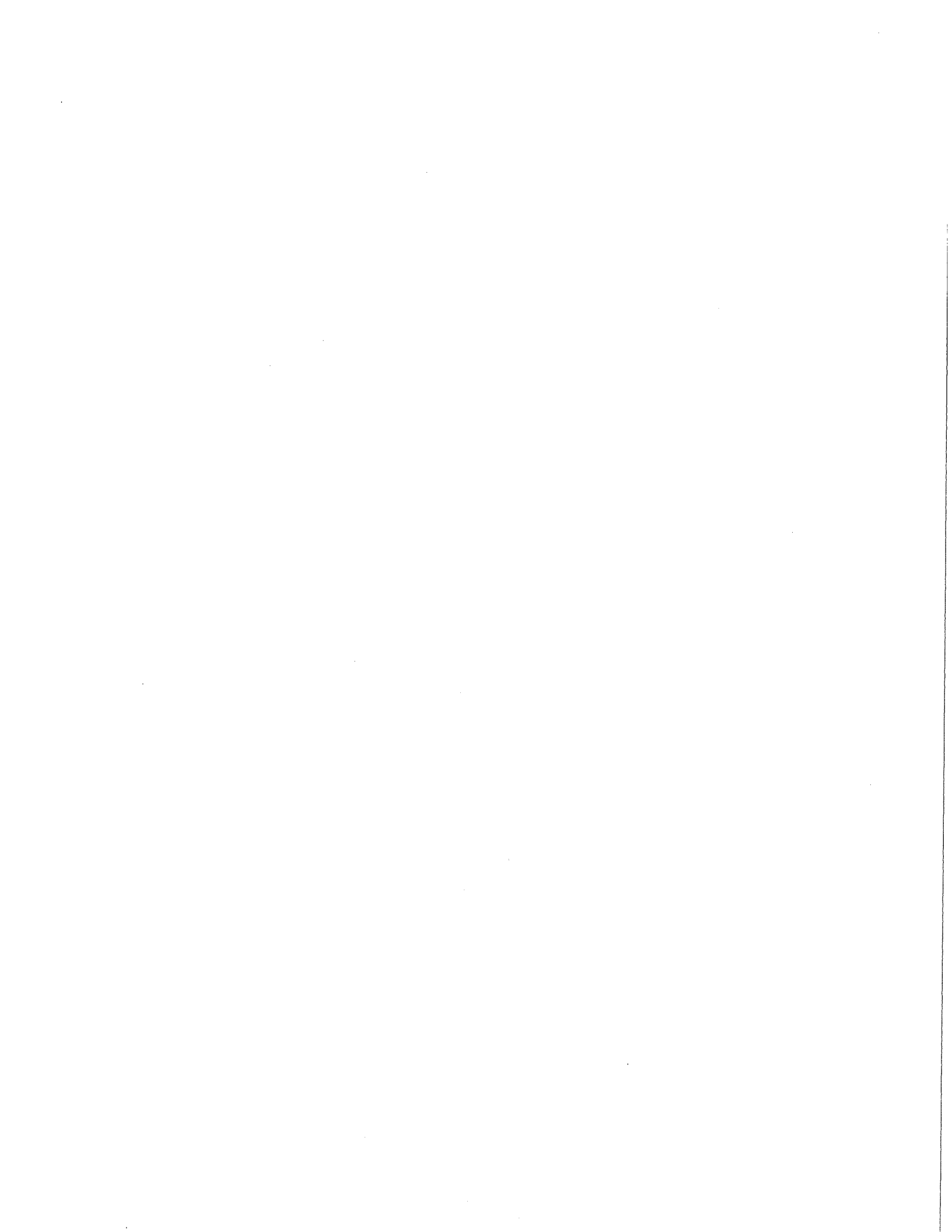
Simply type the code in the space provided and press the green submit button.

The account has now been created.  
A confirmation email will be sent to registered login email address.

**IMPORTANT:**

The user MUST accept and login within 24 hours.

Instructions for E-Service Registration for Self Represented Litigants, (06/13)



IN THE CIRCUIT/COUNTY COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent.

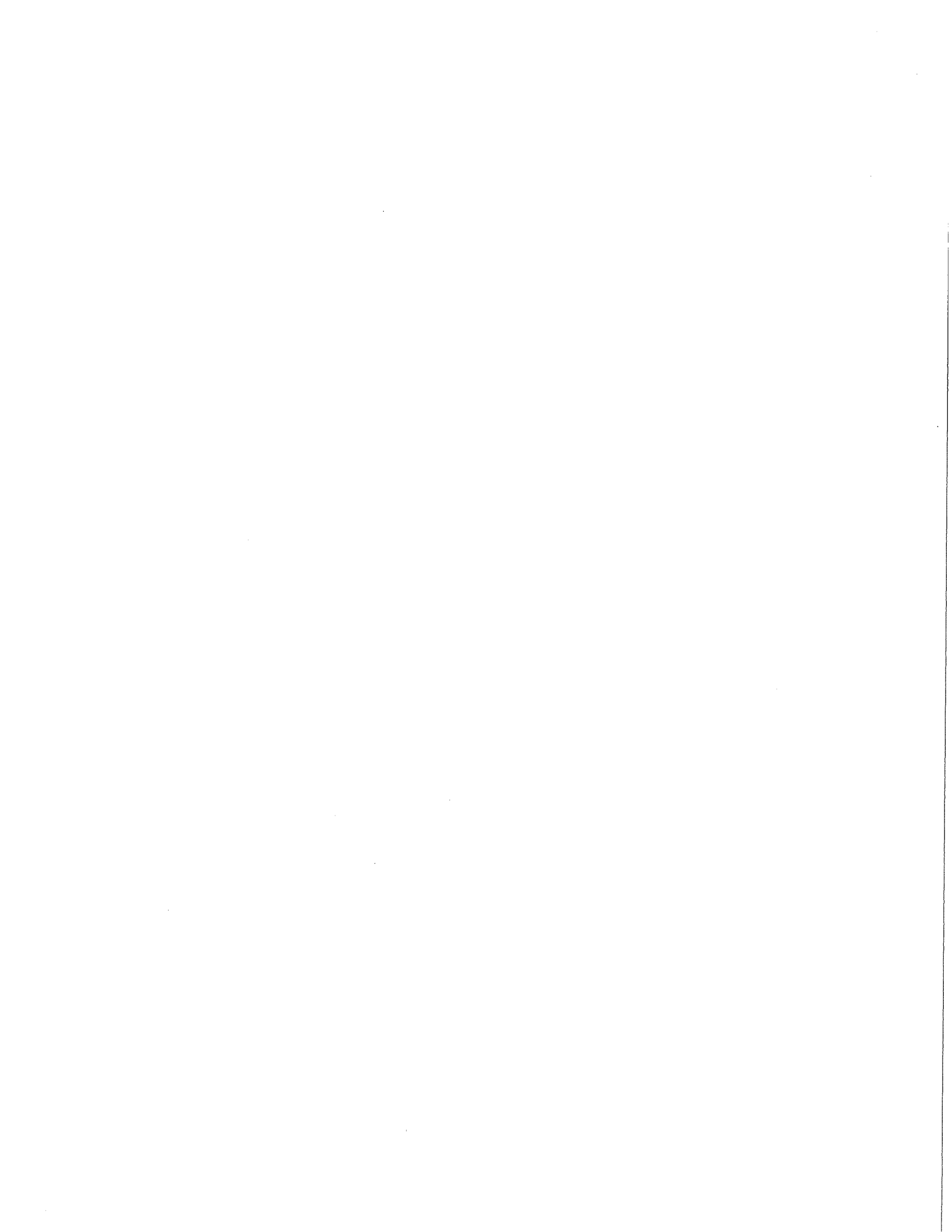
**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS AND  
DIRECTIONS TO PROVIDE E-MAIL ADDRESS TO COURT ADMINISTRATION**

I, (full legal name) \_\_\_\_\_, being sworn, certify  
that my current mailing address is: {Street} \_\_\_\_\_  
{City} \_\_\_\_\_, {State} \_\_\_\_\_, {Zip} \_\_\_\_\_  
{Telephone No.} \_\_\_\_\_ {Fax No.} \_\_\_\_\_

I designate as my current e-mail address(es) (up to 3 different email address): \_\_\_\_\_

1. I understand that in order to receive court orders from participating judicial divisions in the Fifteenth Judicial Circuit/Palm Beach County, I must register my email address with Court Administration by going to [www.15thcircuit.com/html/onlineservices](http://www.15thcircuit.com/html/onlineservices).
2. I further understand that simply listing an email address on this form will NOT inform the judge or case manager of my email address and that I MUST register on line with the Court's online e-registration system.
3. Once registered, I agree to accept email service of court orders or documents sent by the court.
4. By completing this form I am authorizing participating Judicial Divisions and the Court of the Clerk, of the Fifteenth Judicial Circuit Court of Florida to send copies of orders/judgment, notices or other written communications to me by e-mail and not through regular U.S. Mail.
5. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.
6. I will ensure the software filters have been removed from my computer, so it does not interfere with my ability to receive any of the above documents.

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)



I certify that a copy of this document was {check all used}: ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on {date}\_\_\_\_\_.

**Other party or his/her attorney**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address(es): \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

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 YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: {choose only one} ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

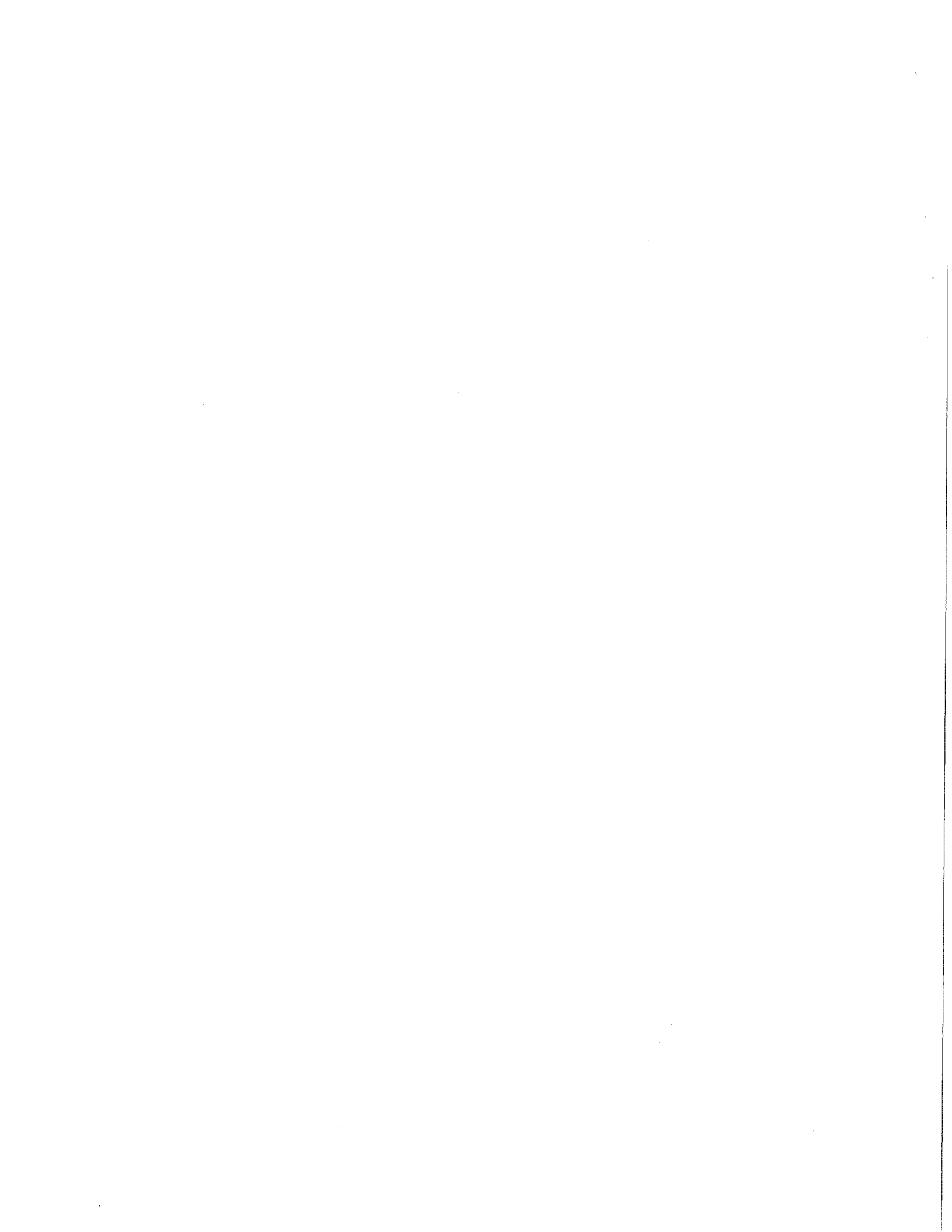
{name of individual} \_\_\_\_\_

{name of business} \_\_\_\_\_

{street} \_\_\_\_\_

{city} \_\_\_\_\_, {state} \_\_\_\_\_ {telephone number} \_\_\_\_\_

Designation of Current Mailing and E-Mail Address and Directions to Provide E-mail Address to Court Administration (04/13)





## INSTRUCTIONS FOR NOTICE OF CHANGE OF ADDRESS

### When should this form be used?

This form should be used when you make any changes to your mailing/e-mailing address at anytime during the course of the case.

This form should be typed or printed in black ink. 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?

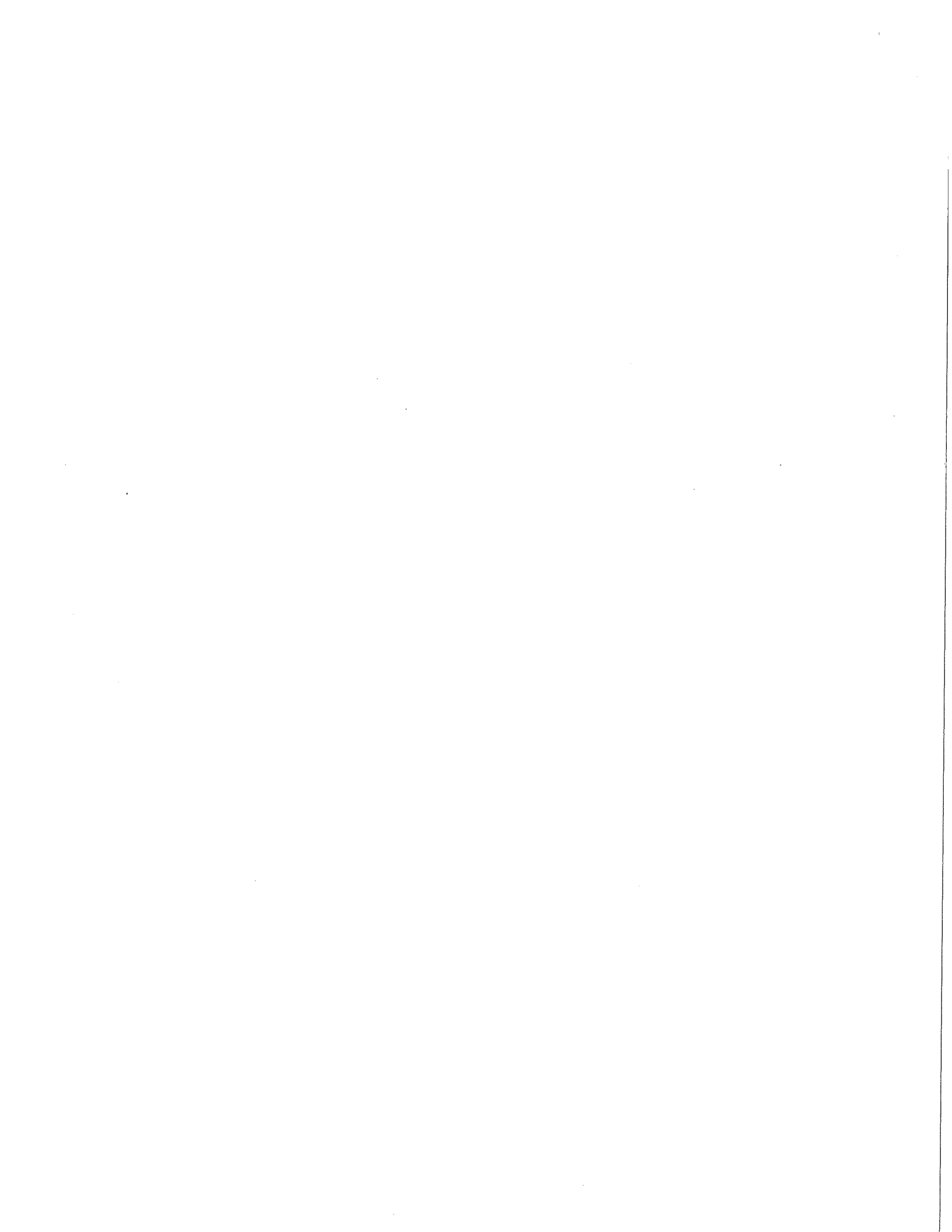
A copy of this form must be mailed or hand delivered to the other party in your case.

### 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 chapter 742, Florida Statutes.

### Special notes...

It is the party's responsibility to timely update their address. If you do not update your address timely, you may not receive documents filed in your case.



IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT,  
IN AND FOR PALM BEACH COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner,

V.

\_\_\_\_\_  
Defendant/Respondent.

**NOTICE OF CHANGE ADDRESS**

Please be advised that the undersigned has changed their mailing address to:

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please be advised that the undersigned has changed his/her email address to the following:

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

CERTIFICATE OF SERVICE

I certify that a copy of this document was mailed to the person listed below by U.S. Mail on the following date: \_\_\_\_\_.

Other party or his/her attorney:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

