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

## Your Guide Through The Courts

**Packet #64**
*Revised 09/2014*

# MOTION FOR ORDER PERMITTING RELOCATION BY AGREEMENT

**NON-REFUNDABLE** **(41 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* | *(561) 355-7048* |
| *Unified Family Court Dept. (for information regarding an existing case)* | *(561) 355-6511* |
| *Visit us at our web site* | *www.mypalmbeachclerk.com* |
| *Legal Aid Society (if you can't afford an attorney)* | *(561) 655-8944* |
| *Lawyer Referral Service of the PBC Bar Association* | *(561) 687-3266* |

*Revised 05/2013*

# MOTION FOR ORDER PERMITTING RELOCATION BY AGREEMENT

**Packet # 64**

This form should be used when the parents and every other person entitled to access to, visitation, or time-sharing with the minor child(ren) are in agreement and are asking the court to permit the relocation of the 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) | 7 |
| ✓ Motion for Order Permitting Relocation by Agreement, 12.950(b) | 11 |
| ✓ Agreement for Relocation with Minor Child(ren), 12.950(a) | 16 |
| **Please bring the following forms with you to the final hearing: (Do Not File With Clerk)** | |
| ✓ Final Judgment/Supplemental Final Judgment Granting Relocation, 12.950(i) | 29 |
| **These forms should be completed and filed, IF APPLICABLE** | |
| ✓ Notice for Trial | 33 |
| ✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310 (04/13) | 38 |
| ✓ Notice of Change of Address, (09/14) (*Must be filed whenever you change your address*) | 41 |
| **These forms should be completed and filed, if Child Support is an issue. Provided by request only.** | |
| ✓ Family Law Financial Affidavit (Short Form) 12.902(b) (income less than $50,000) | |
| ✓ Family Law Financial Affidavit (Long Form) 12.902(c) (income more than $50,000) | |
| ✓ Child Support Guidelines Worksheet 12.902(e) | |
| ✓ Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit 12.902(d) | |


**Fees:**
No filing fee required.

**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 all the documents that you complete (only ones that you are using) – one for yourself and one for the other party.

- ☐ 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).

- ☐ 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)**

- ☐ After mediation, the petitioner may file a **Notice for Trial** to request a final hearing.

- ☐ If mediation is not applicable then file **Notice for Trial.**

- ☐ After the Notice for Trial has been filed, the parties will be contacted by mail regarding a court date.

- ☐ Court may sign the Final Judgment without the necessity of a hearing.

- ☐ You will **not** get a final hearing date for your case unless you file the **Notice for Trial**.

- ☐ **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 !*

*PROVIDE PRE-ADDRESSED (PRINT NAME AND ADDRESS) STAMPED ENVELOPES WITH YOUR PAPERS FOR EACH PARTY ON YOUR CASE: Petitioner, Respondent, and/or Attorney (if applicable)*

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

# 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.
(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.

# 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 12.950(b), MOTION FOR ORDER PERMITTING RELOCATION BY AGREEMENT (09/10)

## When should this form be used?

This form should be used when the parents and every other person entitled to access to, visitation, or time-sharing with the minor child(ren) are in agreement and are asking the court to permit the relocation of the child(ren). "Other Person" means an individual who is not the parent, but with whom the child resides pursuant to court order, or who has the right of access to, time-sharing with, or visitation with the child(ren). You may file a Motion for Order Permitting Relocation with Agreement if the following are true:

- One of the parents or a person entitled to access to or time-sharing with the children wishes to relocate the child(ren) to a residence more than 50 miles from the child(ren)'s principal place of residence at the time of the last order establishing or modifying time-sharing or at time of filing of the pending action.
- There is an existing cause of action, judgment, or decree of record pertaining to the child(ren)'s residence or time sharing schedule.
- The parents and every other person entitled to access to or time-sharing with the children have signed a written agreement, **Agreement for Relocation with Minor Child(ren)**, Florida Supreme Court Approved Family Law Form, 12.950(a), or similar form which:
  1. Reflects the consent to the relocation;
  2. Defines an access or time-sharing schedule for the non-relocating parent and any other persons who are entitled to access or time-sharing; and
  3. Describes, if necessary, any transportation arrangements related to access or time-sharing.
- Your order regarding custody, primary residence, the parenting plan, time-sharing, or access to or with the child(ren) was entered before October 1, 2009 and the order does not expressly govern the relocation of the child(ren); was entered on or after October 1, 2009; or your case was pending on October 1, 2009.

This form should be typed or printed in black ink. **You must fill in all sections of the form.** If you are an "other person" entitled to access, visitation, or time-sharing with the child(ren), substitute your name for Mother or Father in the form. After completing the form, you should sign the form before a **notary public** or **deputy clerk.** You should **file** the form in the county where the original order or judgment was entered. If the order or judgment was entered in another state, or if the child(ren) live(s) in another state, you should speak with an **attorney** about where to file this form.

## What should I do next?

After completing this form, you should file the original with the **clerk of the circuit court** where there is an existing cause of action, judgment, or decree of record pertaining to the child(ren)'s residence or time-sharing schedule and keep a copy for your records. The original Agreement for Relocation with Minor Child(ren) should be attached to Motion or filed with the clerk of the circuit court at the same time.

If both parties agree, the court may ratify the Agreement without the necessity of an evidentiary hearing. You should check with the clerk, family law intake staff, or judicial assistant for the proper way to submit the Motion and a proposed **Final Judgment/Supplemental Final Judgment Granting Relocation**, Florida Supreme Court Approved Family Law Form 12.950(i), to the judge. If one or more of the parties to the Agreement timely requests a hearing in writing within 10 days after the date the Agreement is filed with the court, then you must notify the other party(ies) of the hearing by using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form. The court will then enter an order after hearing. If a hearing is not timely requested, the court shall presume that relocation is in the best interest of the child(ren) and may ratify the Agreement without an evidentiary hearing.

## Where can I look for more information?

**Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms.** The words that are in **"bold underline"** in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

If your case involved a modification of any provision relating to child support, you should also check with the clerk of the circuit court in the county in which you are filing the Motion for Order Permitting Relocation with Minor Child(ren) and Agreement for Relocation with Minor Child(ren) to determine if any other forms must be filed.

**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 a **Disclosure from Nonlawyer,** Florida Family Law Rules of Procedure Former 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms **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,

And

_____,
Respondent.

**MOTION FOR ORDER PERMITTING RELOCATION WITH AGREEMENT**

We, {*full legal name*} _____, Father, {*full legal name*} _____, Mother, and/or {*full legal name*} Other Person entitled to Access or Time-Sharing with child(ren), _____, being sworn, certify that the following information is true:
[fill in **all** blanks]

1. We are asking the Court to permit relocation of the minor child(ren) to a residence at least 50 miles from the child(ren)'s principal place of residence at the time of entry of the last order establishing or modifying time-sharing, or at the time of filing of the pending action.

2. There is an existing cause of action, judgment, decree of record pertaining the child(ren)'s residence or time-sharing schedule.

3. **WE CONSENT TO THE RELOCATION OF THE MINOR CHILD(REN)** to the following address: _____.

4. The dependent or minor child(ren) is (are):

| **Name(s)** | **Birth Date(s)** |
|---|---|
| | |
| | |
| | |
| | |
| | |

5. **Agreement.** A written **Agreement for Relocation with Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.950(a) or similar form, is filed with this motion which reflects consent to the relocation; defines an access or time-sharing schedule for the nonrelocating parent and any other persons who are entitled to access or time-sharing; and describes, if necessary, any transportation arrangements related to access or time-sharing.

6. The specific reasons for the proposed relocation of the child(ren) are:_____
_____
_____
_____
_____
_____
_____
_____
Attach additional sheets if necessary.

7. This modification is in the best interests of the child (ren) because: *{explain}* _____
_____
_____
_____
_____

8. **Hearing.** We seek ratification of the agreement by court order:
[Choose only **one**]
___ With hearing
___ Without hearing

9. A completed Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Florida Supreme Court Approved Family Law Form 12.902(d), is filed with this Agreement.

10. If not previously filed in this case, a completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this Agreement.

**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 _____

**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 RESPONDENT
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 [ ] respondent, fill out this form.

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.950(a), AGREEMENT FOR RELOCATION WITH MINOR CHILD(REN) (09/10)

## When should this form be used?

This form should be used when the parents and every other person entitled to access to, visitation, or time-sharing with the minor child(ren) are in agreement and are asking the court to permit the relocation of the child(ren)'s principal residence. "Other Person" means an individual who is not the parent, but with whom the child resides pursuant to court order, or who has the right of access to, time-sharing with, or visitation with the child(ren). This form can be used at any time after either a petition or supplemental petition to relocate has been filed and the parties reach an agreement; OR can be used when the parties are in agreement and there is an existing cause of action, judgment, or decree of record pertaining to the child(ren)'s residence or time-sharing schedule. Either an agreement for relocation or a petition to relocate is required when:

1. You plan to relocate the child(ren)'s residence more than 50 miles from the child(ren)'s principal residence at the time of the last order which established or modified either a Parenting Plan or time-sharing schedule or at the time of filing of the pending action.

2. The court has not already entered an order granting permission to relocate.

3. The relocation will be for a period of 60 consecutive days or more, not including any absence for purposes of vacation, education, or health care for the child(ren).

4. Your order or final judgment defining custody, primary residence, the Parenting Plan, or time-sharing was entered before October 1, 2009 and the order does not expressly govern the relocation of the child(ren); or was entered on or after October 1, 2009, or your case was pending on October 1, 2009.

5. If the visitation or time-sharing schedule will change due to the relocation, a Parenting Plan with a time-sharing schedule must be included with the Agreement. Regardless of whether there is an agreement, the court reserves jurisdiction to modify issues relating to the minor child(ren).

This form should be typed or printed in black ink. **You must fill in all sections of the form.** If you are an "other person" entitled to access, visitation, or time-sharing with the child(ren), substitute your name for Mother or Father in the form and "parties" for "parents." After completing the form, you should sign the form before a **notary public** or **deputy clerk.**

## What should I do next?

For your case to proceed, you must properly notify the court by filing the original of the Agreement and a **Motion for Order Permitting Relocation by Agreement**, Florida Supreme Court Approved Family Law Form, 12.950 (b), with the clerk of the circuit court of one of the following: the circuit court which has jurisdiction in accordance with the Uniform Child Custody Jurisdiction and Enforcement Act; the circuit court in the county in which either parent and the child(ren) reside; or the circuit court in which the original action was adjudicated. If the order was entered in another state, or if the child(ren) live(s) in another state, you should speak with an **attorney** about where to file this form. You should file the original with the **clerk of the circuit court** and keep a copy for your records.

If the issue of the child(ren)'s physical residence is already before the court in an ongoing proceeding or through a judgment issued by the court, the court may enter an order adopting the Agreement without holding a hearing once both parties have signed it and neither has requested a hearing. When a hearing is not timely requested, the court shall presume that relocation is in the best interest of the child(ren) and may adopt the Agreement without holding a hearing.

If one or more of the parties to the Agreement timely requests a hearing in writing within 10 days after the date the Agreement is filed with the court, then you must notify the other party(ies) of the hearing by using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form. The court will then enter an order after the hearing.

## Where can I look for more information?

**Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms.** The words that are in **"bold underline"** in these instructions are defined there. For further information, see chapter 61, Florida Statutes.

If your case involves a modification of any provision relating to child support, you should also check with the clerk of the circuit court in the county in which you are filing this Agreement for Relocation to determine if any other forms must be filed.

If the parties agree to a modification of child support, the following forms should be filed with this Agreement:

- A Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e),
- A completed Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c).
- A completed Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Florida Supreme Court Approved Family Law Form 12.902(d).

## Special notes...

The Agreement for Relocation with Minor Children must contain a **Parenting Plan** with a **time-sharing schedule**. At a minimum, the Parenting Plan must describe in adequate detail:

- How the parties will share and be responsible for the daily tasks associated with the upbringing of the child(ren),
- The time-sharing schedule that specifies the time that the minor child(ren) will spend with each parent and every other person entitled to access or time-sharing,
- A designation of who will be responsible for any and all forms of health care, school-related matters, including the address to be used for school-boundary determination and registration, and any other activities,
- The methods and technologies that the parents will use to communicate with the child(ren), and
- Any transportation arrangements related to access or time-sharing.

The best interests of the child(ren) is the primary consideration in the Parenting Plan. In creating the Parenting Plan, all circumstances between the parties, including the parties' historic relationship, domestic violence, and other factors must be taken into consideration. Determination of the best interests of the child(ren) shall be made by evaluating all of the factors affecting the welfare and interest of the particular minor child(ren) and the circumstances of the family as listed in s. 61.13(3), Florida Statutes.

This standard form does not include every possible issue that may be relevant to the facts of your case. The Parenting Plan should be as detailed as possible to address the time-sharing schedule. Additional provisions should be added to address all of the relevant factors. The parties should give special consideration to the age and needs of each child.

The Parenting Plan and time-sharing schedule may be set forth in the body of the Agreement for Relocation with Minor Children or may be attached as a separate document. You may attach a **Relocation/Long-Distance Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(c), or similar form.

In developing the Parenting Plan, you may wish to consult or review other materials which are available at your local library, law library or through national and state family organizations.

**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 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** 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,

And

_____,
Respondent.

# AGREEMENT FOR RELOCATION WITH MINOR CHILD (REN) ____INCLUDING OR___ NOT INCLUDING MODIFICATION OF CHILD SUPPORT

I, *{full legal name}* _____, (Petitioner) and I, *{full legal name}* _____, (Respondent) being sworn, certify that the following information is true:

1. The parties to this action were granted a final judgment of ( ) dissolution of marriage ( ) paternity on *{date}* _____. A copy of the final judgment and any modification(s) is/are attached.

2. [*If Applicable*]. The following other person is an individual who is not a parent, but with whom the child resides pursuant to a court order, or who has the right of access to, time-sharing with, of visitation with the child(ren)_____.

3. Paragraph(s)_____of the ( ) final judgment or ( ) most recent modification thereof describes the present custody, visitation, or time-sharing schedule.

4. The dependent or minor child(ren) referred to in this Agreement are:

| **Name(s)** | **Birth Date(s)** |
|---|---|
| | |
| | |
| | |
| | |
| | |

## SECTION I. RELOCATION

A. Since the final judgment or last modification thereof, there has been a substantial change in circumstances, requiring a modification of the present visitation, Parenting Plan, or time-sharing schedule. Both parties agree and stipulate to the following terms regarding modification to allow the _____to relocate with the minor child (ren) and modify the terms regarding visitation or time-sharing, with or without a hearing.

B. The following relocation information is true and correct:

1. The location of the intended new residence, including the state, city, and physical address, if known, is:

   _____

   _____

   _____

2. The mailing address of the new physical residence, if not the same as the physical address, is:

   _____.

3. The home telephone number of the intended new residence, if known, is:_____

4. The date of the intended move or proposed relocation is: _____

**SECTION II: PARENTAL RESPONSIBILITY AND TIME-SHARING SCHEDULE** (Choose only **one**)

[ ] Parental Responsibility and Time-Sharing shall remain the same as previously set out in the ( ) Final Judgment of Dissolution, ( ) Final Judgment of Paternity or subsequent ( ) Other *{title of supplemental order or judgment}*_____ dated _____ and will continue without modification;

**OR**

[ ] The parties shall comply with the Parenting Plan which is attached and incorporated herein as Exhibit ____.

**OR**

[ ] The parties shall comply with the following Parenting Plan and time-sharing schedule:

A. **JURISDICTION**

The United States is the country of habitual residence of the child(ren).

The State of Florida is the child(ren)'s home state for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act.

This Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. Sections 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980, and for all other state and federal laws.

Other: _____.

## B. PARENTAL RESPONSIBILITY AND DECISION MAKING

### 1. Parental Responsibility (Choose only one)

[ ] Shared Parental Responsibility.
It is in the best interests of the child(ren) that the parents confer and **jointly** make all major decisions affecting the welfare of the child(ren). Major decisions include, but are not limited to, decisions about the child(ren)'s education, healthcare, and other responsibilities unique to this family.

**OR**

[ ] Shared Parental Responsibility with Decision Making Authority.
It is in the best interests of the child(ren) that the parents confer and attempt to agree on the major decisions involving the child(ren). If the parents are unable to agree, the authority for making major decisions regarding the child(ren) shall be as follows:

| | | |
|---|---|---|
| Education/Academic decisions | [ ] Mother | [ ] Father |
| Non-emergency health care | [ ] Mother | [ ] Father |
| _____ | [ ] Mother | [ ] Father |
| _____ | [ ] Mother | [ ] Father |
| _____ | [ ] Mother | [ ] Father |

**OR**

[ ] Sole Parental Responsibility:
It is in the best interests of the child(ren) that the [ ] Mother [ ] Father shall have sole authority to make major decisions for the child(ren.) It is detrimental to the child(ren) for the parents to share decision making because:

_____
_____.

### 2. Day-to-Day Decisions

Unless otherwise specified in this Parenting Plan, each parent shall make decisions regarding day-to-day care and control of each child, including the performance of daily tasks, while the child is with that parent. Regardless of the allocation of decision making in the Parenting Plan, either parent may make emergency decisions affecting the health or safety of the child(ren) when the child is residing with that parent. A parent who makes an emergency decision shall share the decision with the other parent as soon as reasonably possible.

### 3. Extracurricular Activities (Choose all that apply)

[ ] Either parent may register the child(ren) and allow them to participate in the activity of the child(ren)'s choice.

[ ] The parents must mutually agree to all extra-curricular activities.

[ ] The costs of the extra-curricular activities shall be paid by:
Mother _____% Father _____ %

[ ] The uniforms and equipment required for the extra-curricular activities shall be paid by:
Mother _____ % Father _____%

[ ] Other: _____.

C. **INFORMATION SHARING. Unless Otherwise Indicated or Ordered by the Court:**

1. Unless otherwise prohibited by law, both parents shall have access to medical and school records pertaining to the child(ren) and shall be permitted to independently consult with any and all professionals involved with the child(ren). The parents shall cooperate with each other in sharing information related to the health, education, and welfare of the child(ren) and they shall sign any necessary documentation ensuring that both parents have access to said records.

2. Each parent shall be responsible for obtaining records and reports directly from the school and health care providers.

3. Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren).

4. Both parents shall have equal and independent authority to confer with the child(ren)'s school, day care, health care providers, and other programs with regard to the child(ren)'s educational, emotional, and social progress.

5. Both parents shall be listed as "emergency contacts" for the child(ren).

6. Each parent has a continuing responsibility to provide a residential and mailing address, and contact telephone number(s) to the other parent. Each parent shall notify the other parent in writing within 24 hours of any changes. Each parent shall notify the court in writing within seven (7) days of any changes.

7. Other: _____

_____.

D. **SCHEDULING**

1. **School Calendar**
If necessary, on or before _____ of each year, both parents should obtain a copy of the school calendar for the next school year. The parents shall discuss the calendars and the time-sharing schedule so that any differences or questions can be resolved.
The parents shall follow the school calendar of: (Choose **all** that apply)
[ ] the oldest child
[ ] the youngest child
[ ] the school calendar for _____ County
[ ] the school calendar for _____ School

2. **Academic Break Definition**
When defining academic break periods, the period shall begin at the end of the last scheduled day of classes before the holiday or break and shall end on the first day of regularly scheduled classes after the holiday or break.

3. **Schedule Changes** (Choose **all** that apply)

[ ] A parent making a request for a schedule change will make the request as soon as possible, but in any event, except in cases of emergency, no less than _____ before the change is to occur.

[ ] A parent requesting a change of schedule shall be responsible for any additional child care, or transportation costs caused by the change.

[ ] Other _____.

## E. TIME-SHARING SCHEDULE

1. **Weekday and Weekend Schedule**
The following schedule shall apply beginning on _____ with the [ ] Mother [ ] Father and continue as follows:

The child(ren) shall spend time with the **Mother** on the following dates and times:
**WEEKENDS:** [ ] Every [ ] Every Other [ ] Other (*specify*): _____
From _____ to _____
**WEEKDAYS:** Specify days _____
From _____ to _____
**OTHER:** (Specify) _____
_____
_____.

The child(ren) shall spend time with the **Father** on the following dates and times:
**WEEKENDS:** [ ] Every [ ] Every Other [ ] Other (*specify*): _____
From _____ to _____
**WEEKDAYS:** (*Specify days*) _____
From _____ to _____
**OTHER:** (*specify*) _____
_____
_____.

The child(ren) shall spend time with _____ on the following dates and times:
**WEEKENDS:** [ ] Every [ ] Every Other [ ] Other (*specify*): _____
From _____ to _____
**WEEKDAYS:** (*Specify days*) _____
From _____ to _____
**OTHER:** (*specify*) _____
_____
_____

**Please indicate below if there is a different time-sharing schedule for any child. Complete a separate Attachment for each child for whom there is a different time- sharing schedule.**

[ ] There is a different time-sharing schedule for the following child(ren) in Attachment ____.

_____, and _____.
(Name of Child) (Name of Child)

2. **Holiday Schedule** (Choose only **one**)

[ ] No holiday time sharing shall apply. The regular time-sharing schedule set forth above shall apply.

[ ] Holiday time-sharing shall be as the parties agree.

[ ] Holiday time-sharing shall be in accordance with the following schedule. The holiday schedule will take priority over the regular weekday, weekend, and summer schedules. Fill in the blanks with Mother or Father to indicate where the child(ren) will be for the holidays. Provide the beginning and ending times. If a holiday is not specified as even, odd, or every year with one parent, then the child(ren) will remain with the parent in accordance with the regular schedule

| Holidays | Even Years | Odd Years | Every Year | Begin/End Time |
|---|---|---|---|---|
| Mother's Day | | | | |
| Father's Day | | | | |
| President's Day | | | | |
| Martin Luther King Day | | | | |
| Easter | | | | |
| Passover | | | | |
| Memorial Day Weekend | | | | |
| 4th of July | | | | |
| Labor Day Weekend | | | | |
| Columbus Day Weekend | | | | |
| Halloween | | | | |
| Thanksgiving | | | | |
| Veteran's Day | | | | |
| Hanukkah | | | | |
| Yom Kippur | | | | |
| Rosh Hashanah | | | | |
| Child(ren)'s Birthdays | | | | |

3. **Winter Break**

A. Winter Break (Choose only **one**)

[ ] The [ ] Mother [ ] Father shall have the child(ren) from the day and time school is dismissed until December _____ at _____ a.m./p. m in [ ]odd-numbered years [ ] even-numbered years [ ] every year. The other parent will have the children for the second portion of the Winter Break. The parties shall alternate the arrangement each year.

[ ] The [ ] Mother [ ] Father shall have the child(ren) for the entire Winter Break during [ ] odd-numbered years [ ] even-numbered years [ ] every year.

[ ] Other: _____

_____

_____.

B. Specific Winter Holidays
If not addressed above, the specific Winter Holidays such as Christmas, New Year's Eve, Hanukkah, Kwanzaa, etc. shall be shared as follows:

_____
_____
_____
_____.

4. **Spring Break** (Choose only **one**)

[ ] The parents shall follow the regular schedule.

[ ] The parents shall alternate the entire Spring Break with the Mother having the child(ren) during the [ ] odd-numbered [ ] even-numbered years.

[ ] The [ ] Father [ ] Mother shall have the child(ren) for the entire Spring Break every year.

[ ] The Spring Break will be evenly divided. The first half of the Spring Break will go to the parent whose regularly scheduled weekend falls on the first half and the second half going to the parent whose weekend falls during the second half.

[ ] Other: _____

5. **Summer Break** (Choose only **one**)

[ ] The parents shall follow the regular schedule through the summer.

[ ] The [ ] Mother [ ] Father shall have the entire Summer Break from _____ after school is out until _____ before school starts.

[ ] The parents shall equally divide the Summer Break. During [ ] odd-numbered years [ ] even-numbered years, the [ ] Mother [ ] Father shall have the child(ren) from _____after school is out until_____. The other parent shall have the child(ren) for the second half of the summer break. The parents shall alternate the first and second halves of Summer Break each year unless otherwise agreed. During the extended periods of time-sharing, the other parent shall have the child(ren)_____.

[ ] Other:_____.

6. **Number of Overnights:**
Based upon the time-sharing schedule, the Mother has a total of _____ overnights per year and the Father has a total of _____ overnights per year. **Note: The two numbers must equal 365.**

F. **TRANSPORTATION AND EXCHANGE OF CHILD(REN)**

Both parents shall have the child(ren) ready on time with sufficient clothing packed and ready at the agreed upon time of exchange. All necessary information and medicines will accompany the child(ren).

The parties shall exchange travel information and finalize travel plans at least ____ days in advance of the date of travel. Except in cases of emergency, any parent requesting a change of travel plans after the date of finalization shall be solely responsible for any additional costs.

1. **Automobile Transportation and Exchange** (Choose only **one**)
   If a parent is more than ____ minutes late without contacting the other parent to make other arrangements, the parent with the child(ren) may proceed with other plans and activities.

   [ ] The [ ] Mother [ ] Father shall provide all transportation.

   [ ] The [ ] Mother [ ] Father shall pick up the child(ren) at the beginning of the visit and the other parent shall pickup the child(ren) at the end of the visit. The exchange shall take place:

   [ ] At the parents' homes unless otherwise agreed

   [ ] At the following location unless the parties agree in advance to a different place_____.

   [ ] The parents shall meet at the following central location:
   _____.

   [ ] Other: _____.

2. **Airplane and Other Public Transportation and Exchange** (Choose **all** that apply)
   Airline regulations govern the age at which a child may fly unescorted. An older child or children may fly under such regulations as each airline may establish.

   Airline reservations should be made well in advance, and preferably non-stop.

   All flight information shall be sent to the other party(ies) at least _____days in advance of the flight by the party purchasing the tickets.

   If the child(ren) are flying accompanied by a party, the parent picking up the child(ren) shall exchange the child(ren) with the other parent at _____and the parent returning the child(ren) shall exchange the child(ren) at_____.
   If the exchange is to be made at the airport, the party flying in to pick up or drop off the child(ren) from/to the airport must notify the other party of any flight delays.

   Unless otherwise agreed in advance, if the child(ren) are flying unaccompanied, the parent taking the child(ren) to the airport must call the other parent immediately upon departure to notify the other parent that the child(ren) is/are arriving, and the parent who meets the child(ren) must immediately notify the other parent upon the child(ren)'s arrival.

   [ ] Until a child reaches the age of _____, the parties agree that the child(ren) shall take a direct flight and/or fly accompanied by_____.

   [ ] Once a child reaches the age of ____ the child shall be permitted to fly accompanied by an airline employee.

   [ ] Once a child reached the age of ____ the child shall be permitted to fly unescorted.

[ ] Other: _____.

3. **Costs of Airline and Other Public Transportation** (Choose **all** that apply)
The parents shall work together to purchase the most convenient and least expensive tickets.

Unless otherwise agreed or in the case of an unavoidable emergency, any costs incurred by a missed travel connection shall be the sole responsibility of the parent who failed to timely deliver the child(ren) to the missed connection.

[ ] Transportation costs are included in the Child Support Worksheets and/or the Order for Child Support and should not be included here.

[ ] The Mother shall pay _____% and the Father shall pay _____ % of the transportation costs.

[ ] The Mother shall pay _____% and the Father shall pay _____% of the transportation costs for an adult to accompany the child(ren) during travel.

[ ] If the parents are sharing travel costs, the non-purchasing parent shall reimburse the other parent within ____ days of receipt of documentation establishing the travel costs.

[ ] Other: _____.

4. **Foreign and Out-Of-State Travel** (Choose **all** that apply)

[ ] Either parent may travel within the United States with the child(ren) during his/her time-sharing. The parent traveling with the child(ren) shall give the other parent at least ____ days written notice before traveling out of state unless there is an emergency, and shall provide the other parent with a detailed itinerary, including locations and telephone numbers where the child(ren) and parent can be reached at least ____ days prior to traveling.

[ ] Either parent may travel out of the country with the child(ren) during his/her time-sharing. At least ___ days prior to traveling, the parent shall provide a detailed itinerary, including locations, and telephone numbers where the child(ren) and parent may be reached during the trip. Each parent agrees to provide whatever documentation is necessary for the other parent to take the child(ren) out of the country.

[ ] If a parent wishes to travel out of the country with the child(ren), he/she shall provide the following security for the return of the child(ren) _____
_____
_____.

[ ] Other _____.

5. **Other travel and exchange arrangements:**
_____
_____

## G. EDUCATION

1. **School designation.** For purposes of school boundary determination and registration, the [ ] Mother's [ ] Father's address shall be designated.

2. *{If Applicable}* The following provisions are made regarding private or home schooling:
_____
_____
_____.

3. **Other.** _____
_____
_____.

## H. DESIGNATION FOR OTHER LEGAL PURPOSES

The child(ren) named in this Relocation Agreement are scheduled to reside the majority of the time with the [ ] Mother [ ] Father. This majority designation is SOLELY for purposes of all other state and federal laws which require such a designation. **This designation does not affect either parent's rights or responsibilities under this Relocation Agreement.**

## I. COMMUNICATION

1. **Between Parents**
All communications regarding the child(ren) shall be between the parents. The parents shall not use the child(ren) as messengers to convey information, ask questions, or set up schedule changes.

The parents shall communicate with each other by: (Choose **all** that apply)
[ ] in person
[ ] by telephone
[ ] by letter
[ ] by e-mail
[ ] Other:_____.

2. **Between Parent and Child(ren)**

Both parents shall keep contact information current. Telephone or other electronic communication between the child(ren) and the other parent shall not be monitored by or interrupted by the other parent. "Electronic communication" includes telephones, electronic mail or e-mail, webcams, video-conferencing equipment and software or other wired or wireless technologies or other means of communication to supplement face to face contact.

The child(ren) may have [ ] telephone [ ] e-mail [ ] other electronic communication in the form of _____ with the other parent: (Choose only **one**)
[ ] Anytime
[ ] Every day during the hours of _____ to _____.
[ ] On the following days_____
during the hours of _____ to _____.
[ ] Other: _____.

3. **Costs of Electronic Communication** shall be addressed as follows:

_____

_____

_____

## J. CHANGES OR MODIFICATIONS OF THE PARENTING PLAN

Temporary changes may be made informally without a written document. When the parents do not agree, the Parenting Plan remains in effect until further order of the court.

Any substantial changes to the Parenting Plan must be sought through the filing of a supplemental petition for modification.

## K. DISPUTES OR CONFLICT RESOLUTION

Parents shall attempt to cooperatively resolve any disputes which may arise over the terms of the Parenting Plan. The parents may wish to use mediation or other dispute resolution methods and assistance, such as Parenting Coordinators and Parenting Counselors, before filing a court action.

## SECTION III: CHILD SUPPORT AND INSURANCE

A. If the requested modification is granted, the parties:
[ ] agree that child support should be modified, consistent with the modification of the time-sharing schedule
[ ] agree that child support will NOT be modified.

B. The [ ] Mother [ ] Father will pay child support, under Florida's child support guidelines, section 61.30, Florida Statutes, to the other parent. The Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), is completed and attached.

This parent shall be obligated to pay child support in the amount of $_____, every [ ] week [ ] other week [ ] month, beginning *{date}* _____and continuing until : [ ] modification by court order; [ ]the youngest child turns 18, becomes emancipated, marries, dies, or joins the armed services; or [ ] if after the age of 18, until *{date}* _____. If the child support amount above deviates from the guidelines by 5% or more, explain the reason(s) here:

_____

_____

_____

C. **Child Support Arrearage.** There currently is a child support arrearage of $ _____for retroactive child support and/or $_____ for previously ordered unpaid child support. The total of $ _____ in child support arrearage shall be repaid at the rate of $ _____every [ ] week [ ] other week [ ] month, beginning *{date}*_____, until paid in full including statutory interest.

D. **Health Insurance.** The [ ] Mother [ ] Father will maintain health insurance for the parties' minor child(ren). The party providing health insurance will provide insurance cards to the other party showing coverage.
**OR**
[ ] Health insurance is not reasonable in cost and accessible to the child(ren) at this time. Any uninsured/ unreimbursed medical costs for the minor child(ren) shall be assessed as follows:
a. ___Shared equally by both parents.

b. ___Prorated according to the child support guideline percentages.
c. ___Other *{explain}*: _____
As to these uninsured/unreimbursed medical expenses, the party who incurs the expense shall submit a request for reimbursement to the other party within 30 days, and the other party, within 30 days of receipt, shall submit the applicable reimbursement for that expense, according to the schedule of reimbursement set out in this paragraph.

E. **Dental Insurance.** The [ ] Mother [ ] Father will maintain dental insurance for the parties' minor child(ren). The party providing dental insurance will provide insurance cards to the other party showing coverage.

**OR**

[ ] Dental insurance is not reasonably available at this time. Any uninsured/unreimbursed dental costs for the minor child(ren) shall be assessed as follows:
a. ___Shared equally by both parents.
b. ___Prorated according to the child support guideline percentages.
c. ___Other *{explain}*: _____
As to these uninsured/unreimbursed dental expenses, the party who incurs the expense shall submit a request for reimbursement to the other party within 30 days, and the other party, within 30 days of receipt, shall submit the applicable reimbursement for that expense, according to the schedule of reimbursement set out in this paragraph.

F. **Life Insurance.** The [ ] Mother [ ] Father shall be required to maintain life insurance coverage for the benefit of the parties' minor child(ren) in the amount of $ _____ until the youngest child turns 18, becomes emancipated, marries, joins the armed services, or dies.

**SECTION IV: OTHER**

_____
_____
_____
_____
_____
_____

**I certify that I have been open and honest in entering into this relocation agreement. I am satisfied with this agreement and intend to be bound by it.**

Dated: _____

_____
Signature of Mother
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 _____

**I certify that I have been open and honest in entering into this relocation agreement. I am satisfied with this agreement and intend to be bound by it.**

Dated: _____

_____
Signature of Father
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 [ ] Mother [ ] Father [ ], fill out this form.

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

Case No: _____
Division: _____

_____,
Petitioner,

And

_____,
Respondent.

**FINAL JUDGMENT/SUPPLEMENTAL FINAL JUDGMENT GRANTING RELOCATION**

This cause came before this Court on a Petition/Supplemental Petition to relocate filed by (*name*) _____ the _____ of the child(ren). The Court makes these findings of fact and ORDERS as follows:

**SECTION I. FINDINGS**

1. The Court has jurisdiction over the subject matter and the parties.

2. The last judgment or order establishing or modifying parental responsibility, custody, visitation, or time-sharing (if any) was entered on (*date*)_____.

3. ____ *{If Applicable}* A prior order or judgment in this cause expressly governs the issue of relocation of the child(ren).

4. The parties' dependent or minor child(ren) is (are):

| **Name(s)** | **Birth Date(s)** |
|---|---|
| | |
| | |
| | |
| | |
| | |

5. The ( ) Petitioner ( ) Respondent ( ) Other Person entitled to access or time-sharing *{name}* _____ has filed a petition to relocate to *{location/or address}*_____, a location more than 50 miles from his/her principal place of residence at the time of entry of the last order establishing or modifying time-sharing, or at the time of filing of the pending action to establish or modify time-sharing. The relocation is for a period of at least 60 consecutive days.

6. This judgment/supplemental judgment was entered: (Choose only **one**)
   ___**After** a Hearing;
   ___**Without** an evidentiary hearing due to the ( ) written agreement of the parties
   ( ) other party's failure to respond.

**SECTION II. GRANTING REQUEST TO RELOCATE**

The Court finds that the relocation IS **GRANTED** based upon:

[Choose only **one**]

1. ___**No response.** The other parent or person entitled to access to or time-sharing with the child(ren) failed to timely file a response objecting to the petition to relocate. The Court finds that the relocation is in the best interests of the child(ren) based upon the undisputed pleadings. The access or time-sharing schedule and post-relocation transportation arrangements contained within the petition are adopted by the Court.

2. ___**Agreement.** The parents or other person entitled to time-sharing with the child(ren) agree to the relocation and have signed a written agreement which consents to the relocation; defines the access or time-sharing schedule for the parents or any other persons entitled to access and time-sharing, and describes, if necessary, any post-relocation transportation arrangements relating to access or time-sharing. The Court finds that the relocation is in the best interests of the child(ren) based upon the pleadings and the Agreement.

   **A copy of this Agreement is attached as Exhibit _____.**

3. ___**Evidentiary Hearing.** The Court finds that the relocation is in the best interests of the child(ren) based upon the evidence presented at the evidentiary hearing. The Court has evaluated each of the factors enumerated in Section 61.13001(7), Florida Statutes, and **FINDS:**

   _____
   _____
   _____
   _____
   _____.

**SECTION III. PARENTAL RESPONSIBILTY AND TIME-SHARING**
[Choose only **one**]

1. ___ **Time-Sharing.** The ( ) Petitioner ( ) Respondent ( ) Other Person entitled to access or time-sharing shall have frequent, continuing, and meaningful contact, access, and time-sharing in accordance with: (Choose only **one** )
   a. ___the **Agreement for Relocation** attached as Exhibit _____and incorporated herein.
   b. ___the **Parenting Plan** attached as Exhibit _____and incorporated herein.
   c. ___the following **specified time-sharing schedule:**

      _____
      _____
      _____
      _____
      _____

2. ___ **No Contact.** The ( ) Petitioner ( ) Respondent ( ) Other Person entitled to access, visitation, or time-sharing shall have no contact with parties minor child(ren) until further order of the Court, as such contact is detrimental to the welfare of the minor child(ren).
   {*Explain*} _____
   _____
   _____.

**SECTION IV: MODIFICATION OF CHILD SUPPORT**

[Choose **all** that apply]

1. ___ The Court finds that based upon the relocation, the ( ) Petitioner's ( ) Respondent's child support obligation should be modified in consideration of the costs of transportation and the respective net incomes of the parents.

   [Choose only **one**]

   a. ___ The amounts in the Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), filed by the ( ) Petitioner ( ) Respondent are correct and are adopted by the Court.

   **OR**

   b. ___ The Court makes the following findings:
   The Petitioner's net monthly income is $_____. The Respondent's net monthly income is $_____. Monthly child care costs are $_____. Monthly health/dental insurance costs are $_____. Transportation costs are $_____.

2. ___**Amount**. The Obligor's child support obligation shall be modified to $_____ per month payable in accordance with the Obligor's payroll cycle, and in any event, at least once a month {*explain*}_____, commencing on: {*date*} _____ and continuing thereafter until further court order.

**SECTION V. OTHER**

1. ___**Other Provisions**_____
   _____
   _____
   _____.

2. ___The Court reserves jurisdiction to address all issues of time-sharing and parental responsibility, as well as to enforce or modify the provisions of this Judgment.

3. ___ Unless specifically modified herein, the provisions of all prior judgments or orders remain in effect.

**DONE AND ORDERED** at _____, Florida, on_____.

_____
CIRCUIT JUDGE

COPIES TO:
Petitioner (or his/her attorney)
Respondent (or his/her attorney)
Other Person (or his/her attorney)
State Disbursement Unit
Other:_____

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

**When should this form be used?**

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

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

**What should I do next?**

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

**Where can I look for more information?**

**Before proceeding, you should read AGeneral Information for Self-Represented Litigants found at the beginning of these forms.** For further information, see rule 12.440, Florida Family Law Rules of Procedure.

**Special notes...**

These family law forms contain **orders** and **final judgments**, which the judge may use. You should ask the clerk of court, family law intake staff, or judicial assistant if you need to bring one of these forms with you to the hearing or trial. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties= names, and leave the rest blank for the judge to complete at your hearing or trial.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer,** ✎❑ 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,

and

_____,
Respondent.

**NOTICE FOR TRIAL**

Pursuant to rule 12.440, Florida Family Law Rules of Procedure, the party signing below states that the case is ready to be set for trial. The estimated time needed for the parties to present their cases is: *{hours}* _____.

I certify that a copy of this document was [√ one only] ( ) mailed ( ) faxed and mailed ( ) hand delivered to the person(s) listed below on *{date}* _____.

**Other party or his/her attorney:**
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____

Dated:

_____
Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

**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, located at *{street}*_____, *{city}* _____,
*{state}*_____, *{phone}*_____, helped *{name}*_____,
who is the [√ **one** only] ___ petitioner **or** ___ respondent, fill out this form.

This notice is provided pursuant to Administrative Order No. 2.207-9/12

**"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Germaine English, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711."**

**"Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con Germaine English, 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711."**

**"Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte Germaine English, kòòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711."**

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.** You will NOT receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

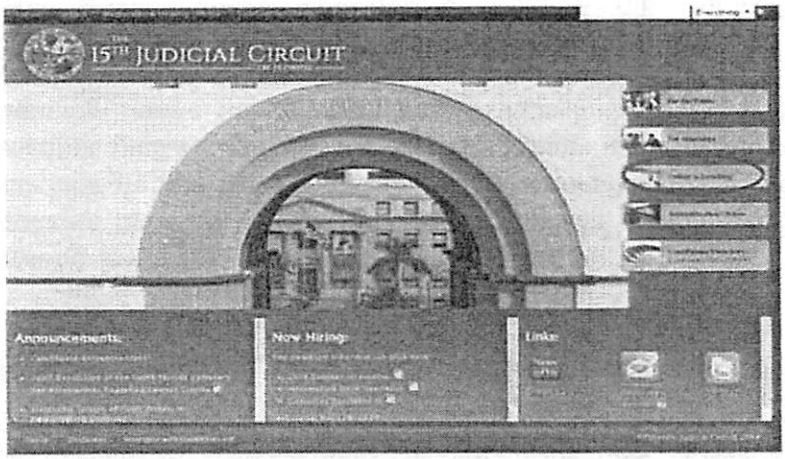
Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (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.

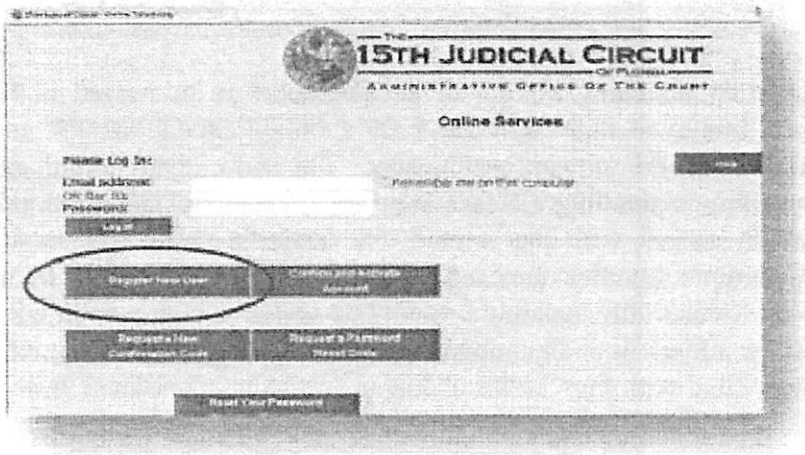
Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach 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.

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

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

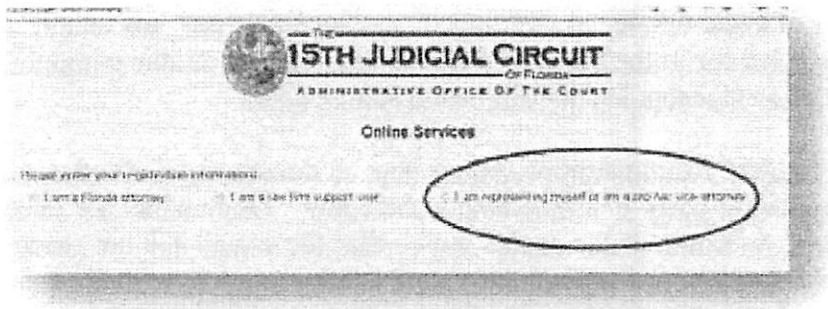



- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application

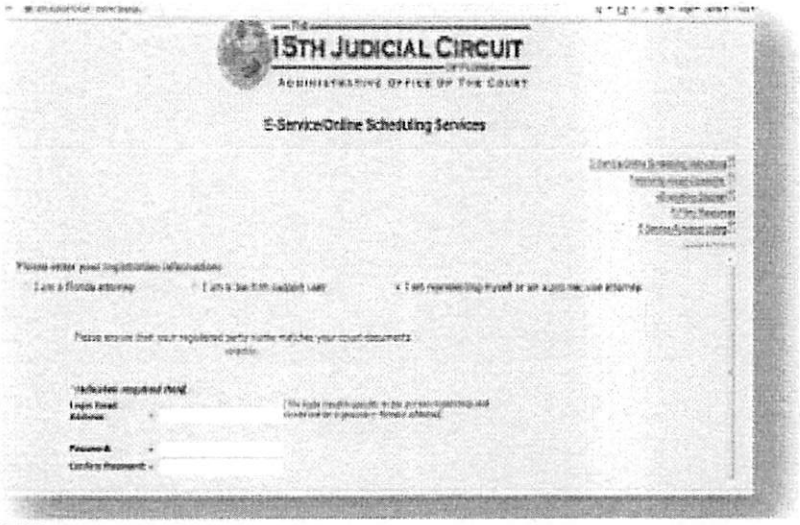



This will take you to the Log In Screen.

First time users click on "Register New User".

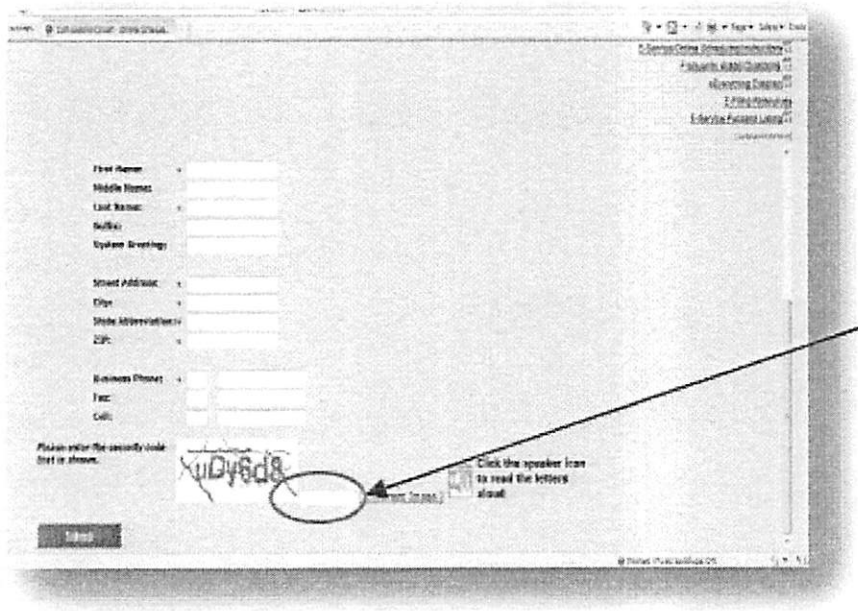



Select the "*Pro se/ Pro hac vice*" button




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.

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.

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.

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:_____ _____
Signature of Party

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}_____

# 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