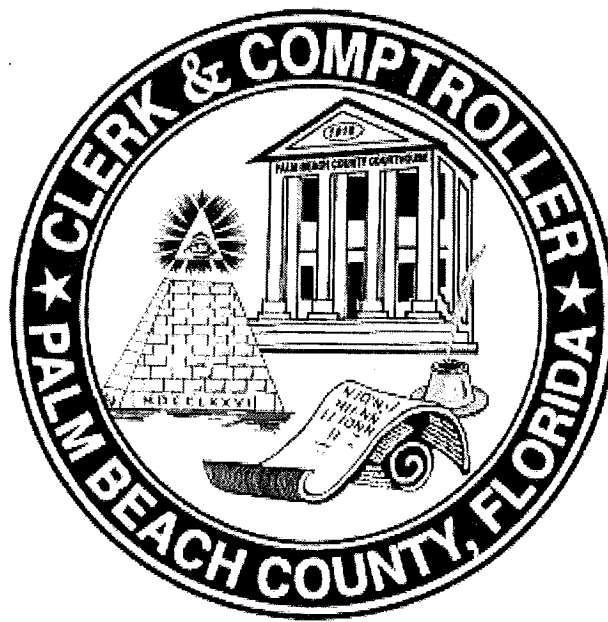


Sharon R. Bock
CLERK & COMPTROLLER
SELF SERVICE CENTER

Your Guide Through The Courts



Packet #12

Revised 01/2015

**PETITION FOR CHANGE OF NAME
MINOR CHILD (REN)**

NON-REFUNDABLE

(86 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

(561) 655-8944

(561) 687-3266

Revised 05/2013

PETITION FOR CHANGE OF NAME [MINOR CHILD (REN)]

Packet # 12

When should this form be used?

This form should be used when parents want the court to change the name of their minor child(ren). For the purposes of this proceeding, a person under the age of 18 is a minor. This form is not to be used in connection with an adoption, dissolution of marriage, or **paternity action**.

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

✓ Cover Sheet for Family Court Cases (Form 12.928), (11/13)	26
✓ Petition for Change of Name [Minor Child(ren)] 12.982(c)	30
✓ Notice of Related Cases 12.900(h), (11/13)	39
✓ Consent for Change of Name [Minor Child(ren)] 12.982(d)	44

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

✓ Final Judgment of Change of Name [Minor Child(ren)] 12.982(e)	46
✓ Final Disposition Form (Form 1.998)	49

These forms should be completed and filed, IF APPLICABLE

✓ Summons: Personal Service on an Individual 12.910(a), (09/12) <i>(If CONSENT is not granted, service is required on the other parent)</i>	53
✓ Process Service Memorandum 12.910(b)	58
✓ Affidavit of Military Service 12.912(b)	61
✓ Memorandum for Certificate of Military Service 12.912(a) <i>(if needed)</i>	65
✓ Notice of Action <i>(Only if you are publishing/cannot find other parent)</i>	68
✓ Affidavit of Diligent Search and Inquiry 12.913(b), (11/12) <i>(Only if other parent cannot be found)</i>	70
✓ Motion for Default 12.922(a) <i>(if other party does not file an answer)</i>	74
✓ Notice for Trial, <i>(You must file this form for a final hearing to be set)</i>	76
✓ Disclosure from Nonlawyer 12.900(a), (11/12) <i>(use only if someone not an attorney helped you fill out the form)</i>	79
✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310, (04/13)	83
✓ Notice of Change of Address, (09/14) <i>(Must be filed whenever you change your address)</i>	86

Fees:

Filing fee	\$ 401.00*
Summons Issue fee payable to Sharon R. Bock, Clerk & Comptroller, Palm Beach County	\$ 10.00*
Sheriff Service fee: (payable to <u>PBSO</u> by check or money order)	\$ 40.00
<i>If the Respondent resides outside of Palm Beach County, it is <u>YOUR RESPONSIBILITY</u> to contact the Sheriff's Office of that county in order to have the Respondent served with the proper documents</i>	
Constructive Service (Publication - Only if your spouse cannot be found)	\$ 194.00**

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

** Money Order only Made Payable to PBDBR

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 \$38.75 for the criminal background check. The cost of fingerprints by the Sheriff is \$10.00 and 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 3 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, parties should make 2 copies: one set for the petitioner and one set for the respondent (other parent).
- 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).
- Just before or soon after this step, the petitioner(s)/adult(s) must have fingerprints taken electronically per the Electronic Fingerprinting Process instructions included in this packet 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)**
- If the name change is for a minor, and you do not have the consents needed, you will need to file a Notice for Trial.
- After the Notice for Trial has been filed, the parties will be contacted by mail regarding a court date.
- You will **not** get a final hearing date for your Petition for Change of Name unless you file the **Notice for Trial**.
- **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE**

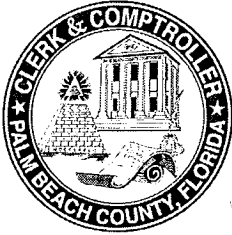
CAUTION:

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 !

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.



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Electronic Fingerprinting Process For Name Change

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 \$38.75 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 nd 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
- 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>

Livescan Fingerprint, LLC*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Mike Patel	(954) 860-8900 (754) 800-2050	01livescan@gmail.com

#0001 Livescan Studio, Inc.

Contact Name	Phone Number(s)	E-mail Address
Alfredo Gabriel	(407) 777-9778	alfredo@gabrielhealth.org

#1 Fingerprinting & Out of State Card Scanning, Inc.

Contact Name	Phone Number(s)	E-mail Address
James White	(386) 262-1477 (561) 202-8947 (786) 453-6418	info@livescanserviceproviders.com

007 Mobile

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

01001010 Biometrics, Inc.*Hard Card Scanning Capable*

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*Hard Card Scanning Capable*

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*Hard Card Scanning Capable*

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

1A Tampa Livescan Fingerprinting, LLC*Hard Card Scanning Capable*

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

1st Advanced Fingerprinting Services, LLC*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Julee Cope	(863) 288-0144	juleecope@afsfingerprinting.com

1st Screening and Fingerprinting, LLC

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

A1A Fingerprints & Mobile Services

Contact Name	Phone Number(s)	E-mail Address
Lisa Jaramillo	(772) 494-6556	info@a1afingerprints.com
Marie Busch	(321) 802-1114	
	(561) 279-3004	

AAA Construction School, Inc.

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

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	(352) 291-1155	customerservice@accuratebackgroundcheck.com
Lydia Estremera	(877) 611-2277	lydia@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
Dan	(954) 674-9517	dan@vhsfl.com
Dromerhauser	(786) 620-4237	visionsecurity100@gmail.com

All Clear Employee Screening*Hard Card Scanning Capable*

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

Alliance Fingerprinting Lab

Contact Name	Phone Number(s)	E-mail Address
Ewan Leslie	(561) 948-4177 (977) 652-3941 (561) 632-1187	office@alliancefingerprinting.com

Alpha Omega Investigative Agency
Hard Card Scanning Capable

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	(386) 668-1669	info@aohrs.com
Dan Willis	(386) 801-4555	

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

Astute Protection & Investigation

Contact Name	Phone Number(s)	E-mail Address
Lino Rivera	(386) 244-7710	lrivieraapi@gmail.com

At Your Service Mobile Screening

Contact Name	Phone Number(s)	E-mail Address
Diedra 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	(850) 872-4720 x1212	jennifer.mancia@flhealth.gov
Pamela Stanley	(850) 872-4720 x1213	pamela.stanley@flhealth.gov

Biometric Information Management

Hard Card Scanning Capable

Contact Name	Phone Number(s)	E-mail Address
Mike Powers	(614) 791-3220	mfingerprints@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	(321) 690-3464 x38	ygomez@mybridges.org
Lynn Hudson	(321) 690-3464 x20	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	jrcreasman@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
Teri Ogden	(813) 259-1160 x208	teri@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@cpsi.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.
Hard Card Scanning Capable

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

Community Health of South Florida

Contact Name	Phone Number(s)	E-mail Address
Maurice Hamilton	(305) 253-5100 x4155	muhamilton@chisouthfl.org
Dwayne		dathompson@chisouthfl.org
Thompson		

Composite Fingerprinting Services, LLC

Contact Name	Phone Number(s)	E-mail Address
Rich Nameth	(350) 450-8671	compositefingerprinting@gmail.com

Contemporary Services Co.

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

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.fl.com
Dennis Wilfong		

Dunnellon Police Department

Contact Name	Phone Number(s)	E-mail Address
Darlene Parker	(352) 465-8510	dparker@dunnellonpd.org

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

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*Hard Card Scanning Capable*

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

Fieldprint, Inc.*Hard Card Scanning Capable*

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 la 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
Michael Jaskulsky	(410) 456-7699	michael.jaskulsky@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	gn.johnr@yahoo.com

Hernando County Fingerprinting, Inc.

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

Ideal Identification, Inc.

Hard Card Scanning Capable

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

Invictus, Inc.

Contact Name	Phone Number(s)	E-mail Address
Angelo Grieco Scott Steiman	(561) 515-0093 x1	contact@invictussecurity.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
Hard Card Scanning Capable

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

Level 2 Background Screening Services

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

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@mgtres.com

MD Now Medical Centers, Inc.

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

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	(352) 374-5600 x8327	manuel_peruga@mbhci.org
Letitia McCrory	(352) 374-5600 x8282	letitia_mccrory@mbhci.org

Miami Notary

Contact Name	Phone Number(s)	E-mail Address
Marcelo Leus	(305) 815-2345	mleus@miami-notary.com

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	(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@aol.com

MorphoTrust USA, LLC*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Steven Rector	(888) 859-4356	rlinfo@l1id.com

National Fingerprint, Inc.*Hard Card Scanning Capable*

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	nms123@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

Rantry 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.

Hard Card Scanning Capable

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

SAK Group & Associates

Contact Name	Phone Number(s)	E-mail Address
Sandy Ulyssee	(561) 247-8490	sakgroupassociates@gmail.com

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
Mallorie 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.

Hard Card Scanning Capable

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.

Hard Card Scanning Capable

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

US Pak-N-Ship

Contact Name	Phone Number(s)	E-mail Address
Louise Thompson	(352) 483-0405	sales@mypaknship.com

YWCA of Greater Miami-Dade, Inc.

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

Livescan Vendors

Biometric Information Management/I-3

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

Biometrics4all

Contact Name	Phone Number(s)	E-mail Address
Piet Lesage	(714) 568-9008 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, LLC

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

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

- (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.

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

- (U) _____ CINS/FINS

____ Yes, all related cases are listed on Family Law Form 12.900(h).

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INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(c), PETITION FOR CHANGE OF NAME (MINOR CHILD (REN)) (06/10)

When should this form be used?

This form should be used when parents want the court to change the name of their minor child(ren). For the purposes of this proceeding, a person under the age of 18 is a minor. This form is not to be used in connection with an adoption, dissolution of marriage, or paternity action. If you want a change of name for your child(ren) because of an adoption or paternity action 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. The Petition should only be completed by one Petitioner for one child. If you wish to change the name of more than one child or if there is more than one Petitioner, you should complete and file a Supplemental Form for Petition for Change of Name (Minor Child) for each child and/or a Supplemental Form for Petition for Change of Name. The supplemental form(s) is an attachment to the petition. **Be sure that the bottom of each page of each supplemental form is initialed by the petitioner(s).**

What should I do next?

Unless you are seeking to restore a former name, each adult petitioner(s)'s fingerprints must be submitted for a state and national criminal history records check. The fingerprints must be taken in a manner approved by the Department of Law Enforcement. The fingerprints must be submitted to the Department of Law Enforcement for a state and national criminal history records check. **The Petitioner(s) may not request a hearing on the Petition until the copy of the fingerprints are filed and the clerk of court has received the results of the 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 the parent or guardian of the minor must pay the cost of processing the fingerprints and conducting the state and national history records check.

If **both** parents agree to the change of name and live in the county where the change of name is sought, you may both file as petitioners. In this situation, service is not necessary, and you need only to set a hearing. You should ask the clerk of court, family law intake staff, or judicial assistant about the local procedure for setting a hearing.

If only one parent is a resident of the county where the change of name(s) is sought **or** only one parent asks for the child(ren)'s name(s) to be changed, the other parent must be notified and his or her consent obtained, if possible. If the other parent consents to the change of name, a **Consent for Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(d), should be filed. If the other parent does not consent to the change of name, you may still have a hearing on the petition if you have properly notified the other parent about your petition and the hearing. If you know where he or she lives, you must use personal service. If you absolutely do not know where he or she lives, you may use constructive service. For more information about personal and constructive service, you should refer [to] the **"General Instructions for Self-Represented Litigants"** found at the *Instructions for Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)*

beginning of these forms and the instructions to Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a). However, the law regarding constructive service is very complex and you may wish to consult an attorney regarding that issue.

Next, you must obtain a **final 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 (depending on the judge's calendar). 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 hearing. Included in these forms is a **Final Judgment of Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(e), which may be used when a judge grants a change of name for a minor child(ren). If you attend the hearing, you should take the final judgment with you. You should complete the top part of the form, including the circuit, county, case number, division, and the name(s) of the petitioner(s) and leave the rest blank for the judge to complete. It should be typed or printed in black ink.

If the judge grants your petition, he or she will sign this **order**. This officially changes your child(ren)'s name(s). 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.

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(s) of the **petitioner(s)**. This means the parent(s) who is (are) requesting the change of their child(ren)'s name(s). 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 places that will need a copy of the 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.

Instructions for Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

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/Father,

_____,
Petitioner/Mother.

PETITION FOR CHANGE OF NAME (MINOR CHILD(REN))

I/We, {full legal name(s)} _____, being sworn,
certify that the following information is true:

I am/We are the birth or legal parent(s) or guardian of the minor child(ren) named in this petition.

[Choose **only one**]

- a. ____ There is only one minor child named in this petition.
- b. ____ There are {enter number of children} _____ children named in this petition. The information on the first child is entered below. I/We have attached the completed supplemental forms for each other child.

The adult petitioner(s)'s fingerprints have been taken in a manner approved by the Department of Law Enforcement and submitted for a state and national criminal history records check. **I /We understand that I/we cannot request a hearing on my/our Petition until the clerk of court receives the results of the criminal history records check.**

A. THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # 1 :

1. **Minor child's complete present name is:**

I/We request that this minor child's name be changed to:

2. The minor child lives in _____ County, Florida, at {street address} _____

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

3. The minor child was born on {date} _____, in {city, county, state, country} _____

4. The minor child's father's full legal name: _____
The minor child's mother's full legal name: _____
The minor child's mother's maiden name: _____

5. The minor child has 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. [Choose **one** only]

____ The minor child is not married.

____ The minor child is married to: {full legal name} _____

7. [Choose **one** only]

____ The minor child has no children.

____ The minor child is the parent of the following child(ren): {enter full name(s) and date(s) of birth} _____

8. **Former names.**

[Choose **all** that apply]

____ The minor child's name has never been changed by a court.

____ The minor child's name previously was changed **by court order** from _____
to _____ on {date} _____,
by {court, city, and state} _____.

A copy of the court order is attached.

____ The minor child's name previously was changed **by marriage** from _____
to _____ on {date} _____,
in {city, county, and state} _____.

A copy of the marriage certificate is attached.

____ The minor child has never been known or called by any other name.

____ The minor child has been known or called by the following other name(s): {list name(s) and explain where child was known or called by such name(s)} _____

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

9. The minor child is not employed in an occupation or profession, does not own and operate a business, and has received no educational degrees. If the minor child has a job, explain: _____

10. Criminal History.

[Choose **one** only]

_____ The minor child has 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.

_____ The minor child has a criminal history. In the past, the minor child was 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 the 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.)

11. Money Judgments.

[Choose **one** only]

_____ The minor child has never been adjudicated bankrupt, and no money judgment has ever been entered against him or her.

_____ The following money judgment(s) has been entered against him or her:

Date	Amount	Creditor	Court entering judgment and case number	Indicate if Paid
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

B. THE FOLLOWING INFORMATION IS TRUE ABOUT PETITIONER(S):

() FATHER () MOTHER () GUARDIAN

() A Supplemental Form has been attached for the other parent or petitioner.

1. My complete present name is: _____

2. I live in _____ County, Florida, at {street address} _____

3. 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.

4. My civil rights have never been suspended, or, if ever suspended, they have been fully restored.

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition 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 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(s)} _____,
who is (are) the petitioner(s), fill out this form.

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

ADULT SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (MINOR CHILDREN)

Case No.: _____

THE FOLLOWING INFORMATION IS TRUE ABOUT PETITIONER(S):

☐ FATHER ☐ MOTHER ☐ GUARDIAN

1. My complete present name is: _____

2. I live in _____ County, Florida, at {street address} _____

3. 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.
4. My civil rights have never been suspended, or, if ever 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 petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

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 clerk.]

____ Personally known

____ Produced identification

Type of identification produced _____

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

Self Service Packet # 12 Page - 34 -

**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(s)} _____,
who is (are) the petitioner(s), fill out this form.

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (MINOR CHILD(REN))

Case No.: _____

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # _____:

1. **Minor child's complete present name is:**

I/We request that minor child's name be changed to:

2. The minor child lives in _____ County, Florida, at {street address} _____

3. The minor child was born on {date} _____, in {city, county, state, country} _____

4. The minor child's father's full legal name: _____

The minor child's mother's full legal name: _____

The minor child's mother's maiden name: _____

5. The minor child has 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. [Choose **one** only]

____ The minor child is not married.

____ The minor child is married to: {full legal name} _____

7. [Choose **one** only]

____ The minor child has no children.

____ The minor child is the parent of the following child(ren): {enter name(s) and date(s) of birth} _____

8. **Former names**

[Choose all that apply]

____ The minor child's name has never been changed **by a court**.

____ The minor child's name previously was changed **by court order** from _____

to _____ on {date} _____

by {court, city, and state} _____

A copy of the court order is attached.

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

MINOR CHILD # _____, continued

____ The minor child's name previously was changed **by marriage** from _____
to _____ on {date} _____,
in {city, county, and state} _____.

A copy of the marriage certificate is attached.

____ The minor child has never been known or called by any other name.

____ The minor child has been known or called by the following other name(s): {list name(s) and
explain where child was known or called by such name(s)} _____

9. The minor child is not employed in an occupation or profession, does not own and operate a business, and has received no educational degrees. If the minor child has a job, explain: _____

10. Criminal History

[Choose **one** only]

____ The minor child has 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.

____ The minor child has a criminal history. In the past, the minor child was 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 the 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.)

11. Money Judgments

[Choose **one** only]

____ The minor child has never been adjudicated bankrupt, and no money judgment has ever been entered against him or her.

____ The following money judgment(s) has (have) been entered against him or her:

Date	Amount	Creditor	Court entering judgment and case number	Indicate if Paid
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

PETITIONER(S) MUST INITIAL HERE _____

Florida Supreme Court Approved Family Law Form 12.982(c), Petition for Change of Name (Minor Child(ren)) (06/10)

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.

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} _____

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

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

____ Custody

____ Child Support

____ Juvenile Dependency

____ Termination of Parental Rights

____ Domestic/Sexual/Dating/Repeat

Violence or Stalking Injunctions

____ Paternity

____ Adoption

____ Modification/Enforcement/Contempt Proceedings

____ Juvenile Delinquency

____ Criminal

____ Mental Health

____ 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]

☐ 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: _____

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.

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

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} _____

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(d),
CONSENT FOR CHANGE OF NAME (MINOR CHILD(REN))

When should this form be used?

This form should be used when one parent consents to the other parent's **petition** to change the name of their minor child(ren). A parent who is not a **petitioner** in the case but is consenting to the change of name should complete this form and sign it in front of a **notary public** or **deputy clerk**.

This form should be typed or printed in black ink. After this form is signed and notarized, you should **file** it with the **clerk of the circuit court** in the county where the petition was filed and keep a copy for your records. This form should be attached to the **Petition for Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(c), if obtained prior to the filing of the petition. Otherwise, it may be filed separately after it has been completed.

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, and the instructions for **Petition for Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(c), or **Petition for Change of Name (Family)**, Florida Supreme Court Approved Family Law Form 12.982(f).

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 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: _____

IN RE: THE NAME CHANGE OF

_____,
Petitioner.

CONSENT FOR CHANGE OF NAME (MINOR CHILD(REN))

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

I am the birth or legal () father () mother of the minor child(ren) named in this case, and I give consent for the following name changes:

Minor child(ren)'s complete present name(s):

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

Minor child(ren)'s name(s) to be changed to:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

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

Dated: _____

Signature of Consenting Parent

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 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, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the [☒ **one** only] ____ petitioner **or** ____ consenting parent, fill out this form.

Florida Supreme Court Approved Family Law Form 12.982(d), Consent for Change of Name (Minor Child(ren)) (9/00)

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/Father,

_____,
Petitioner/Mother.

FINAL JUDGMENT OF CHANGE OF NAME (MINOR CHILD (REN))

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

1. Petitioner(s) is (are) a bona fide resident(s) of _____ County, Florida;
2. _____ Petitioners are the parents of the minor child(ren) named in the petition;
3. _____ Petitioner is the parent of the minor child(ren) named in the petition, and the other parent has been properly notified and has either consented or failed to respond;
Other: _____

_____;
4. Petitioner's request is not for any ulterior or illegal purpose; and
5. 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

Florida Supreme Court Approved Family Law Form 12.982(e), Final Judgment of Change of Name (Minor Child(ren)) (9/00)

ORDERED that the minor child(ren)'s
present name(s)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

by which minor child(ren) shall hereafter be known.

ORDERED ON _____.

be changed to

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____,

CIRCUIT JUDGE

Florida Supreme Court Approved Family Law Form 12.982(e), Final Judgment of Change of Name (Minor Child(ren)) (9/00)

**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 reached 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 reached 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 _____

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 12.910(a), SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL (09/12)

When should this form be used?

This form should be used to obtain personal service on the other party when you begin your lawsuit. Service is required for **all** documents filed in your case. Service means giving a copy of the required papers to the other party using the procedure that the law requires. Generally, there are two ways to make service: (1) personal service, or (2) service by e-mail, mail, or hand delivery. A third method for service is called constructive service; however, the relief a court may grant may be limited in a case where constructive service has been used.

The law requires that certain documents be served by **personal service** if personal service is possible. **Personal service** means that a summons (this form) and a copy of the forms you are filing with the court that must be personally served are delivered by a deputy sheriff or private process server

- directly to the other party, or
- to someone over the age of fifteen with whom the other party lives.

Personal service is required for **all** petitions, including petitions for modification. You cannot serve these papers on the other party yourself or by mail or hand delivery. Personal service must be made by the sheriff's department in the county where the other party lives or works or by a private process server certified in the county where the other party lives or works.

In many counties, there are private process servers who, for a fee, will personally serve the summons and other documents that require personal service. You should look under **process servers** in the yellow pages of the telephone book for a list of private process servers in your area. You may use a private process server to serve any paper required to be personally served in a family law case **except** a petition for injunction for protection against domestic or repeat violence.

How do I start?

When you begin your lawsuit, you need to complete this form (summons) and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b). The forms should be typed or printed legibly in black ink. Next, you will need to take these forms and, if you have not already done so, **file** your petition with the clerk of the circuit court in the county where you live. You should keep a copy of the forms for your records. The clerk will sign the summons, and then the summons, a copy of the papers to be served, and the process service memorandum must be delivered to the appropriate sheriff's office or to a private process server for service on the other party.

IF THE OTHER PARTY LIVES IN THE COUNTY WHERE SUIT IS FILED: Ask the clerk in your county about any local procedures regarding service. Generally, if the other party lives in the county in which you are filing suit and you want the sheriff's department to serve the papers, you will file the summons along with a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b), with the clerk and the clerk will forward those papers to the sheriff for service. Make sure that you attach a copy of the papers you want personally served to the summons. You may also need to provide the sheriff with a stamped envelope addressed to you. This will allow the sheriff to send the proof of

service to you, after the sheriff serves your papers on the other party. However, in some counties the sheriff may send the proof of service directly to the clerk. If you are instructed to supply a self-addressed, stamped envelope and you receive the proof of service, you should file the proof of service with the clerk after you receive it from the sheriff. Also, you will need to find out how much the sheriff charges to serve the papers. Personal checks are not accepted. You should attach to the summons a cashier's check or money order made payable to the sheriff, and either give it to the clerk for delivery to the sheriff or send all of the paperwork and the fee to the sheriff yourself. The clerk will tell you which procedure to use. The costs for service may be waived if you are indigent.

If you want a private process server to serve the other party, you should still bring the summons to the clerk's office and have the clerk sign it for you. You should deliver the summons, along with the copy of your initial petition and any other papers to be served, and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b), to the private process server. The private process server will charge you a fee for serving the papers. After service is complete, proof of service by the private process server must be filed with the clerk. You should discuss how this will occur with the private process server.

IF THE OTHER PARTY LIVES IN ANOTHER COUNTY: If the other party lives in another county, service needs to be made by a sheriff in the county where the other party lives or by a private process server certified in the county where the other party lives. Make sure that you attach a copy of the papers you want personally served to the summons as well as the **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b). If you want the sheriff to serve the papers, the clerk may send your papers to that sheriff's office for you, or you may have to send the papers yourself. The clerk will tell you which procedure to use. Either way, you will need to provide the sheriff with a stamped envelope addressed to you. This will allow the sheriff to send the proof of service to you, after the sheriff serves your papers on the other party. You should file the proof of service with the clerk after you receive it from the sheriff. Also, you will need to find out how much the sheriff charges to serve the papers. Personal checks are not accepted. You should attach to the summons a cashier's check or money order made payable to the sheriff, and either give it to the clerk for delivery to the sheriff or send all of the paperwork and the fee to the sheriff yourself. The clerk will tell you which procedure to use. The costs for service may be waived if you are indigent.

If you want a private process server to serve the other party, you should still bring the summons to the clerk's office where the clerk will sign it for you. You should deliver the summons, along with the copy of your initial petition and any other papers to be served, and a **Process Service Memorandum**, Florida Supreme Court Approved Family Law Form 12.910(b), to the private process server. The private process server will charge you a fee for serving the papers. After service is complete, proof of service by the private process server must be filed with the clerk. You should discuss how this will occur with the private process server.

IF THE OTHER PARTY CANNOT BE LOCATED OR DOES NOT LIVE IN FLORIDA: If, after you have made a diligent effort to locate the other party, you absolutely cannot locate the other party, you may serve the other party by publication. Service by publication is also known as constructive service. You may also be able to use constructive service if the other party does not live in Florida. **However, Florida courts have only limited jurisdiction over a party who is served by constructive service and may have only limited jurisdiction over a party living outside of Florida regardless of whether that party is served by constructive or personal service;** that is, the judge's power to order the other party to do certain things may be limited. For example, the judge may be able to grant your request for a divorce, but the judge may not be able to address issues such as child support, spousal support (alimony), or division of property or debts.

Instructions for Florida Family Law Rules of Procedure Form 12.910(a), Summons: Personal Service on an Individual (09/12)

Regardless of the type of service used, if the other party once lived in Florida but is living outside of Florida now, you should include in your petition a statement regarding the length of time the party lived in Florida, if any, and when. For example: Respondent last lived in Florida from {date} _____ to {date} _____.

This area of the law is very complex and you may need to consult with an attorney regarding the proper type of service to be used in your case if the other party does not live in Florida or cannot be located.

What happens when the papers are served on the other party?

The date and hour of service are written on the original summons and on all copies of it by the person making the service. The person who delivers the summons and copies of the petition must file a proof of service with the clerk or provide a proof of service to you for filing with the court. **It is your responsibility to make sure the proof of service has been returned to the clerk and placed in your case file.**

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 regarding service of process, see chapters 48 and 49, Florida Statutes, and rule 1.070, Florida Rules of Civil Procedure, as well as the instructions for **Notice of Action for Dissolution of Marriage (No Child or Financial Support)**, Florida Supreme Court Approved Family Law Form 12.913(a)(1), **Notice of Action for Family Cases with Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.913(a)(2), **Affidavit of Diligent Service and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b), and **Affidavit of Diligent Search**, Florida Family Law Rules of Procedure Form 12.913(c).

Special notes...

If you have been unable to obtain proper service on the other party within **120 days** after filing your lawsuit, the court will dismiss your lawsuit against the other party unless you can show the court a good reason why service was not made within **120 days**. For this reason, if you had the local sheriff serve the papers, you should check with the clerk every couple of weeks after completing the service papers to see if service has been completed. You may need to supply the sheriff with a new or better address. If you had a private process server or a sheriff in another county serve the papers, you should be in contact with that person or sheriff until you receive proof of service from that person or sheriff. You should then file the proof of service with the clerk immediately.

If the other party fails to respond, i.e., fails to file a written response with the court, within **20 days** after the service of the summons, you are entitled to request a **default**. See the instructions to **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922 (a), and **Default**, Florida Supreme Court Approved Family Law Form 12.922(b), for further information. You will need to file an **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b), before a default may be granted.

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.

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

Case No.: _____
Division: _____

Petitioner,

and

Respondent.

SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL
ORDEN DE COMPARECENCIA: SERVICIO PERSONAL EN UN INDIVIDUO
CITATION: L'ASSIGNATION PERSONAL SUR UN INDIVIDUEL

TO/PARA/A: {enter other party's full legal name} _____
{address (including city and state)/location for service} _____

IMPORTANT

A lawsuit has been filed against you. You have **20 calendar days** after this summons is served on you to file a written response to the attached complaint/petition with the clerk of this circuit court, located at: {street address} _____.

A phone call will not protect you. Your written response, including the case number given above and the names of the parties, must be **filed** if you want the Court to hear your side of the case.

If you do not file your written response on time, you may lose the case, and your wages, money, and property may be taken thereafter without further warning from the Court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response to the Court, you must also serve a copy of your written response on the party serving this summons at:

{Name and address of party serving summons} _____

If the party serving summons has designated e-mail address(es) for service or is represented by an attorney, you may designate e-mail address(es) for service by or on you. Service must be in accordance with Florida Rule of Judicial Administration 2.516.

Copies of all court documents in this case, including orders, are available at the Clerk of the Circuit Court's office. You may review these documents, upon request.

You must keep the Clerk of the Circuit Court's office notified of your current address. (You may file Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915.) Future papers in this lawsuit will be served at the address on record at the clerk's office.

WARNING: Rule 12.285, Florida Family Law Rules of Procedure, requires certain automatic disclosure of documents and information. Failure to comply can result in sanctions, including dismissal or striking of pleadings.

"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 Tammy Anton, 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."

IMPORTANTE

Usted ha sido demandado legalmente. Tiene veinte (20) días, contados a partir del recibo de esta notificación, para contestar la demanda adjunta, por escrito, y presentarla ante este tribunal. Localizado en: . Una llamada telefónica no lo protegerá. Si usted desea que el tribunal considere su defensa, debe presentar su respuesta por escrito, incluyendo el número del caso y los nombres de las partes interesadas. Si usted no contesta la demanda a tiempo, pudiese perder el caso y podría ser despojado de sus ingresos y propiedades, o privado de sus derechos, sin previo aviso del tribunal. Existen otros requisitos legales. Si lo desea, usted puede consultar a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a una de las oficinas de asistencia legal que aparecen en la guía telefónica.

Si desea responder a la demanda por su cuenta, al mismo tiempo en que presente su respuesta ante el tribunal, usted debe enviar por correo o entregar una copia de su respuesta a la persona denominada abajo.

Si usted elige presentar personalmente una respuesta por escrito, en el mismo momento que usted presente su respuesta por escrito al Tribunal, usted debe enviar por correo o llevar una copia de su respuesta por escrito a la parte entregando esta orden de comparecencia a:

Nombre y dirección de la parte que entrega la orden de comparecencia: _____

Copias de todos los documentos judiciales de este caso, incluyendo las ordenes, están disponibles en la oficina del Secretario de Juzgado del Circuito [Clerk of the Circuit Court's office]. Estos documentos pueden ser revisados a su solicitud.

Usted debe de mantener informada a la oficina del Secretario de Juzgado del Circuito de su dirección actual. (Usted puede presentar _____ el Formulario: Ley de Familia de la Florida 12.915, Florida Supreme Court Approved Family Law Form 12.915, Designation of Current Mailing and E-mail Address.) Los papeles que se presenten en el futuro en esta demanda judicial serán enviados por correo a la dirección que este registrada en la oficina del Secretario.

ADVERTENCIA: Regla 12.285 (Rule 12.285), de las Reglas de Procedimiento de Ley de Familia de la Florida [Florida Family Law Rules of Procedure], requiere cierta revelacion automatica de documentos e informacion. El incumplimiento, puede resultar en sanciones, incluyendo la desestimacion o anulacion de los alegatos.

“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 Tammy Anton, 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 discapacidad del oído o de la voz, llame al 711.”

IMPORTANT

Des poursuites judiciaires ont été entreprises contre vous. Vous avez 20 jours consécutifs à partir de la date de l'assignation de cette citation pour déposer une réponse écrite à la plainte ci-jointe auprès de ce tribunal. Qui se trouve à: {L'Adresse} _____. Un simple coup de téléphone est insuffisant pour vous protéger; vous êtes obligés de déposer votre réponse écrite, avec mention du numéro de dossier ci-dessus et du nom des parties nommées ici, si vous souhaitez que le tribunal entende votre cause. Si vous ne déposez pas votre réponse écrite dans le délai requis, vous risquez de perdre la cause ainsi que votre salaire, votre argent, et vos biens peuvent être saisis par la suite, sans aucun préavis ultérieur du tribunal. Il y a d'autres obligations juridiques et vous pouvez requérir les services immédiats d'un avocat. Si vous ne connaissez pas d'avocat, vous pourriez téléphoner à un service de référence d'avocats ou à un bureau d'assistance juridique (figurant à l'annuaire de téléphones).

Si vous choisissez de déposer vous-même une réponse écrite, il vous faudra également, en même temps que cette formalité, faire parvenir ou expédier une copie au carbone ou une photocopie de votre réponse écrite à la partie qui vous dépose cette citation.

Nom et adresse de la partie qui dépose cette citation: _____

Les photocopies de tous les documents tribunaux de cette cause, y compris des arrêts, sont disponibles au bureau du greffier. Vous pouvez revue ces documents, sur demande.

Il faut aviser le greffier de votre adresse actuelle. (Vous pouvez déposer Florida Supreme Court Approved Family Law Form 12.915, Designation of Current Mailing and E-mail Address.) Les documents de l'avenir de ce procès seront envoyés à l'adresse que vous donnez au bureau du greffier.

ATTENTION: La règle 12.285 des règles de procédure du droit de la famille de la Floride exige que l'on remette certains renseignements et certains documents à la partie adverse. Tout refus de les fournir pourra donner lieu à des sanctions, y compris le rejet ou la suppression d'un ou de plusieurs actes de procédure.

Florida Family Law Rules of Procedure Form 12.910(a), Summons: Personal Service on an Individual (09/12)

“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 Tammy Anton, 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 STATE OF FLORIDA

TO EACH SHERIFF OF THE STATE: You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named person.

DATED: _____

(SEAL)

CLERK OF THE CIRCUIT COURT

By: _____
Deputy Clerk

Florida Family Law Rules of Procedure Form 12.910(a), Summons: Personal Service on an Individual (09/12)

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW
FORM 12.910(b), PROCESS SERVICE MEMORANDUM

When should this form be used?

You should use this form to give the sheriff's department (or private process server) instructions for serving the other **party** in your case with the **Summons: Personal Service on an Individual**, Florida Family Law Rules of Procedure Form 12.910(a), and other papers to be served. On this form, you can tell the sheriff's department the best times to find the person at work and/or at home. You can also include a map to the other person's home or work place to help the sheriff find the person and deliver the summons. Do not forget to attach to the summons a copy of your initial petition and any other papers you want personally served on the other party.

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 petition was filed and attach a copy to the **Summons: Personal Service on an Individual**, Florida Family Law Rules of Procedure Form 12.910(a). You should also keep a copy for your records.

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. You should read the instructions for **Summons: Personal Service on an Individual**, Florida Family Law Rules of Procedure Form 12.910(a), for additional information.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter your address, telephone, and fax information at the bottom of this form. Instead, write "confidential" in the spaces provided for that information and file **Petitioner's Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(i).

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.

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

Case No: _____
Division: _____

_____,
Petitioner,
and

_____,
Respondent.

PROCESS SERVICE MEMORANDUM

TO: () Sheriff of _____ County, Florida; _____ Division
() Private process server: _____

Please serve the {name of document(s)} _____

in the above-styled cause upon:

Party: {full legal name} _____

Address or location for service: _____

Work Address: _____

If the party to be served owns, has, and/or is known to have guns or other weapons, describe what type of weapon(s): _____

SPECIAL INSTRUCTIONS: _____

Dated: _____

Signature of Party

*Printed Name: _____

*Address: _____

*City, State, Zip: _____

*Telephone Number: _____

*Fax Number: _____

* If this is a domestic violence case, do not enter this information if your address or telephone number need to be kept confidential for safety reasons; instead write "confidential" in the spaces provided and file Florida Supreme Court Approved Family Law Form 12.980(i), Petitioner's Request for Confidential Filing of Address.

Florida Supreme Court Approved Family Law Form 12.910(b), Process Service Memorandum (9/00)

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 petitioner, fill out this form.

Florida Supreme Court Approved Family Law Form 12.910(b), Process Service Memorandum (9/00)

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM
12.912(b), AFFIDAVIT OF MILITARY SERVICE (12/10)**

When should this form be used?

An Affidavit of Military Service is required in every case where the Respondent has not filed an answer or appearance. The purpose is to protect the men and women serving in the U.S. military from having a court judgment entered against them without first receiving notice of the lawsuit and a chance to defend the case.

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

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

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You must **file** the original of this form with the **clerk of the circuit court** when you file your **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a). You must also attach copies of all verifications of nonmilitary service that you received from each branch of the United States' military service. You should keep a copy for your records.

Special notes...

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

AFFIDAVIT OF MILITARY SERVICE

I, {full legal name} _____, am the
Petitioner in this case. To support my application for a default judgment and to comply with the Service
members Civil Relief Act (formerly known as Soldiers' and Sailors' Civil Relief Act of 1940), I swear or
affirm that the following information is true:
[please choose only one]

1. ____ I know of my own personal knowledge that the Respondent **IS** on active duty in the military
service of the United States.
2. ____ I know of my own personal knowledge that Respondent **IS NOT** now on active duty in the
military service of the United States, nor has the Respondent been on active military service of
the United States within a period of thirty (30) days immediately before this date. "Active
Service" includes reserve members of the Army, Navy, Air Force, Coast Guard, and Marines who
have been ordered to report for active duty and members of the Florida National Guard who
have been ordered to report to active duty for a period of more than thirty (30) days.
3. ____ I have contacted the military services of the United States and the U.S. Public Health Service and
have obtained certificates showing that the Respondent is not on active duty status. These
certificates are attached.
4. ____ I have attempted to determine the military status of the Respondent, but do not have sufficient
information. This is what I have done to determine whether or not Respondent is on active duty
in the United States military:

_____.

I have no reason to believe that s/he is on active duty at this time.

Florida Supreme Court Approved Family Law Form 12.912(b), Affidavit of Military Service (12/10)

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit 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 No: _____
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: [~~2~~ fill
in all blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the petitioner, fill out this form.

Florida Supreme Court Approved Family Law Form 12.912(b), Affidavit of Military Service (12/10)

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM
12.912(a), MEMORANDUM FOR CERTIFICATE OF MILITARY SERVICE (12/10)**

When should this form be used?

This form should be used if you **KNOW OR DO NOT KNOW** whether the other party in your case is on active duty in a branch of the military service of the United States. "Active duty" includes reserve personnel of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and members of the Florida National Guard who have been called to active duty for more than thirty (30) days. Even if you believe that the other party **has never** or **would never** join the military, you must show the court proof that he or she is not a member of the military. Therefore, you may need to use this form to provide the court with such proof. See the instructions for an **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b), for additional information.

Servicemembers Civil Relief Act (SCRA) Certificates

To obtain certificates of service or non-service under the Servicemembers Civil Relief Act (formerly known as Soldiers' and Sailors' Civil Relief Act of 1940) you may use the public website:

<https://www.dmdc.osd.mil/scra/owa/home>. This website will provide you with the current active military status of an individual enlisted in the Army, Navy, Air Force, and Marines.

You can also receive certificates from the individual services by sending your correspondence to the appropriate military office listed below. Fill out this form and **mail one copy to each** of the military offices at the addresses on the form. You may be charged a service fee by each military service branch for their response. To assist you in determining the amount of each military branch's fee, phone numbers are listed below. You will need to call each number to find out their fee for this search.

COAST GUARD: USCG Commander, Personnel Service Center, Attn: PSD-MR, 4200 Wilson Blvd., Suite 1100, Arlington VA 22203, Phone (202) 493-1200 Arlington Va. 22203, Phone: (202) 493-1200, NOTE: All requests must be in writing.

www.uscg.mil/hq/cgpc/home/locator/html.

AIR FORCE: HQ AFPC/DPDXIDL, Attn: World Wide Locator, 550 C Street, West, Suite 50, Randolph AFB, TX 78150-4752, Phone: (210) 565-2660, NOTE: Requests will be taken by phone.
www.afpc.randolph.af.mil/library/airforcelocator.asp

NAVY: Bureau of Naval Personnel, PERS-312E, 5720 Integrity Drive, Millington, TN 38055-3120, Phone: (901) 874-3388 NOTE: Requests will be taken by phone.

MARINE CORPS: CMC HQ (MMSB17), 2008 Elliot Road, Room 201, Quantico, VA 22134, Phone (703)784-3941 NOTE: All requests must be in writing.

PUBLIC HEALTH SERVICE: Attn: Director, Division of Commissioned Corps Officer Support, http://dcp.psc.gov/ad_search.asp NOTE: Please direct all inquiries to the website.

ARMY: Army World Wide Locator Service, Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46249-5301, Phone: (1-866) 771-6357, fax (317) 510-3685

NOTE: All requests must be in writing

Instructions for Florida Supreme Court Approved Family Law Form 12.912(a), Memorandum for Certificate of Military Service (12/10)

Self Service Packet # 12 Page - 63 -

This form should be typed or printed in black ink. You should complete this form for each branch of the United States' military listed above, and mail the form to each branch with a **check for the appropriate amount and a stamped, self-addressed envelope**. You should keep a copy of the form for your records. After you have received a verification of military status from each branch, you will need to attach those verifications to an **Affidavit of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(b), for filing with the clerk.

Special notes...

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

MEMORANDUM FOR CERTIFICATE OF MILITARY SERVICE

- TO:** () USCG Commander, Personnel Service Center, Attn: PSD-MR, 4200 Wilson Blvd, Suite 1100, Arlington, VA 22203
() HQ AFPC/DPDXIDL, Attn: World Wide Locator, 550 C. Street West, Suite 50, Randolph AFB, TX 78150-4752
() Bureau of Naval Personnel, PERS-312E, 5720 Integrity Drive, Millington, TN 38055-3120
() CMC, HQ, (MMSB17), 2008 Elliot Road, Room 201, Quantico, VA 22134
() Public Health Service: Attn: Director, Division of Commissioned Corps Officer Support http://dcp.psc.gov/ad_search.asp
() Army World Wide Locator Service, Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46249-5301

RE:

{Name of Respondent}

{Respondent's Social Security Number}

This case involves a family matter. It is imperative that a determination be made whether the above-named individual, who has an interest in these proceedings, is presently in the military service of the United States, and the dates of induction and discharge, if any. This information is requested under the Servicemembers Civil Relief Act (formerly known as Soldiers' and Sailors' Civil Relief Act of 1940). Please supply verification as soon as possible. My check for \$ for your search fee and a self-addressed, stamped envelope are enclosed.

Dated: _____

Signature of Petitioner

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Florida Supreme Court Approved Family Law Form 12.912(a), Memorandum for Certificate of Military Service (12/10)

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [~~2~~ fill in all blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the petitioner, fill out this form.

Florida Supreme Court Approved Family Law Form 12.912(a), Memorandum for Certificate of Military Service (12/10)

INSTRUCTIONS FOR NOTICE OF ACTION FORM

When should this form be used?

This form may be used to obtain **constructive service** (also called service by publication) in a case if you do not know where the other parent lives or if the other parent lives outside Florida and you are unable to obtain **personal service**. However, if you use constructive service, the court may grant only limited relief because its jurisdiction is limited.

You should complete this form by typing or printing the appropriate information in black ink. You should insert other parent's name and last known address and then **file** this form with the **clerk of the circuit court** in the county where your petition was filed. You must also complete and file an **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b). You should keep a copy for your records.

After the **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b), is filed, the clerk will sign this form. The form must then be given to a qualified local newspaper to be published for four consecutive weeks. When in doubt, ask the clerk which newspapers in your area are "qualified." The newspaper will charge you for this service. If you cannot afford to pay the cost of publication of this notice in a qualified newspaper, you may ask the clerk to post the notice at a place designated for such postings. You will need to file an **Application for Determination of Civil Indigent Status**, which you can obtain from the clerk. If the clerk determines that you cannot afford these costs, the clerk will post the notice of action. In Dade, Broward, and Duval counties, you may ask the clerk to publish your notice without charge.

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 12.070, Florida Family Law Rules of Procedure, and rule 1.070, Florida Rules of Civil Procedure.

Special notes...

If the other party fails to respond to your **petition** within the time limit stated in the notice of action that is published or posted, you are entitled to request a **default**. (See **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), and **Default**, Florida Supreme Court Approved Family Law Form 12.922(b).)

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.

Instructions for Notice of Action form

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

Case No.: _____
Division: _____

_____,
Petitioner

and

_____,
Respondent.

NOTICE OF ACTION

TO: {name of Respondent} _____
{Respondent's last known address} _____

YOU ARE NOTIFIED that an action has been filed against you for _____
_____ And that you are required to serve a copy of your
written defenses, if any, to it on {name of Petitioner or Petitioner's attorney} _____,
whose address is _____
on or before {date} _____, and file the original with the clerk of this Court at {clerk's address} _____
either before service on Petitioner or immediately thereafter. **If you fail to do so, a default may be
entered against you for the relief demanded in the petition.**

Dated: _____.

CLERK OF THE CIRCUIT COURT

By: _____
Deputy Clerk

**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 petitioner, fill out this form.

Based on Florida Supreme Court Approved Form 1.919

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.913(b), AFFIDAVIT OF DILIGENT SEARCH AND INQUIRY (11/12)

When should this form be used?

This form is to be used with **Notice of Action for Dissolution of Marriage (No Child or Financial Support)**, Florida Supreme Court Approved Family Law Form 12.913(a)(1) and **Notice of Action For Family Cases With Minor Child(ren)**, Form 12.913(a)(2), to obtain constructive service (also called service by publication).

The other party is entitled to actual notice of the proceedings when possible. When it is necessary to use constructive notice, it must be given in a way that is likely to provide actual notice. You must disclose the last known address of the other party. A last known address cannot be unknown. This form includes a checklist of places you can look for information on the location of the other party. While you do not have to look in all of these places, the court must believe that you have made a very serious effort to get information about the other party's location and that you have followed up on any information you received.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a notary public or deputy clerk. You should file the original and a **Notice of Action for Dissolution of Marriage (No Child or Financial Support)**, Florida Supreme Court Approved Family Law Form 12.913(a)(1), or **Notice of Action For Family Cases With Minor Child(ren)**, Form 12.913(a)(2), with the clerk of the circuit court in the county where your petition is filed. You should keep a copy for your records.

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 12.070, Florida Family Law Rules of Procedure and chapter 49, Florida Statutes.

Special notes...

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

AFFIDAVIT OF DILIGENT SEARCH AND INQUIRY

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

1. I have made diligent search and inquiry to discover the name and current residence of
Respondent: {Specify details of search} **Refer to checklist below and identify all actions taken
(any additional information included such as the date the action was taken and the person
with whom you spoke is helpful) (attach additional sheet if necessary):**

[Check all that apply]

- ____ United States Post Office inquiry through Freedom of Information Act for current address or any
relocations.
- ____ Last known employment of Respondent, including name and address of employer. You should
also ask for any addresses to which W-2 Forms were mailed, and, if a pension or profit-sharing
plan exists, then for any addresses to which any pension or plan payment is and/or has been
mailed.
- ____ Unions from which Respondent may have worked or that governed his or her particular trade or
craft.
- ____ Regulatory agencies, including professional or occupational licensing.
- ____ Names and addresses of relatives and contacts with those relatives, and inquiry as to
Respondent's last known address. You are to follow up any leads of any addresses where
Respondent may have moved. Relatives include, but are not limited to: parents, brothers,
sisters, aunts, uncles, cousins, nieces, nephews, grandparents, great-grandparents, former in-
laws, stepparents, stepchildren.
- ____ Information about the Respondent's possible death and, if dead, the date and location of the
death.
- ____ Telephone listings in the last known locations of Respondent's residence.
- ____ Internet at <http://www.switchboard.com> or other Internet databank locator service. Please
indicate if a public library assisted you in your search.

Florida Family Law Rules of Procedure Form 12.913(b), Affidavit of Diligent Search and Inquiry (11/12)

- _____ Law enforcement arrest and/or criminal records in the last known residential area of Respondent.
- _____ Highway Patrol records in the state of Respondent's last known address.
- _____ Department of Motor Vehicle records in the state of Respondent's last known address.
- _____ Department of Corrections records in the state of Respondent's last known address.
- _____ Title IV-D (child support enforcement) agency records in the state of Respondent's last known address.
- _____ Hospitals in the last known area of Respondent's residence.
- _____ Utility companies, which include water, sewer, cable TV, and electric, in the last known area of Respondent's residence.
- _____ Letters to the Armed Forces of the U.S. and their response as to whether or not there is any information about Respondent. (See Memorandum for Certificate of Military Service, Florida Supreme Court Approved Family Law Form 12.912(a).)
- _____ Tax Assessor's and Tax Collector's Office in the area where Respondent last resided.
- _____ Other: {explain} _____
- _____
- _____
- _____
- _____

2. The age of Respondent is [Choose only **one**] () known {enter age} _____ or () unknown.

3. **Respondent's current residence**

[Choose only **one**]

- a. _____ Respondent's current residence is unknown to me.
- b. _____ Respondent's current residence is in some state or country other than Florida.
- c. _____ The Respondent, having residence in Florida, has been absent from Florida for more than 60 days prior to the date of this affidavit, or conceals him/her self so that process cannot be served personally upon him or her, and I believe there is no person in the state upon whom service of process would bind this absent or concealed Respondent.

4. **Respondent's last known address** as of {date} _____, was:

Address _____ City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____.

Respondent's last known employment, as of {date} _____, was

Name of Employer _____

Address _____ City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit 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: _____
E-mail Address(es): _____

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: {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 FORMS
12.922(a), MOTION FOR DEFAULT, and
12.922(b), DEFAULT

When should these forms be used?

If the other **party** has failed to **file** or **serve** any documents within 20 days after the date of service of your **petition**, you may ask the **clerk of the circuit court** to enter a **default** against him or her by filling out this form and filing it with the court. Generally, a default allows you to obtain an earlier **final hearing** to finish your case. Once the default is signed by the clerk, you can request a **trial** or final hearing in your case.

To obtain a default, you will need to complete **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a). You will then need to file your motion for default, Florida Supreme Court Approved Family Law Form 12.922(b), so that the clerk can enter a default for you if your motion is proper.

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 you filed your petition and keep a copy for your records.

What should I do next?

After the default has been entered, you must ask for a hearing, so that the **judge** can consider your petition. To do this, you must contact the clerk's office, **family law intake staff**, or **judicial assistant** to schedule a hearing and file a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, with the clerk. A copy of the notice of hearing must be mailed or hand-delivered to each party in the case. **You must send a notice of final hearing to the defaulted party.**

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 1.500, Florida Rules of Civil Procedure, concerning defaults and rule 1.140, Florida Rules of Civil Procedure, concerning the time within which a party can file an answer or other responsive pleading to a petition. See also rule 12.080, Florida Family Law Rules of Procedure.

Special notes...

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

MOTION FOR DEFAULT

TO THE CLERK OF THE CIRCUIT COURT:

**PLEASE ENTER A DEFAULT AGAINST RESPONDENT WHO HAS FAILED TO
RESPOND TO THE PETITION.**

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 Petitioner

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: [X fill in all blanks]**

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the petitioner, fill out this form.

Florida Supreme Court Approved Family Law Form 12.922(a), Motion for Default (9/00)

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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 “General Information for Self-Represented Litigants” found at the beginning of these forms. For further information, see rule 12.440, Florida Family Law Rules of Procedure.

Special notes...

These family law forms contain 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.

Instructions for Florida Supreme Court Approved Family Law Form 12.924, Notice for Trial (9/00)

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.

“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 Tammy Anton, 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 Tammy Anton, 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 Tammy Anton, 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.”

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/online services**. 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.

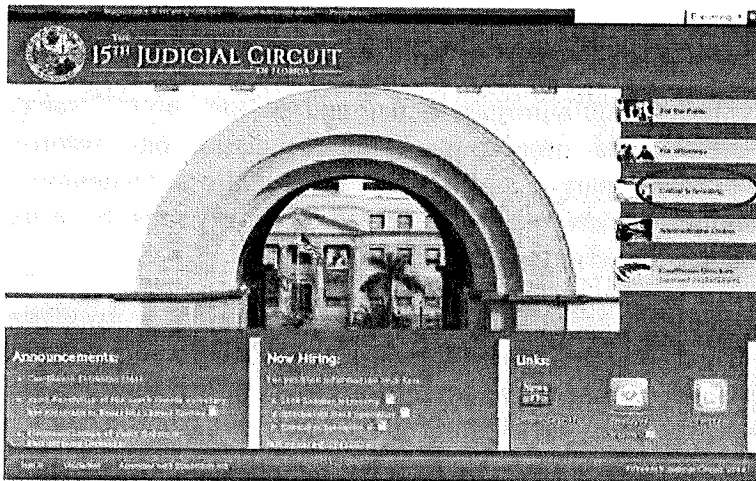
Instructions for E-Service Registration for Self Represented Litigants, (06/13)

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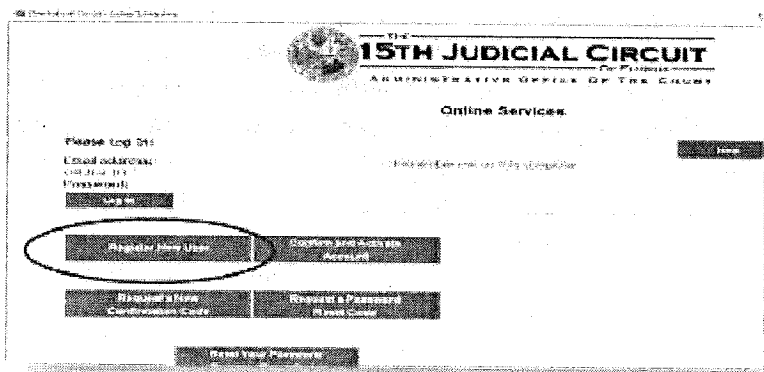


THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

Instructions for E-Service Registration For Self Represented Litigants

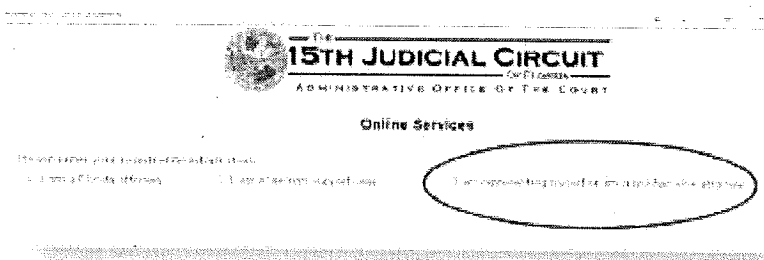


- Go to www.15thcircuit.com
- Select Online Scheduling
- Select Online Scheduling Application



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

15TH JUDICIAL CIRCUIT
In Florida
Reorganized under Chapter 85, Florida Statutes

E-Service Online Scheduling Services

Please read and accept the following information:

I am a Florida attorney. I am a Self-Represented Litigant. I am representing myself as an individual who is litigating.

Please provide your full, registered party information (your court's requirements apply).

Registration required fields:

Legal Email: (Must be a valid email address. A valid address is required and must be a domain name or domain name.)

First Name:

Last Name:

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.

15TH JUDICIAL CIRCUIT
In Florida
Reorganized under Chapter 85, Florida Statutes

E-Service Online Scheduling Services

Please read and accept the following information:

I am a Florida attorney. I am a Self-Represented Litigant. I am representing myself as an individual who is litigating.

Please provide your full, registered party information (your court's requirements apply).

Registration required fields:

Legal Email: (Must be a valid email address. A valid address is required and must be a domain name or domain name.)

First Name:

Last Name:

Please enter the security code that is shown:

00296d8

Click the speaker icon to read the letters aloud.

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)

Self Service Packet # 12 Page - 82 -

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/online services.
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.

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

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} _____

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

