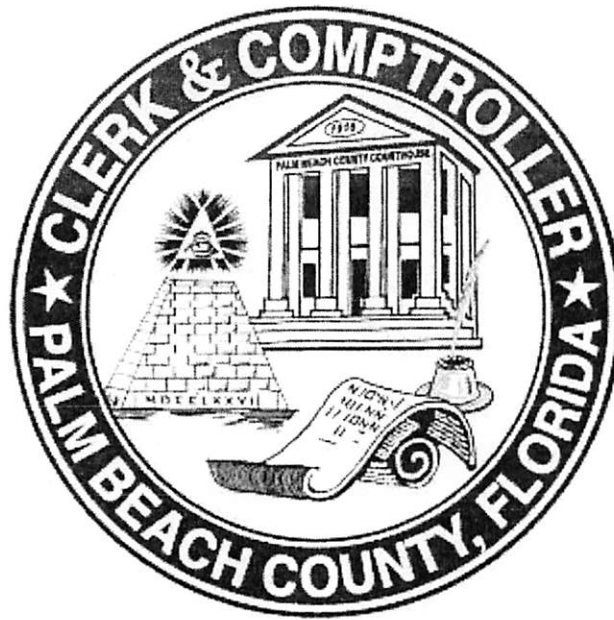


**Sharon R. Bock**  
**CLERK & COMPTROLLER**  
**SELF SERVICE CENTER**

**Your Guide Through The Courts**



**Packet #37**

*Revised 01/2015*

**MOTION TO DEVIATE FROM CHILD  
SUPPORT GUIDELINES**

**NON-REFUNDABLE**

**(17 PAGES)**

**\$ 4.00**

## **SELF SERVICE CENTER SERVICES**

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

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

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

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

You may file and obtain information at the following locations:

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

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

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

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

*The Self Service Information Line*

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

*Visit us at our web site*

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

*Lawyer Referral Service of the PBC Bar Association*

(561) 355-7048

(561) 355-6511

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

(561) 655-8944

(561) 687-3266

Revised 05/2013

# MOTION TO DEVIATE FROM CHILD SUPPORT GUIDELINES

## Packet # 37

### When should this form be used?

You must already have an ongoing open case where child support is an issue.

Child support in Florida is determined by the child support guidelines found in section 61.30, Florida Statutes. The court, at its discretion, may raise or lower the child support guidelines amount by up to 5%. In addition, the court may raise or lower the guidelines support amount by more than 5%, if written reasons are given for the adjustment. The court may make these additional adjustments based on certain considerations, which are reflected in this form. You should review this form to determine if any of the reasons for adjusting the child support guidelines amount apply to your situation and you should complete this form only if you want the court to order **more child support or less child support** than the amount required by the child support guidelines.

If you wish to change a child support order/judgment after your case is over, you will need to file a Supplemental Petition for Modification of Child Support.

### **The Petitioner must complete and file the following form:**

**Page**

- ✓ Motion to Deviate from Child Support Guidelines 12.943, (05/12)

7

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

- ✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310, (04/13) 14
- ✓ Notice of Change of Address, (09/14) (*Must be filed whenever you change your address*) 17
- ✓ Notice of Filing Child Support Guidelines Worksheet 12.902(e) –Only if not filed previously- (*If you do not know other party's income, you may file this worksheet after his or her financial affidavit has been served on you.*) **By request only**
- ✓ Family Law Financial Affidavit (Short Form) 12.902(b) (income less than \$50,000) –Only if not filed previously- **By request only**
- ✓ Family Law Financial Affidavit (Long Form) 12.902(c) (income more than \$50,000). –Only if not filed previously- **By request only**

### **Fees:**

No filing fee required

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

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

### **INSTRUCTIONS FOR FILING**

- **The forms should be typed or printed in black ink.**
- **The Motion to Deviate must be signed before a notary or deputy clerk.**
- **Make 2 copies of all the documents that you complete (only ones that you are using) – one for yourself and one for the other party.**
- **The petitioner should file the originals with the Clerk & Comptroller's office and pay the filing fee. Each *original* form should have all pages clipped together before filing (copies may be stapled together).**
- **If you want your copies stamped with the date of filing, make sure you give the Clerk your copies. (If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so they may return your copies)**
- **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!***

***INCLUDE WITH YOUR FILING TWO  
(2) PRE-ADDRESSED (PRINT YOUR NAME AND ADDRESS)  
STAMPED ENVELOPES (one for each party)  
REQUIRED FOR CHILD SUPPORT ISSUES***

***Failing to provide stamped envelopes may delay processing.***

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

# **INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.943, MOTION TO DEVIATE FROM CHILD SUPPORT GUIDELINES (05/12)**

## **When should this form be used?**

Child support in Florida is determined by the child support guidelines found in section 61.30, Florida Statutes. The court, at its discretion, may raise or lower the child support guidelines amount by up to 5%. In addition, the court may raise or lower the guidelines support amount by more than 5%, if written reasons are given for the adjustment. The court may make these additional adjustments based on certain considerations, which are reflected in this form. You should review this form to determine if any of the reasons for adjusting the child support guidelines amount apply to your situation and you should complete this form **only** if you want the court to order **more child support or less child support** than the amount required by the child support guidelines.

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. Because you are filing the petition in this proceeding, you are also referred to as the petitioner and the other party as the respondent.

## **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 section 61.30, Florida Statutes.

## **Special notes...**

More information on the child support guidelines as well as a chart for converting income and expenses to monthly amounts if paid or incurred on other than a monthly basis is contained in the instructions to **Florida Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c), and the **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e).

With this form you must also file the following, if not already filed:

- **Florida Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c).
- **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e). (If you do not know the other party's income, you should file this worksheet as soon as you receive a copy of his or her financial affidavit.)

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 Florida Supreme Court Approved Family Law Form 12.943, Motion to Deviate from Child Support Guidelines (05/12)

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

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

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

and

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

**MOTION TO DEVIATE FROM CHILD SUPPORT GUIDELINES**

( ) Petitioner ( ) Respondent requests that the Court enter an order granting the following:

**SECTION I**

[Choose only **one**]

- A.      **MORE** child support than the amount required by the child support guidelines. The Court should order MORE child support than the amount required by the child support guidelines because of:

[Choose **all** that apply to your situation]

1.      Extraordinary medical, psychological, educational, or dental expenses;
2.      Seasonal variations in one or both parent's income or expenses
3.      Age(s) of the child(ren), taking into account the greater needs of older child(ren);
4.      Special needs, such as costs that may be associated with the disability of a child or child(ren), that have traditionally been met within the family budget even though the fulfilling of those needs will cause support to exceed the presumptive amount established by the guidelines;
5.      Total available assets of obligee, obligor, and the child(ren);
6.      Impact of the Internal Revenue Service Child & Dependent Care Tax Credit, Earned Income Tax Credit, and dependency exemption and waiver of that exemption;
7.      The Parenting Plan, such as where the child or children spend a significant amount of time, but less than 20 percent of the overnights, with one parent, thereby reducing the financial expenditures incurred by the other parent, or the refusal of a parent to become involved in the activities of the child(ren) has increased the financial expenditure incurred by the obligee;
8.      The obligee parent's low income and ability to maintain the basic necessities of the home for the child(ren);
9.      The likelihood that either parent will actually exercise the time-sharing schedule set forth in the parenting plan and/or whether all the children are exercising the same time-sharing schedule;

10. \_\_\_ Any other adjustment that is needed to achieve an equitable result, which may include reasonable and necessary expenses or debts jointly incurred during the marriage.

Explain any items marked above: \_\_\_\_\_

B. \_\_\_ LESS child support than the amount required by the child support guidelines. The Court should order LESS child support than the amount required by the child support guidelines because of:

[Choose **all** that apply to your situation]

1. \_\_\_ Extraordinary medical, psychological, educational, or dental expenses;
2. \_\_\_ Independent income of child(ren), excluding the child(ren)'s SSI (supplemental security income)
3. \_\_\_ Payment of support for a parent which has been regularly paid and for which there is a demonstrated need;
4. \_\_\_ Seasonal variations in one or both parent's income or expenses;
5. \_\_\_ Age of the child(ren), taking into account the greater needs of older child(ren);
6. \_\_\_ Total available assets of obligee, obligor, and child(ren);
7. \_\_\_ Impact of the Internal Revenue Service Child & Dependent Care Tax Credit, Earned Income Tax Credit, and dependency exemption and waiver of that exemption;
8. \_\_\_ Application of the child support guidelines which requires the obligor to pay more than 55% of gross income for a single support order;
9. \_\_\_ Residency of subsequently born or adopted child(ren) with the obligor, include consideration of the subsequent spouse's income;
10. \_\_\_ The Parenting Plan, where the child(ren) spend a significant amount of time, but less than 20 percent of the overnights, with one parent, thereby reducing the financial expenditures incurred by the other parent; or the refusal of a parent to become involved in the activities of the child(ren) has reduced the financial expenditure of that parent;
11. \_\_\_ Any other adjustment that is needed to achieve an equitable result, which may include reasonable and necessary expenses or debts jointly incurred during the marriage.

Explain any items marked above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## SECTION II. INCOME AND ASSETS OF CHILD(REN) COMMON TO BOTH PARTIES

List the total of any independent income or assets of the child(ren) common to both parties (income from Social Security, gifts, stocks/bonds, employment, trust fund(s), investment(s), etc.). Attach an explanation.

**TOTAL VALUE OF ASSETS OF CHILD(REN)** \$ \_\_\_\_\_

**TOTAL MONTHLY INCOME OF CHILD(REN)** \$ \_\_\_\_\_



### SECTION III. EXPENSES FOR CHILD(REN) COMMON TO BOTH PARTIES

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under other should be listed separately with separate dollar amounts.

1. \$ \_\_\_\_\_ Monthly nursery, babysitting, or other child care
2. \$ \_\_\_\_\_ Monthly after-school care
3. \$ \_\_\_\_\_ Monthly school tuition
4. \$ \_\_\_\_\_ Monthly school supplies, books, and fees
5. \$ \_\_\_\_\_ Monthly after-school activities
6. \$ \_\_\_\_\_ Monthly lunch money
7. \$ \_\_\_\_\_ Monthly private lessons/tutoring
8. \$ \_\_\_\_\_ Monthly allowance
9. \$ \_\_\_\_\_ Monthly clothing
10. \$ \_\_\_\_\_ Monthly uniforms
11. \$ \_\_\_\_\_ Monthly entertainment (movies, birthday parties, etc.)
12. \$ \_\_\_\_\_ Monthly health and dental insurance premiums
13. \$ \_\_\_\_\_ Monthly medical, dental, prescription charges (unreimbursed)
14. \$ \_\_\_\_\_ Monthly psychiatric/psychological/counselor (unreimbursed)
15. \$ \_\_\_\_\_ Monthly orthodontic (unreimbursed)
16. \$ \_\_\_\_\_ Monthly grooming
17. \$ \_\_\_\_\_ Monthly non-prescription medications/cosmetics/toiletries/sundries
18. \$ \_\_\_\_\_ Monthly gifts from children to others (other children, relatives, teachers, etc.)
19. \$ \_\_\_\_\_ Monthly camp or other summer activities
20. \$ \_\_\_\_\_ Monthly clubs (Boy/Girl Scouts, etc.) or recreational fees
21. \$ \_\_\_\_\_ Monthly visitation expenses (for nonresidential parent)  
    {Explain}: \_\_\_\_\_
22. \$ \_\_\_\_\_ Monthly insurance (life, etc.)  
    {Explain}: \_\_\_\_\_
- Other {Explain}: \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \$ \_\_\_\_\_ **TOTAL EXPENSES FOR CHILD(REN) COMMON TO BOTH PARTIES**  
    (add lines 1 through 25)

I have filed, will file, or am filing with this form the following additional documents:

1. Florida Family Law Family Law Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c).
2. Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e).

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

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

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

\_\_\_\_\_  
Signature  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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} \_\_\_\_\_,

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

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

Florida Supreme Court Approved Family Law Form 12.943, Motion to Deviate from Child Support Guidelines (05/12)



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](http://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.

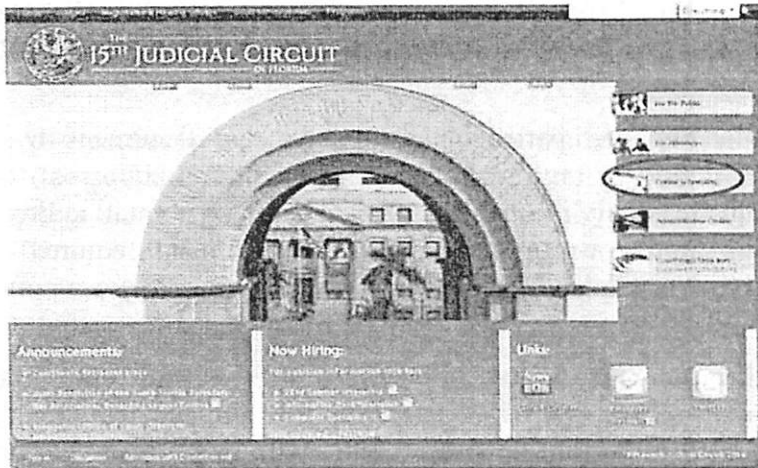
**Filing of Documents:** The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not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

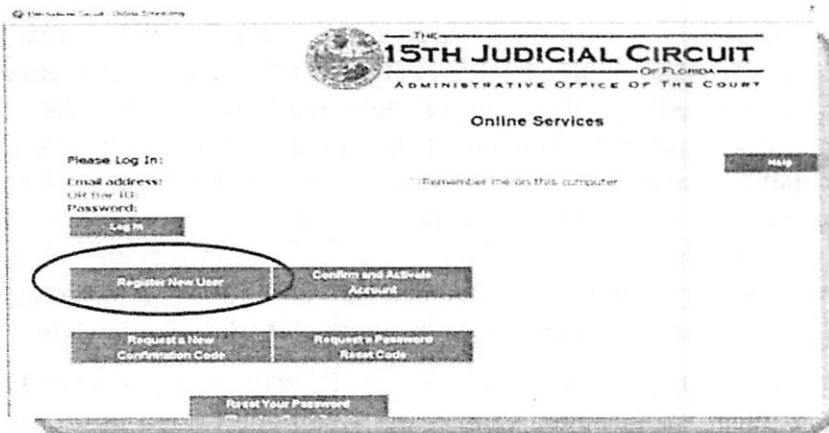


THE  
**15TH JUDICIAL CIRCUIT**  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

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

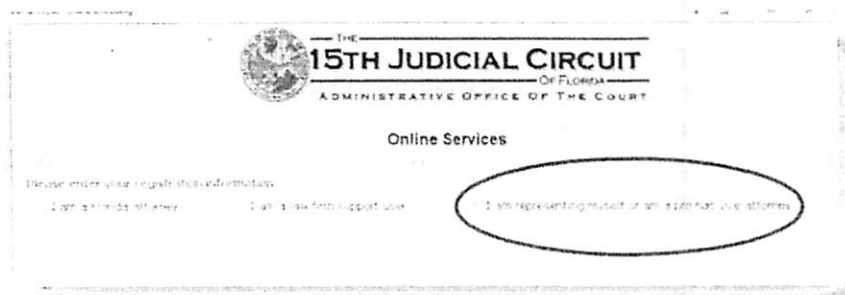


- Go to [www.15thcircuit.com](http://www.15thcircuit.com)
- Select Online Scheduling
- Select Online Scheduling Applications




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


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

**E-Service/Online Scheduling Services**

[E-Service Online Scheduling Instructions](#)  
[Frequently Asked Questions](#)  
[E-Service Registration](#)  
[E-Service Resources](#)  
[E-Service Public Access](#)

Please enter your registration information:

☐ I am a Florida attorney    
 ☐ I am a law firm support user    
 ☐ I am representing myself or am a pro hac vice attorney

Please ensure that your registered name matches your court documents exactly.

\* indicates required field.

Login Email Address:  (This email is used to receive the service registration and should not be a generic or business address)

Password:

Confirm Password:

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.

[E-Service Online Scheduling Instructions](#)  
[Frequently Asked Questions](#)  
[E-Service Registration](#)  
[E-Service Resources](#)  
[E-Service Public Access](#)

First Name:   
 Middle Name:   
 Last Name:   
 Suffix:   
 System Greeting:

Street Address:   
 City:   
 State Abbreviation:   
 ZIP:

Business Phone:   
 Fax:   
 Cell:

Please enter the security code that is shown.

**4DY6d8**

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)

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](http://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