

**REQUIRED ITEMS FOR PETITION TO ESTABLISH PARENTING PLAN WITH TIME-SHARING  
SCHEDULE WITH MINOR CHILD(REN) OF PARENTS WHO WERE NEVER MARRIED**

**NOTE: Unless otherwise noted, all forms listed below can be found at [www.flcourts.org](http://www.flcourts.org) under Self Help - Family Law Forms – Please pay close attention to which forms must be signed and notarized.**

\_\_\_ **Petition can be found on [www.circuit5.org](http://www.circuit5.org)** Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:

- Paternity must have already been established -- Choose how paternity was established (supporting documents must be attached - birth certificate or Final Judgment/Court Order) (See paragraph 4 on Petition)
- The child(ren) named in the Petition must live in Florida at least 6 months prior to the date of filing
- List all child(ren) and their birth dates common to the parties
- Petition must be signed and notarized

\_\_\_ **Coversheet for Family Court Cases [Form 12.928](#)**

\_\_\_ **Disclosure from Nonlawyer [Form 12.900 \(a\)](#)**

\_\_\_ **UCCJEA Affidavit [Form 12.902 \(d\)](#)** - MUST include child(ren)'s residence for last 5 years (or since birth if under age 5)

\_\_\_ **Notice of Social Security number [Form 12.902 \(j\)](#)**

\_\_\_ **Family Law Financial Affidavit - **BOTH PARTIES MUST FILE**** (choose only one based on **gross** annual income)

- Short form 12.902 (b) gross annual income under \$50,000
- Long form 12.902 (c) gross annual income over \$50,000

\_\_\_ **Certificate of Mandatory Disclosure [Form 12.932](#)**

\_\_\_ **Child Support Guidelines Worksheet [Form 12.902 \(e\)](#)**

\_\_\_ **Parenting Plan [Form 12.995 \(a\)](#)** \*Please pay particular attention to Section VII – must be **COMPLETE\***

- If BOTH parties AGREE, please complete the agreement entirely. Must be signed and notarized by BOTH parties
- If parties DO NOT agree, Petitioner must complete the agreement for filing
- Alternative Parenting Plans include
  - Supervised/Safety-Focused Parenting Plan [Form 12.995 \(b\)](#)
  - Relocation/Long Distance Parenting Plan [Form 12.995 \(c\)](#)

\_\_\_ **Settlement Agreement for Parents Who Were Never Married** - form can be found on [www.circuit5.org](http://www.circuit5.org)

- If BOTH parties AGREE, please complete the agreement entirely. Must be signed and notarized by BOTH parties
- If parties DO NOT agree, Petitioner must complete the agreement for filing

\_\_\_ **Certified copy of the Minor Child(ren) Birth Certificate(s)**

\_\_\_ **Completion of DCF approved Parent Education and Family Stabilization Course** - BOTH parties MUST complete the course. A list of approved classes may be found on [www.circuit5.org](http://www.circuit5.org) **\*\*CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF DATE OF FILING\*\***

\_\_\_ **Service of Process** on each Parent/Responding party(ies) – Filed when one or both parent(s) does NOT sign a Waiver and Consent

- **PERSONAL SERVICE** - **Summons** *Form 12.910 (a)* - personal service is required if the other party's whereabouts are known **OR** a **Waiver of Service** may be signed by the Responding parties (Form is available on Circuit5.org)
- **CONSTRUCTIVE SERVICE\*** – **Affidavit of Diligent Search** *Form 12.913 (b)* and **Notice of Action** *Form 12.913 (a)(2)* - **BEFORE YOU REQUEST THIS TYPE OF SERVICE, YOU MUST ATTEMPT PERSONAL SERVICE AT THE RESPONDENT'S LAST KNOWN ADDRESS** **\*\*NOTE: This form must be filled out COMPLETELY with supporting documentation to be attached to the affidavit.** After approval of the Diligent Search the Clerk will issue the Notice of Action which will be constructively served one of two ways:
  - **By Publication:** Must publish once a week for four (4) consecutive weeks in a publication in the county of the Court is located [See Florida Statute 49.10 (1)(a)]. Publishing is the Petitioner's responsibility once the Notice of Action has been issued
  - **By Posting:** if the Petitioner is found indigent by the Clerk of Court, the Clerk of Court will post on Petitioner's behalf

\*Please refer to instructions for information on what the court can order when using constructive service\*

\_\_\_ **Motion for Default and Default** *Forms 12.922 (a and b)* - File when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer or responsive pleading

\_\_\_ **Notice of Related Cases** *Form 12.900 (h)*

\_\_\_ **Motion to Set Final Hearing** Form available at [www.circuit5.org](http://www.circuit5.org) **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**