

## **REQUIRED ITEMS FOR SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT**

***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.***

\_\_\_ **Supplemental Petition** *Form 12.905 (b)* Please read all directions and complete the petition **entirely**.  
**Please pay particular attention to the following:**

- List substantial change in circumstances
- Petition must be signed and notarized

\_\_\_ **Disclosure from Nonlawyer** *Form 12.900 (a)*

\_\_\_ **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)*

\_\_\_ **Service of Process** on Responding party

- **Personal service** is required in all actions to modify child support (Alternatively, the respondent may file an Answer to Supplemental Petition and Waiver of Service of Process. Forms are available at [www.circuit5.org](http://www.circuit5.org))
- **Summons** *Form 12.910 (a)*

**NOTE: If Department of Revenue is involved on the case, copies are to be served to Dept. of Revenue as well**

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

\_\_\_ **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

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