

REQUIRED ITEMS FOR SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/TIME-SHARING SCHEDULE AND OTHER RELIEF

NOTE: Unless otherwise noted, all forms listed below can be found at 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 (a)* 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

___ **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)*

___ **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

___ **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 **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**