

**REQUIRED ITEMS FOR SUPPLEMENTAL PETITION  
TO PERMIT RELOCATION WITH MINOR CHILD(REN)**

**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 12.950 (d)* Please read all directions and complete the petition **entirely**.  
**Please pay particular attention to the following:**

- List substantial change in circumstances
- Must attach copy of Final Judgment and any modification orders to the Petition
- **List current mailing and physical address of intended new residence**
- Petition must be signed and notarized

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

\_\_\_ **UCCJEA Affidavit** *Form 12.902 (d)* - MUST include child(ren)'s residence for last five (5) years

\_\_\_ **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)*

\_\_\_ **Agreement for Relocation** *Form 12.950 (a)* - IF THE PARTIES ARE IN AGREEMENT

\_\_\_ **Relocation/Long-Distance Parenting Plan** *Form 12.995 (c)*

- 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)*
  - Parenting Plan *Form 12.995 (a)*

\_\_\_ **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](http://www.circuit5.org) **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**