

**REQUIRED ITEMS FOR PETITION FOR SUPPORT AND PARENTING PLAN UNCONNECTED  
WITH DISSOLUTION OF MARRIAGE WITH DEPENDENT OR 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.**

\_\_\_ **Petition** *Form 12.904 (a)(1)(Support Only) or Form 12.904(a)(2)(Support AND Parenting plan)* Please read all directions and complete the petition entirely. **Please pay particular attention to the following:**

- List of all child(ren) and birth dates
- 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)*

\_\_\_ **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\*\*****

\_\_\_ **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)*

\_\_\_ **Proof of Residency-** Acceptable forms of residency- FL Driver's License/Identification Card or FL Voter's Registration Card

- In the alternative, you may have someone complete an Affidavit of Corroborating Witness *Form 12.902 (i)*

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

- **Summons** Form 12.910 (a)
- **Personal service** is required if the party's whereabouts are known (Alternatively, the Respondent may file an Answer to Petition and Waiver of Service of Process. Forms are available at [www.circuit5.org](http://www.circuit5.org))

\_\_\_ **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**