

**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 under Self Help - Family Law Forms – Please pay close attention to which forms must be signed and notarized. **This Petition can be found on www.marioncountyclerk.org******

___ **Petition can be found on www.marioncountyclerk.org** Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:

- Florida must have been the home state of the child(ren) named in the Petition at least 6 months prior to the date of filing
- List of all child(ren) and birth dates
- Choose how paternity was established (supporting documents must be attached i.e. birth certificate, Final Judgment, or Order) # 4 on Petition
- Petition must be signed and notarized

___ **Coversheet for family court cases** [*Form 12.928*](#)

___ **Disclosure from nonlawyer** [*Form 12.900 \(a\)*](#)

___ **Designation of Current Mailing and Email Address form (per A.O. A-2022-47)**

___ **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 annual income)

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

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

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

___ **Parenting Plan** – If both parties agree, please complete the parenting plan in its entirety. Must be signed and notarized by both parties (or proposed by Petitioner if parties are NOT in agreement) Please choose from the following:

- Parenting Plan [*Form 12.995 \(a\)*](#)
- Supervised/Safety-Focused Parenting Plan [*Form 12.995 \(b\)*](#)
- Relocation/Long Distance Parenting Plan [*Form 12.995 \(c\)*](#)

Note: Section VII Time-Sharing schedule – must be completed in its entirety

___ **Settlement Agreement** – If both parties agree, please complete the agreement in its entirety. Must be signed and notarized by both parties (or proposed by Petitioner if parties are NOT in agreement) Form can be found on www.marioncountyclerk.org

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

___ **Completion of DCF approved Parent Education and Family Stabilization course for **BOTH** parties - A list of approved classes may be found on www.circuit5.org CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF FILING**

___ **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)
- **Service by Publication or Posting** Note: you must attempt personal service at the Respondent's last known address before filing an affidavit of diligent search-- Affidavit of Diligent Search Form 12.913 (c) *NOTE: This affidavit must be filled out completely with supporting documentation attached to the affidavit.*
- **By Publication:** Must publish once a week for four (4) consecutive weeks in a publication in the county of the Court [See Florida Statute 49.10 (1)(a)]. PETITIONER RESPONSIBLE FOR PUBLICATION
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court. CLERK WILL POST FOR PETITIONER

___ **Motion for Default and Default** *Forms 12.922 (a and b)* - Filed when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer

___ **Notice of Related Cases** *Form 12.900 (h)*

___ **Motion to Set Final Hearing** Form available at www.marioncountyclerk.org **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**