

**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](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 (a)* Please read all directions and complete the petition in its entirety. 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)*

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

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

\_\_\_ **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 – DO NOT LEAVE BLANK**

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

- **Summons** *Form 12.910 (a)*
- **Personal service** is required if the other party's whereabouts are known (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))
- **Service by Publication or Posting** Note: you must attempt personal service at the respondents last known address before filing an affidavit of diligent search-- Affidavit of Diligent Search *Form 12.913 (b)* 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 last known residence of the responding party [See Florida Statute 49.10 (1)(a)].
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court [See Florida Statute 49.10 (1) (b)].

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

\_\_\_ **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

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