

REQUIRED ITEMS FOR SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT

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 (b)* 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)*

___ **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)*

___ **Service of Process** on Responding party

- **Personal service** is required in all actions to modify child support (Alternatively, the respondent may file an Answer to Supplemental Petition and Waiver of Service of Process. Forms are available at www.circuit5.org)
- **Summons** *Form 12.910 (a)*

NOTE: If Department of Revenue is involved on the case, copies are to be sent to Dept. of Revenue as well

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