

**REQUIRED ITEMS FOR PETITION FOR SUPPORT 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 under Self Help - Family Law Forms – Please pay close attention to which forms must be signed and notarized.

___ **Petition** *Form 12.904 (a)(1)* www.circuit5.org Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:

- Petitioner or Respondent must have been a resident of Florida for 6 months prior to the date of filing
- 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)*

___ **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)*

___ **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 PUBLISHING
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court. CLERK WILL POST FOR PETITIONER

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

___ **Copy of driver's license or voter's registration card** - Driver's License/Voter Registration MUST be issued at least 6 months PRIOR to the date of filing, in the alternative, you may complete an Affidavit of Corroborating Witness *Form 12.902 (i)* if your license was recently renewed/issued.

___ **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**