

REQUIRED ITEMS FOR PETITION FOR TEMPORARY / CONCURRENT CUSTODY BY EXTENDED FAMILY

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 12.970 (a) or (b)* 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
- Petitioner(s) must be related to the minor child(ren) within the 3rd degree by blood or marriage to a parent or the stepparent of the minor child(ren)
- Petition must be signed and notarized
- List all parents in Petition

___ **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)**

___ **Notice of Social Security number** *Form 12.902 (j)*

___ **Certified Copy of ALL Minor Child(ren)'s Birth Certificate(s)**

___ **UCCJEA Affidavit** *Form 12.902 (d)* - MUST include child(ren)'s residence for last 5 years (or since birth if under age 5)

___ **Family Law Financial Affidavit** (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

___ **Service of Process** on all Responding parties

- **Summons** *Form 12.910 (a)*
- **Personal service is required** if the Respondent's last known whereabouts are known
- **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 court [See Florida Statute 49.10 (1)(a)].
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court

OR Waiver and Consent from Responding party(ies)

- **Temporary** – *Form 12.970 (c)*
- **Concurrent** – *Form 12.970 (d)*

___ **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**