

## PETITION TO ESTABLISH PARENTING PLAN WITH TIME-SHARING SCHEDULE WITH MINOR CHILD(REN) OF PARENTS WHO WERE NEVER MARRIED

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at [www.flcourts.gov](http://www.flcourts.gov) under Self Help, Family Law Forms, unless otherwise noted.

- **Petition can be found on [www.marioncountyclerk.org](http://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 12.915](#)**
- **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 or Long form [12.902 \(c\)](#) annual income over \$50,000

**\*OR\***

If **both** parties agree to waive filing financials, both parties may **jointly** complete the following forms:

- **Notice of Joint Verified Waiver of Filing Financial Affidavits [Form 12.902 \(k\)](#) (all criteria must be met) and**
- **Affidavit of Income for Child Support [Form 12.902 \(l\)](#) (all criteria must be met)**
- **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](http://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](http://www.circuit5.org) CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF FILING**
- **Notice of Related Cases** Form 12.900 (h)

### **Service of Process on Responding Party**

**Personal Service** - Personal service is required if the party's whereabouts are known.

- **Summons: Personal Service on an Individual** - Form 12.910(a)
- **Process Service Memorandum** - Form 12.910(b)

Alternatively, the Respondent may file an Answer to Petition and Waiver of Service of Process. Forms are available at [www.circuit5.org](http://www.circuit5.org)

**Service by Publication or Posting** - 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 (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)]. - PETITIONER RESPONSIBLE FOR PUBLISHING IN NEWSPAPER
- **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
- **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**