

SUPPLEMENTAL PETITION TO PERMIT RELOCATION WITH MINOR CHILD(REN)

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 under Self Help, Family Law Forms, unless otherwise noted.

- **Supplemental Petition** Form 12.950 (d) Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:
 - List substantial change in circumstances
 - List current mailing and physical address of intended new residence
 - 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 five (5) years
- **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)
- **Designation of Current Mailing and Email Address** Form 12.915
- **Certificate of Mandatory Disclosure** Form 12.932
- **Child Support Guidelines Worksheet** Form 12.902 (e)
- **Agreement for Relocation – IF THE PARTIES ARE IN AGREEMENT** Form 12.950 (a)
- **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 the filing party if parties are NOT in agreement) Please submit the following:

- Relocation/Long Distance Parenting Plan Form 12.995 (c)

Note: Section VII Time-Sharing schedule – must be completed in its entirety

- 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

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

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