

SUPPLEMENTAL PETITION TO MODIFY PARENTAL RESPONSIBILITY, VISITATION, OR PARENTING PLAN/TIME-SHARING SCHEDULE AND OTHER RELIEF

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 will follow the procedures exactly or 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 to Modify Parental Responsibility, Visitation, or Parenting Plan/Time-Sharing Schedule and Other Relief** - [Form 12.905\(a\)](#) Read all directions and complete the petition *entirely*.
- **Designation of Current Mailing and E-Mail Address** - [Form 12.915](#) if not previously filed
- **Cover Sheet for Family Court Cases** - [Form 12.928](#)
- **Notice of Related Cases** - [Form 12.900\(h\)](#)
- **Notice of Social Security Number** - [Form 12.902\(J\)](#) if not previously filed
- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit** - [Form 12.902\(d\)](#)
- **Family Law Financial Affidavit: Short Form** - [Form 12.902\(b\)](#) **OR** **Long Form** – [Form 12.902\(c\)](#)

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)
- **Parenting Plan** - [Form 12.995\(a\)](#) **OR** [Form 12.995\(b\)](#) **OR** [Form 12.995\(c\)](#)
 - If BOTH parties agree, the document must be completely filled out, signed by BOTH parties and notarized
 - If parties DO NOT agree, Petitioner must complete a proposed parenting plan for filing

SERVICE OF PROCESS IS REQUIRED ON THE RESPONDING PARTY UNLESS AN ANSWER TO SUPPLEMENTAL PETITION - [FORM 12.903\(e\)](#) IS SIGNED BY THE RESPONDING PARTY AND FILED IN THE CASE.

REFER TO THE [SERVICE OF PROCESS](#) INFORMATIONAL DOCUMENT LOCATED ON WWW.CIRCUITS.ORG. ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON WWW.FLCOURTS.GOV.

Personal Service

- **Summons: Personal Service on an Individual** - [Form 12.910\(a\)](#)
- **Process Service Memorandum** – [Form 12.910\(b\)](#)

Constructive Service

****MUST** attempt Personal Service at respondent's last known address **BEFORE** proceeding with this type of service**
The Court can grant only limited relief because its jurisdiction is limited. This is a complicated area of the law and you may want to consult with an attorney before using constructive service.

- **Affidavit of Diligent Search and Inquiry** - [Form 12.913\(b\)](#) – Attach supporting documentation.
- **Notice of Action** - [Form 12.913 \(a\)\(2\)](#) – Read instructions thoroughly.

- **Additional Forms:**
 - **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.
 - **Notice for Trial** - Form 12.924