



SELF-HELP APPOINTMENTS

(RE: Hernando Co. *Domestic Relations* Cases):

Self-help appointments are available to assist pro se parties (without attorneys) in **dissolution of marriage and (non-DOR) paternity/time sharing cases** to review their Court files to be sure that the appropriate, initial forms are filed to move their court case toward final hearing.

You may request an appointment:

- **after service has been made on the opposing party and the 20 day period has expired and Default entered; or**
- **an Answer and/or Answer and Waiver has been filed by the Respondent; or**
- **if you and your spouse have filed a JOINT Simplified Dissolution of Marriage Action (ONE appointment may be set to speak to both parties at the same time).**

Self-help Office is open by appointment only. Appointments are typically done by telephone. **To schedule a Self-help Appointment, please EMAIL the self-help coordinator at: hernandofamilyselfhelp@circuit5.org (SEE INSTRUCTIONS BELOW).** Telephone Appointments are typically scheduled for Mondays and Tuesdays and for new review/before filing appointments, in-person appointments are available on certain Fridays of each month.

INSTRUCTIONS FOR SCHEDULING AN APPOINTMENT - When emailing for an appointment, please include ALL of the following information:

In the SUBJECT LINE of the email type: APPOINTMENT REQUEST

In the BODY of the e-mail list all of the following:

1. Name
2. Court Case Number
3. Any dates or times that you are **NOT** available on Mondays, Tuesdays and Fridays – morning or afternoon.
4. A telephone number to call you on the day of the appointment.
5. List any upcoming appearance dates in your court case (hearings, mediations, depositions, etc.)

Upon receipt of your appointment request, you will be emailed the next available appointment time. Please reply to confirm appointment upon receipt.

PLEASE NOTE: SCHEDULING OF A SELF-HELP APPOINTMENT DOES NOT ALTER OR AMEND ANY STATUTORY TIMELINES (ie. filing answers, responses, entry of default, etc.) OR ANY REQUIREMENT(S) UNDER THE STANDING FAMILY COURT ORDER OR OTHER ORDER ENTERED IN YOUR CASE. ALSO, SELF-HELP PERSONNEL PROVIDE PROCEDURAL INFORMATION ONLY AND DO NOT ACT AS YOUR LAWYER AND CANNOT PROVIDE LEGAL ADVICE TO YOU OR ASSISTANCE WITH COMPLETION OF FORMS.