

REQUEST FOR ACTION – CIVIL MATTERS (*Pro Se*)

!!!!THIS FORM IS TO BE USED TO REQUEST A HEARING ONLY !!!!
NO ACTION WILL BE TAKEN IF THIS FORM IS USED TO ACCOMPANY FILING OF PLEADINGS,
TO SEEK LEGAL ADVICE, OR IF YOU HAVE NOT FILED A PETITION OR MOTION.

Today's Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

TYPE OF CASE: Check appropriate box below

- Uncontested Divorce(agreed upon)
Contested Divorce (no agreement)
Paternity/Visitation
Supplemental Petition (Modification)
OTHER
Motion Temporary Relief
Motion Contempt/Enforce
Motion to Compel
Child Support (This form is not to be used for DOR cases)
Adoption
Name Change

Your Request:

- A Hearing Date
File Review( Include reason for review)
A Case Management Conference
A Follow-up Hearing with General Magistrate (Include your last hearing date and Magistrate's name)

Please Note: All completed forms must be returned to the Clerk of the Court located at the Downtown Civil Courthouse or by mail to P.O. Box 819 Sanford, FL 32772. Due to the volume of requests filed by pro se litigants, it may take up to thirty (30) days for us to respond. Do not file another Request for Action Form (Form A), as this may delay the process and do not inquire as to the status of your case within in this period. PLEASE INCLUDE AN EMAIL ADDRESS BELOW. WE MAY RESPOND TO YOUR REQUEST VIA OUR NO-REPLY EMAIL ADDRESS. Thank you

~ PLEASE PRINT YOUR CONTACT INFORMATION~

Please type or write legibly

Printed Name (required)

Email

Signature

Daytime Phone (required)

Address (required)

Cell Phone

City (required) State/Zip (required)

FAX Number

## **UNCONTESTED MATTERS**

You can prevent further delay in setting your hearing for an Uncontested Matter by carefully reviewing your own file to make sure all documents have been completed and filed with the Clerk of Court. Please refer to the Quick Reference Checklist below.

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<b>Uncontested Dissolution</b>	<b>X</b>
Petition <b>(must be filed)</b>	
UCCJA <b>(only if minor children)</b>	
Social Security Affidavit <b>(both parties)</b>	
Copy of Drivers License or Voters Registration Card –or-	
Affidavit of Corroborating Witness	
Summons w/ attached Affidavit of service <b>(Required, unless an Answer and Waiver is filed)</b>	
Financial Affidavit <b>( both parties)</b>	
Affidavit of Diligent Search <b>(If other party’s whereabouts are unknown)</b>	
Affidavit of non-military service <b>(If Diligent Search or other party has not answered petition)</b>	
Proof of publication of notice of action <b>(If other party’s whereabouts are unknown)</b>	
Parenting Class Certificate <b>(only if minor children)</b>	
Motion and Order of Default <b>(if other party has not answered within 20 days of being served a summons)</b>	
Answer and Waiver <b>(If parties agree/uncontested)</b>	
Child Support Guidelines Worksheet <b>(only if minor children)</b>	
Marital/Mediated Settlement Agreement <b>(if uncontested)</b>	
Parenting Plan <b>(only if minor children)</b>	
Two Self Addressed Stamped envelopes <b>(one for each party)</b>	
Final Judgment for Dissolution of Marriage <b>( 3 copies from webside)</b>	
Notice for trial <b>( If case is contested)</b>	
Notice of Confidential Information Within Court Filing <b>(required)</b>	
Verified Supplemental Request for Name Change <b>(If the Wife is requesting restoration of her Maiden Name)</b>	

- If your matter is **CONTESTED** and/or the other party has filed an answer that **DOES NOT AGREE** with your petition, You must file a **NOTICE FOR TRIAL** before filing Form A.
- For additional forms, please visit the 18<sup>th</sup> Judicial Circuits website at [www.flcourts18.org](http://www.flcourts18.org) or [www.flcourts.org](http://www.flcourts.org), click the self help link.
- Or visit the Fred R. Wilson Memorial Law Library located at 112 N Hood Ave Sanford, FL 32771-1382.

**NEITHER THE CLERKS, LAW LIBRARIANS, NOR THE CASE MANAGERS ARE PERMITTED TO PROVIDE YOU WITH LEGAL ADVICE.**

## **IMPORTANT INFORMATION FOR PRO SE LITIGANTS**

**NEITHER THE CLERKS, LAW LIBRARIANS, NOR THE CASE MANAGERS ARE PERMITTED TO PROVIDE YOU WITH LEGAL ADVICE.**

To obtain legal assistance for your matter please choose from the options below.

**FLORIDA BAR LAWYER REFERRAL SERVICE – 1-800-342-8011 OR 800-342-8060  
EXT 5844 [www.flabar.org](http://www.flabar.org)**

The Florida Bar's Lawyer Referral Service will provide you with the names of three (3) attorneys in your local area and you can select the one(s) you wish to contact. The referral service also provides names and contact information for attorneys who are willing to provide assistance under the indigent/low fee assistance panel but you must make inquiries. The referral service **does not** provide referrals for **Pro Bono** (free legal service). You can inquire about an attorney for limited representation.

**SEMINOLE COUNTY BAR ASSOCIATION'S LEGAL AID SERVICE  
407-834-1660 <http://www.scbalas.org>**

These services are provided to indigent parties who must qualify based on the income guidelines. The requesting party must complete an application and provide his/her financial information as requested. An application for services is not a guarantee of acceptance for representation. The application process normally takes three (3) weeks or more so parties seeking assistance must ensure that they allow ample time to complete the process.

**COMMUNITY LEGAL SERVICES OF MID FLORIDA, INC. (CLSMF)  
407-322-8983 (4) <http://www.clsmf.org>**

This legal service agency is located throughout the State of Florida with its main office in Daytona Beach. They offer a wide variety of legal services to the public who meets certain income criteria. There is no guarantee that they will be able to provide assistance with your particular legal need or that you will be accepted as a client. It is based on income and you will be required to follow their procedures to determine eligibility. Please contact the local number or the website for further directives.