IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL

CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_\_\_\_\_DR\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Child(ren)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Petitioner,

vs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Respondent/Mother

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Respondent/Father

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**CASE CHECKLIST**

**PETITION FOR TEMPORARY CUSTODY BY EXTENDED FAMILY OR**

**CONCURRENT CUSTODY OF EXTENDED FAMILY**

**Under Chapter 751**

The Checklist lists the minimum requirements and may not be all-inclusive for every case. If you have any questions or concerns about your case, you should consult an attorney. The Checklist and instructions provided herein should not be substituted for legal advice from an attorney.

Some forms can be found online at**:** <https://www.flcourts.gov/>

All completed forms must be returned to the Seminole Clerk of the Court located at 101 Eslinger Way Sanford, FL 32771 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtaccess.com](http://www.myflcourtaccess.com)).

After completing and filing this checklist, please notify the Self Represented Litigant Coordinator that your file is ready for review by submitting a Request for Hearing online at: <https://fl18.org/req4hrg>

**.**

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| Pleading | Form Number | Date of Filing |
| Petition for Temporary Custody by Extended Family  **--Or--**  Petition for Concurrent Custody by Extended Family | 12.970(a)  [[PDF Download of 12.970(a)](https://www.flcourts.org/content/download/685938/7662328)](https://www.flcourts.org/content/download/685938/7662328)[Word Download of 12.970(a)](https://www.flcourts.org/content/download/685938/7662329)  Or  12.970(b)  [[PDF Download of 12.970(b)](https://www.flcourts.org/content/download/685939/7662335)](https://www.flcourts.org/content/download/685939/7662335)[Word Download of 12.970(b)](https://www.flcourts.org/content/download/685939/7662336) |  |
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| Notice of Confidential Information  Within Court Filing | [Confidential Form](https://flcourts18.org/docs/sem/NOTICE_OF_CONFIDENTIAL_INFORMATION_WITHIN_COURT_FILING.pdf) |  |
| Proof of Residency (Valid Florida Driver’s License, Florida Identification Card, US Passport, or other valid picture identification with proof of residential address for 6-consecutive months prior to the filing date)  **--Or—**  Affidavit of Corroborating Witness (Witness must attach a copy of his/her driver's license. Also, the witness' driver license must have an issue date at least 6-months prior to the filing date) | Copy  12.902(i)  [[PDF Download of 12.902(i)](https://www.flcourts.org/content/download/685819/7661239)](https://www.flcourts.org/content/download/685819/7661239)[Word Download of 12.902(i)](https://www.flcourts.org/content/download/685819/7661240) |  |
| Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit **(only if modification involved dependent or minor child(ren))** | 12.902(d)  [[PDF Download of 12.902(d)](https://www.flcourts.org/content/download/685814/7661204)](https://www.flcourts.org/content/download/685814/7661204)[Word Download of 12.902(d)](https://www.flcourts.org/content/download/685814/7661205) |  |
| Certified Copy Minor Child(ren)’s  Birth Certificate | Certified Copy |  |
| Death Certificate (If parent(s) is/are deceased) | Certified Copy |  |
| Summons: Personal Service on an Individual-  Affidavit of Personal Service  **--OR--**  **(Mother/Father)**  Waiver of Service of Process and Consent for Temporary Custody by Extended Family  **--OR--**  Waiver of Service of Process and Consent for Concurrent Custody by Extended Family | 12.910(a)  [[PDF Download of 12.910(a)](https://www.flcourts.org/content/download/685838/7661404)](https://www.flcourts.org/content/download/685838/7661404)[Word Download of 12.910(a)](https://www.flcourts.org/content/download/685838/7661405)  and  12.910(b)  [[PDF Download of 12.910(b)](https://www.flcourts.org/content/download/685839/7661411)](https://www.flcourts.org/content/download/685839/7661411)[Word Download of 12.910(b)](https://www.flcourts.org/content/download/685839/7661412)  12.970(c)  [[PDF Download of 12.970(c)](https://www.flcourts.org/content/download/685940/7662342)](https://www.flcourts.org/content/download/685940/7662342)[Word Download of 12.970(c)](https://www.flcourts.org/content/download/685940/7662343)  12.970(d)  [[PDF Download of 12.970(d)](https://www.flcourts.org/content/download/685941/7662349)](https://www.flcourts.org/content/download/685941/7662349)[Word Download of 12.970(d)](https://www.flcourts.org/content/download/685941/7662350) |  |
| Motion for Default (a) Default (b)  **(If the other party has failed to file or serve any documents within 20 days after the date of service of your petition, you may ask the clerk of the circuit court to enter a default against him or her.)** | 12.922(a) (b)  [[PDF Download of 12.922(a)(b)](https://www.flcourts.org/content/download/685868/7661678)](https://www.flcourts.org/content/download/685868/7661678)[Word Download of 12.922(a)(b)](https://www.flcourts.org/content/download/685868/7661679) |  |
| Designation of Current Address and Email Address | 12.915  [[PDF Download of 12.915](https://www.flcourts.org/content/download/685859/7661591)](https://www.flcourts.org/content/download/685859/7661591)[Word Download of 12.915](https://www.flcourts.org/content/download/685859/7661592) |  |
| ***These items are only necessary when opposing party cannot be found.*** |  |  |
| Affidavit of Diligent Search | 12.913(c)  [[PDF Download of 12.913(c)](https://www.flcourts.org/content/download/685854/7661540)](https://www.flcourts.org/content/download/685854/7661540)[Word Download of 12.913(c)](https://www.flcourts.org/content/download/685854/7661541) |  |
| Memorandum for Certificate of Military Service  --AND--  Affidavit of Military Service | 12.912(a)  [[PDF Download of 12.912(a)](https://www.flcourts.org/content/download/685847/7661483)](https://www.flcourts.org/content/download/685847/7661483)[Word Download of 12.912(a)](https://www.flcourts.org/content/download/685847/7661484)  and  12.912(b)  [[PDF Download of 12.912(b)](https://www.flcourts.org/content/download/685848/7661490)](https://www.flcourts.org/content/download/685848/7661490)[Word Download of 12.912(b)](https://www.flcourts.org/content/download/685848/7661491) |  |
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