IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL

CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA

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

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

Petitioner,

vs.

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

Respondent.

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

**CASE CHECKLIST**

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

**OR**

**SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT**

**NOT TO BE USED FOR DEPARTMENT OF REVENUE CASES**

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>

|  |  |  |
| --- | --- | --- |
| Pleading | Form Number | Date of Filing |
| Supplemental Petition to Modify Parental Responsibility, Visitation or Parenting Plan/Time-Sharing Schedule and Other Relief  **--OR--**  Supplemental Petition for Modification of Child Support | 12.905(a)  [[PDF Download of 12.905(a)](https://www.flcourts.org/content/download/685834/7661368)](https://www.flcourts.org/content/download/685834/7661368)[Word Download of 12.905(a)](https://www.flcourts.org/content/download/685834/7661369)  Or  12.905(b)  [[PDF Download of 12.905(b)](https://www.flcourts.org/content/download/685835/7661375)](https://www.flcourts.org/content/download/685835/7661375)[Word Download of 12.905(b)](https://www.flcourts.org/content/download/685835/7661376) |  |
| Cover Sheet for Family Court Cases | 12.928  [[PDF Download of 12.928](https://www.flcourts.org/content/download/685879/7661787)](https://www.flcourts.org/content/download/685879/7661787)[Word Download of 12.928](https://www.flcourts.org/content/download/685879/7661788) |  |
| Notice of Confidential Information  Within Court Filing | [Confidential Form](https://flcourts18.org/docs/sem/NOTICE_OF_CONFIDENTIAL_INFORMATION_WITHIN_COURT_FILING.pdf) |  |
| Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit | 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) |  |
| Summons: Personal Service on an Individual- Affidavit of Personal Service  **--OR--**  Acceptance and Waiver of Service | 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)  [Waiver Form](https://flcourts18.org/docs/sem/ACCEPTANCE_AND_WAIVER_OF_SERVICE_OF_PROCESS_BY_SHERIFF.pdf) |  |
| (**Petitioner)**  Family Law Financial Affidavit:  Short Form (Gross income under $50,000 per year)  **--OR--**  Long Form (Gross income over $50,000 per year) | 12.902(b)  [[PDF Download of 12.902(b)](https://www.flcourts.org/content/download/685812/7661190)](https://www.flcourts.org/content/download/685812/7661190)[[Word Download of 12.902(b)](https://www.flcourts.org/content/download/685812/7661191)](https://www.flcourts.org/content/download/685812/7661191)  Or  12.902(c)  [[PDF Download of 12.902(c)](https://www.flcourts.org/content/download/685813/7661197)](https://www.flcourts.org/content/download/685813/7661197)[[Word Download of 12.902(c)](https://www.flcourts.org/content/download/685813/7661198)](https://www.flcourts.org/content/download/685813/7661198) |  |
| **(Respondent)**  Family Law Financial Affidavit:  Short Form (Gross income under $50,000 per year)  **--OR--**  Long Form (Gross income over $50,000 per year) | 12.902(b)  [[PDF Download of 12.902(b)](https://www.flcourts.org/content/download/685812/7661190)](https://www.flcourts.org/content/download/685812/7661190)[[Word Download of 12.902(b)](https://www.flcourts.org/content/download/685812/7661191)](https://www.flcourts.org/content/download/685812/7661191)  Or  12.902(c)  [[PDF Download of 12.902(c)](https://www.flcourts.org/content/download/685813/7661197)](https://www.flcourts.org/content/download/685813/7661197)[[Word Download of 12.902(c)](https://www.flcourts.org/content/download/685813/7661198)](https://www.flcourts.org/content/download/685813/7661198) |  |
| Answer to Supplemental Petition | 12.903(e)  [[PDF Download of 12.903(e)](https://www.flcourts.org/content/download/685828/7661310)](https://www.flcourts.org/content/download/685828/7661310)[Word Download of 12.903(e)](https://www.flcourts.org/content/download/685828/7661311) |  |
| 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) |  |
| Child Support Guidelines Worksheet | 12.902(e)  [PDF Download of 12.913](https://www.flcourts.org/content/download/685815/file_pdf/902e%2011-20.pdf) |  |
| Motion to Deviate from Child Support Guidelines Worksheet **(Only if parties are requesting to deviate from support guidelines.)** | 12.943  [[PDF Download of 12.943](https://www.flcourts.org/content/download/685903/7662011)](https://www.flcourts.org/content/download/685903/7662011)[Word Download of 12.943](https://www.flcourts.org/content/download/685903/7662012) |  |
| Parenting Plan  **--OR--**  Supervised/Safety Focused Parenting Plan (If the safety of the children with the other parent is at issue or poses a detriment to the child(ren)) | 12.995(a)  [[PDF Download of 12.995(a)](https://www.flcourts.org/content/download/686031/7663107)](https://www.flcourts.org/content/download/686031/7663107)[Word Download of 12.995(a)](https://www.flcourts.org/content/download/686031/7663108)  12.995(b)  [[PDF Download of 12.995(b)](https://www.flcourts.org/content/download/686032/7663114)](https://www.flcourts.org/content/download/686032/7663114)[Word Download of 12.995(b)](https://www.flcourts.org/content/download/686032/7663115) |  |
| 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) |  |