

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.

Forms can be found online at <https://www.flcourts.org/>

**You must complete and file this checklist with the Clerk of Court and file all required documents that pertain to your case prior or submitting a Request for Hearing or Other Action Form.**

Pleading	Form Number	Date of Filing
Supplemental Petition to Modify Parental Responsibility, Visitation or Parenting Plan/Time-Sharing Schedule and Other Relief  <b>--OR--</b> Supplemental Petition for Modification of Child Support	<a href="#">12.905(a)</a>  Or <a href="#">12.905(b)</a> 	
Cover Sheet for Family Court Cases	<a href="#">12.928</a> 	
Notice of Confidential Information Within Court Filing	<a href="#">Confidential Form</a>	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit	<a href="#">12.902(d)</a> 	
Summons: Personal Service on an Individual-Affidavit of Personal Service  <b>--OR--</b> Acceptance and Waiver of Service	<a href="#">12.910(a)</a>   and	

	<a href="#">12.910(b)</a>  <a href="#">Waiver Form</a>	
<b>(Petitioner)</b> Family Law Financial Affidavit: Short Form (Gross income under \$50,000 per year) --OR-- Long Form (Gross income over \$50,000 per year)	<a href="#">12.902(b)</a>  Or <a href="#">12.902(c)</a> 	
<b>(Respondent)</b> Family Law Financial Affidavit: Short Form (Gross income under \$50,000 per year) --OR-- Long Form (Gross income over \$50,000 per year)	<a href="#">12.902(b)</a>  Or <a href="#">12.902(c)</a> 	
Answer to Supplemental Petition	<a href="#">12.903(e)</a> 	
Motion for Default (a) Default (b) <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.)</b>	<a href="#">12.922(a) (b)</a> 	
Child Support Guidelines Worksheet	<a href="#">12.902(e)</a> 	
Motion to Deviate from Child Support Guidelines Worksheet <b>(Only if parties are requesting to deviate from support guidelines.)</b>	<a href="#">12.943</a> 	
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))	<a href="#">12.995(a)</a>   <a href="#">12.995(b)</a> 	
Designation of Current Address and Email Address	<a href="#">12.915</a> 	

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 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtagency.com](http://www.myflcourtagency.com)). Upon completion and filing of this checklist please notify Family Case Management that your file is ready for review by filling out a Request for Hearing or Other Action form <https://fl18.org/req4hrq>