

REQUEST FOR ACTION – CIVIL MATTERS (Pro Se)

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

~ PLEASE PRINT YOUR CONTACT INFORMATION ~

PLEASE TYPE OR WRITE LEGIBLY

Printed Name (required)	Email
Signature	Daytime Phone (required)
Address (required)	Cell Phone
City (required)	FAX Number
State/Zip (required)	

**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)). Due to the volume of requests filed by *pro se litigants*, it may take over thirty (30) days for you to receive a response. **Do not file another Request for Action Form (Form A). Make sure that you have filed all the required documents listed on the attached checklist. A Case Manager will review your case and schedule your case for a hearing or contact you by phone if needed.** PLEASE INCLUDE AN EMAIL ADDRESS ABOVE. WE MAY RESPOND TO YOUR REQUEST VIA OUR NO-REPLY EMAIL ADDRESS.

**IMPORTANT!!! IF YOUR ADDRESS CHANGES BEFORE YOUR CASE IS SCHEDULED, IT IS YOUR RESPONSIBILITY TO FILE A CHANGE OF ADDRESS WITH THE COURT.**

Thank you

## Pro Se Contempt Checklist

\_\_\_\_\_ Case No. \_\_\_\_\_  
**Petitioner**

\_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
**Respondent**

**You MUST file all of the necessary forms on this checklist that pertain to your case. Clicking on the form number will open the website [www.flcourts.org](http://www.flcourts.org) where you can search for the form number (or form name) and fill-in and download the form.**

Pleading	Form Number	Done
<b>Motion for Civil Contempt/Enforcement</b> --and-- <b>Form Certificate of Service</b>  (Must include title & date of Order entered, and which a party is not in compliance.)	<a href="#">12.960</a> And <a href="#">12.914</a>	
<b>Contempt on:</b> <input type="checkbox"/> Child Support <input type="checkbox"/> Arrears <input type="checkbox"/> Medical/Dental Reimbursement <input type="checkbox"/> Alimony <input type="checkbox"/> Timesharing/Visitation <input type="checkbox"/> _____		
<b>PROOF OF NON-PAYMENT receipts (totaled)</b> Actual amount owed	Copy	
<input type="checkbox"/> <b>Contempt: Due to non-payment for distribution of marital assets, This is a civil debt and must be heard in civil court.</b>		
<b>Summons: Personal Service on an Individual</b>	<a href="#">12.910(a)</a> and <a href="#">12.910(b)</a>	
(Petitioner) <b>Family Law Financial Affidavit (Short Form)</b> (For income <b>under</b> \$50,000) --OR-- <b>Family Law Financial Affidavit (Long Form)</b> (For income <b>over</b> \$50,000)	<a href="#">12.902(b)</a>  Or <a href="#">12.902(c)</a>	
(Respondent) <b>Family Law Financial Affidavit (Short Form)</b> (For income <b>under</b> \$50,000) --OR-- <b>Family Law Financial Affidavit (Long Form)</b> (For income <b>over</b> \$50,000)	<a href="#">12.902(b)</a>  Or <a href="#">12.902(c)</a>	

**All forms must be completed and filed to be considered for a hearing time.**

## **Contempt Information**

**A party seeking contempt or enforcement has the burden of demonstrating the following:**

- 1. That there was a prior order/judgment entered by the court and the date that order was entered.**
- 2. Outline specific facts to support a claim that the other party has violated or failed to comply with the provisions of that order/judgment**
- 3. Secure supporting testimony to support the claim either through direct or cross examination of witness(es), self testimony and the presentation of evidence.**
- 4. Must be aware of procedures for having physical evidence admitted.**
- 5. Able to state objections that are appropriate**
- 6. Comply with proper courtroom decorum**
- 7. Make summary argument**
- 8. Seek appropriate relief**

How to conduct yourself in court:

- After the oath is administered and the case style is announced on the record you will be given an opportunity to introduce yourself. Hands must be raised during the oath and each party must affirm with a response clear enough to be on the record.
- State your name clearly for the records.
- You will be allowed to do an opening statement but it is not mandatory so you may waive it
- The moving party always begins his/her presentation first and must be ready to do so.
- Speak clearly and audibly at all times.