

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 Custody by Extended Family

- 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) _____

State/Zip (required) _____

FAX Number _____

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). 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 Checklist Custody By Extended Family

_____ Case No. _____
Petitioner

_____ Date Reviewed: _____
Respondent/Mother

Respondent/Father

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 where you can search for the form number (or form name) and fill-in and download the form.

Pleading	Form Number	Done
Petition for Temporary Custody by Extended Family --Or-- Petition for Concurrent Custody by Extended Family	<u>12.970(a)</u> Or <u>12.970(b)</u>	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit	<u>12.902(d)</u>	
Notice of Confidential Information Within Court Filing	<u>Confidential Form</u>	
(Mother) 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	<u>12.970(c)</u> Or <u>12.970(d)</u>	
(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	<u>12.970(c)</u> Or <u>12.970(d)</u>	
(Petitioner) Family Law Financial Affidavit (Short Form) (For income under \$50,000) --OR-- Family Law Financial Affidavit (Long Form) (For income over \$50,000)	<u>12.902(b)</u> Or <u>12.902(c)</u>	
(Respondent) Family Law Financial Affidavit (Short Form) (For income under \$50,000) --OR-- Family Law Financial Affidavit (Long Form) (For income over \$50,000)	<u>12.902(b)</u> Or <u>12.902(c)</u>	
Motion and Order of Default And Default	<u>12.922(a)</u> <u>12.922(b)</u>	

Affidavit of Diligent Search And Inquiry	<u>12.913(b)</u>		These items are only necessary when opposing party cannot be found.
Memorandum for Certificate of Military Service --And— Affidavit of Military Service	<u>12.912(a)</u> And <u>12.912(b)</u>		
Proof of publication	(Copy of Ad)		
Notice of action	<u>12.913(a)</u>		
Summons: Personal Service on an Individual --OR-- Acceptance and Waiver of Service	<u>12.910(a)</u> and <u>12.910(b)</u> Or <u>Waiver Form</u>		
Order Granting Petition for Temporary Custody by Extended Family --Or— Order Granting Petition for Concurrent Custody by Extended Family	<u>12.970(e)</u> Or <u>12.970(f)</u>		
Certified Copy /Birth Certificate(s)	Copy		
Death Certificate of Parent (if applicable)	Copy		
Answer			

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