

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
- File Review (reason for review) _____
- A Case Management Conference
- 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). 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 Dissolution of Marriage with Minor Child(ren)

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

Pleading	Form Number	Done
Petition for Dissolution of Marriage With Dependent or Minor Child(ren)	12.901(b)(1)	
Notice of Confidential Information Within Court Filing	Confidential Form	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit	12.902(d)	
(Petitioner) Notice of Social Security Number	12.902(i)	
(Respondent) Notice of Social Security Number	12.902(j)	
Summons: Personal Service on an Individual --OR-- Acceptance and Waiver of Service	12.910(a) and 12.910(b) Or Waiver Form	
(Petitioner) Family Law Financial Affidavit (Short Form) (For income under \$50,000) --OR-- Family Law Financial Affidavit (Long Form) (For income over \$50,000)	12.902(b) Or 12.902(c)	
(Respondent) Family Law Financial Affidavit (Short Form) (For income under \$50,000) --OR-- Family Law Financial Affidavit (Long Form) (For income over \$50,000)	12.902(b) Or 12.902(c)	
Affidavit of Diligent Search And Inquiry	12.913(b)	
Memorandum for Certificate of Military Service --And-- Affidavit of Military Service	12.912(a) And 12.912(b)	
Proof of publication	(Copy of Ad)	
Notice of action	12.913(a)	
Parenting Class Certificate	Copy	

These items are only necessary when opposing party cannot be found.

