

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). 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

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>		
Child Support Guidelines Worksheet	<u>12.902(e)</u>		
Motion to Deviate from Child Support Guidelines	<u>12.943</u>		
Parenting Plan	<u>12.995(a)</u>		

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