

REQUEST FOR ACTION – CIVIL MATTERS (Pro Se)

Today's Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

TYPE OF CASE: Check appropriate box below

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Uncontested Divorce (agreed upon)    | <input type="checkbox"/> Motion Temporary Relief                                   | <input type="checkbox"/> Adoption    |
| <input type="checkbox"/> Contested Divorce (no agreement)     | <input type="checkbox"/> Motion Contempt/Enforce                                   | <input type="checkbox"/> Name Change |
| <input checked="" type="checkbox"/> Paternity/Visitation      | <input type="checkbox"/> Motion to Compel  |                                      |
| <input type="checkbox"/> Supplemental Petition (Modification) | <input type="checkbox"/> Child Support (This form is not to be used for DOR cases) |                                      |
| <input type="checkbox"/> OTHER _____                          |  |                                      |

YOUR REQUEST:

- |   |  |
|---|--|
| <input type="radio"/> A Hearing Date                              | <input type="radio"/> A Case Management Conference   |
| <input type="radio"/> File Review<br>(reason for review)<br>_____ | <input type="radio"/> A Follow-up Hearing with 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](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 Checklist Paternity

\_\_\_\_\_  
**Petitioner**

Case No. \_\_\_\_\_

\_\_\_\_\_  
**Respondent**

Date Reviewed: \_\_\_\_\_

**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
Petition to Determine Paternity & Related Relief	<a href="#">12.983(a)</a>	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit	<a href="#">12.902(d)</a>	
<b>(Petitioner)</b> Notice of Social Security Number	<a href="#">12.902(j)</a>	
<b>(Respondent)</b> Notice of Social Security Number	<a href="#">12.902(j)</a>	
<b>(Petitioner)</b> Family Law Financial Affidavit (Short Form) (For income <b>under</b> \$50,000) --OR-- Family Law Financial Affidavit (Long Form) (For income <b>over</b> \$50,000)	<a href="#">12.902(b)</a>  Or <a href="#">12.902(c)</a>	
<b>(Respondent)</b> Family Law Financial Affidavit (Short Form) (For income <b>under</b> \$50,000) --OR-- Family Law Financial Affidavit (Long Form) (For income <b>over</b> \$50,000)	<a href="#">12.902(b)</a>  Or <a href="#">12.902(c)</a>	
Summons: Personal Service on an Individual  --OR--  Acceptance and Waiver of Service	<a href="#">12.910(a)</a>  and <a href="#">12.910(b)</a>  Or <a href="#">Waiver Form</a>	
Affidavit of Diligent Search And Inquiry	<a href="#">12.913(b)</a>	
Memorandum for Certificate of Military Service And Affidavit of Military Service	<a href="#">12.912(a)</a>  And <a href="#">12.912(b)</a>	
Proof of publication	(Copy of Ad)	
Notice of action	<a href="#">12.913(a)</a>	
Answer to Petition to Determine Paternity and for Related Relief	<a href="#">12.983(b)</a>	
Child Support Guidelines Worksheet	<a href="#">12.902(e)</a>	

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

<b>Motion to Deviate from Child Support Guidelines</b>	<a href="#"><u>12.943</u></a>	
<b>Parenting Plan</b>	<a href="#"><u>12.995(a)</u></a>	
<b>Motion for Scientific Paternity Testing</b>	<a href="#"><u>12.983(e)</u></a>	
<b>Parenting Class Certificate</b>	<b>Copy</b>	
<b>Drivers License or Voters Registration Card</b>	<b>Copy</b>	
<b>Child(ren) Birth Certificate</b>	<b>Copy</b>	
<b>Designation of Current Address and Email Address</b>	<a href="#"><u>12.915</u></a>	
<b>Motion and Order of Default</b>	<a href="#"><u>12.922(a)</u></a>	
<b>And</b>	<b>And</b>	
<b>Default</b>	<a href="#"><u>12.922(b)</u></a>	
<b>Other:</b>		

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