

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](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 Dissolution of Marriage No Property, No Children

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

\_\_\_\_\_  
Petitioner

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

\_\_\_\_\_  
Respondent

Thank you for contacting the 18<sup>th</sup> Judicial Circuit's Family Court Case Manager. This checklist is being sent to you in response to your "Form A". Your case file has been reviewed and it has been determined that additional information is needed in order to continue processing your request for a hearing. Please see below:

Pleading	Form Number	Done
Petition for Dissolution of Marriage With No Dependent of Minor Child(ren) or Property	<a href="#"><u>12.901(b)(3)</u></a>	
Notice of Confidential Information Within Court Filing	<a href="#"><u>Confidential Form</u></a>	
<b>(Petitioner)</b> Notice of Social Security Number	<a href="#"><u>12.902(i)</u></a>	
<b>(Respondent)</b> Notice of Social Security Number	<a href="#"><u>12.902(j)</u></a>	
Summons: Personal Service on an Individual  --OR--  Acceptance and Waiver of Service	<a href="#"><u>12.910(a)</u></a> And <a href="#"><u>12.910(b)</u></a>  Or <a href="#"><u>Waiver Form</u></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="#"><u>12.902(b)</u></a>  Or <a href="#"><u>12.902(c)</u></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="#"><u>12.902(b)</u></a>  Or <a href="#"><u>12.902(c)</u></a>	
Affidavit of Diligent Search And Inquiry	<a href="#"><u>12.913(b)</u></a>	
Memorandum for Certificate of Military Service --And-- Affidavit of Military Service	<a href="#"><u>12.912(a)</u></a>  And <a href="#"><u>12.912(b)</u></a>	
Proof of publication	(Copy of Ad)	
Notice of Action for Dissolution of Marriage (No Child or Financial Support)	<a href="#"><u>12.913(a)(1)</u></a>	
Motion for Default And Default	<a href="#"><u>12.922(a)</u></a> <a href="#"><u>12.922(b)</u></a>	

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

<b>Answer to Petition and Counterpetition for Dissolution of Marriage with no dependent or Minor Child(ren) or Property (Contested)</b> <p style="text-align: center;">--OR--</p> <b>Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (uncontested)</b>	<a href="#">12.903(c)(3)</a>  Or <a href="#">12.903(a)</a>	
<b>Verified Supplemental Request for Name Change</b>	<a href="#">Name Change</a>	
<b>3 copies of</b>  <b>Final Judgment of Dissolution of Marriage with No Property or Dependent or Minor Child(ren) (Uncontested)</b>	<a href="#">12.990(b)(3)</a>	
<b>Drivers License</b> <p style="text-align: center;">--OR--</p> <b>Voters Registration Card</b> <p style="text-align: center;">-OR-</p> <b>Affidavit of Corroborating Witness</b>	Copy Or Copy Or <a href="#">12.902(i)</a>	
<b>Designation of Current Address and Email Address</b>	<a href="#">12.915</a>	
<b>Two self-addressed stamped envelopes (one for each party)</b>		
<b>Other:</b>		

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