

**FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY**  
**HUSBAND OR WIFE – SUPPORT ONLY**  
**SUPPORT NOT CONNECTED WITH DIVORCE – WITH CHILDREN**

Self-represented individuals are provided this checklist as part of the Family Law Self-Help program for Charlotte County. This covers the basic procedural requirements for filing the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. This checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES). The forms referenced below may be downloaded free of charge from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG).

Each of the forms should be kept separated to better organize your efforts and to ensure all forms/instructions are included. You may schedule an appointment with a Family Law Case Manager staff to have your documents notarized and copied at no cost.

- General Information for Self-Represented Litigants

**COMPLETE AND FILE:**

- Cover Sheet for Family Court Cases [Form 12.928]
- Notice of Related Cases [Form 12.900(h)]
- Petition for Support Unconnected with Dissolution of Marriage with Dependent or Minor Child(ren) [Form 12.904(a)]
- Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit [Form 12.902(d)]
- Financial Affidavit (short form) [Form 12.902(b)] – Used when annual income is under \$50,000.  
OR:  Financial Affidavit (long form) [Form 12.902(c)] - Used when annual income is \$50,000 or more.
- Notice of Social Security Number [Form 12.902(J)]
- Certificate of Compliance with Mandatory Disclosure [Form 12.932]  
(DUE WITHIN 45 DAYS OF SERVICE, unless waived by both Parties...actual documents {tax returns, pay stubs, etc.} should not be filed in the court file, but provided directly to the other Party.)
- Child Support Guidelines Worksheet [12.902(e)]  
(Calculate after both Financial Affidavits are filed. Either Party may file this worksheet.)
- Summons: Personal Service on an Individual [Form 12.910(a)]  
(Not required if the other party has signed a waiver of service.)
- Proof of Florida Residency – acceptable documents MUST include an issue date at least six months BEFORE the date case is filed with Clerk (photocopy of a Florida Drivers License or Florida Identification Card). If you cannot produce these, you need to use the Corroborating Witness Affidavit – [Form 12.902(i)]

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In some situations, the following documents may be necessary. The forms can be downloaded from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG). The forms can also be requested from the Family Law Self-Help program, by submitting a blue request form (FLSH-Charlotte Form 2) to the Administrative Office of the Courts.

- Motion for Default [Form 12.922(a)] and Default [Form 12.922(b)]  
This may be filed if the Respondent has failed to file any papers within 20 days of being served, to permit a final hearing/trial to be scheduled.
- Motion for Deviate from Child Support Guidelines [Form 12.943]  
Used only when you want the Court to order more/less child support than recommended on the worksheet.
- Notice of Current Address [Form 12.915]  
Parties use this form to keep each other and the Court aware of any address changes to avoid missing important notices or correspondence regarding the case.
- Notice For Trial [Form 12.924]  
This is filed when a DEFAULT has been entered, or when no settlement can be reached (after formal mediation).

If the RESPONDENT has not been served because he/she cannot be located, the PETITIONER may need to obtain “Constructive Service” (sometimes referred to as “service by publication”). The following documents MUST be properly executed and filed:

- Non-Military Affidavit [Form 12.912(b)]
- Affidavit of Diligent Search and Inquiry [Form 12.913(b)]
- Notice of Action for Dissolution of Marriage [Form 12.913(a)]  
See specific instruction on form 12.904(a).

NOTE: The law regarding constructive service and service on an individual in the military service is very complex and you may wish to consult an attorney regarding these issues.

Many of the forms noted on this page may require you to seek legal guidance from a licensed attorney.