

FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY
PETITIONER or RESPONDENT
SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/TIMESHARING SCHEDULE

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 RE-OPENING the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. However if you choose to represent yourself, 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.

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)]
- Notice of Current Address [Form 12.915]
- Supplemental Petition to Modify Parenting Plan/Time-Sharing Schedule and Other Relief [Form 12.905(a)]
- 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.
- Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit [Form 12.902(d)]
- 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.
- Parenting Plan [Form 12.995(a)].
May be filed as proposed by one Party, or as an agreed plan if both Parties sign.
OR: Supervised/Safety Focused Parenting Plan [Form 12.995(b)].
Used in cases when Child(ren) cannot be safely alone with the other parent.
OR: Relocation/Long Distance Parenting Plan [Form 12.995(c)]
Used when planning to relocate more than 50 miles from the current principal place of residence.
- Child Support Guidelines Worksheet [Form 12.902(e)]
Either Party may file this worksheet after both financial affidavits have been filed.
- Summons: Personal Service on an Individual [Form 12.910(a)]
(Not required if the other party has signed a waiver of service.)

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ADDITIONAL INFORMATION:

- Original forms are to be filed with the Clerk of Court – Civil/Family
- The Clerk of Court will advise you of the required fees for re-opening the case, summons and service.