

FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY
PETITIONER or RESPONDENT
MOTION FOR CIVIL CONTEMPT/ENDORCEMENT

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. 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)]
- Motion for Civil Contempt / Enforcement [Form 12.960]
- Summons: Personal Service on an Individual [Form 12.910(a)]
(Not required if the other party has signed a waiver of service.)

Additional Information:

- Original forms are to be filed with the Clerk of the Court – Civil/Family
 - Personal service is required; see instructions for information on this issue.
 - The Clerk will advise you of the required fee for re-opening, summons and service.
- As a Pro Se litigant, your hearing is likely to be referred to the General Magistrate for hearing. You will receive an Order of Referral and Notice of Hearing by mail, informing you of the date/time of your hearing.