

FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY
PETITIONER or RESPONDENT
EMERGENCY VERIFIED MOTION FOR CHILD PICK-UP ORDER

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:

- Notice of Related Cases [Form 12.900(h)]
- Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit [Form 12.902(d)]
- Emergency Verified Motion for Child Pick-Up Order [Form 12.941(d)]
 - With this form you **MUST** also file one of the following:
 - A **certified copy** of the court order showing that you have legal custody of or time-sharing with the child(ren), if any. OR:
 - A **certified copy** of the child(ren) birth certificate, if you are the birth mother of a child born out of wedlock and no court order addressing paternity exists. OR:
 - A **certified copy** of ay judgment establishing paternity, time-sharing with or custody of the minor child(ren).
- Order to Pick-Up Minor Child(ren) [Form 12.941(e)]

Additional Information:

- Original forms are to be filed with the Clerk of the Court – Civil/Family
- The Clerk will advise you of the required filing fees.