

**7 Pages**  
**\$1.05**

Forms Associated with Florida Supreme Court Forms for Filing a

**REQUEST TO COMPLETE  
APPROVED ALTERNATIVE  
PARENTING COURSE**

Revised December 1, 2015  
For Forms Revised 11-2015

INSTRUCTIONS FOR REQUEST TO COMPLETE APPROVED  
ALTERNATIVE PARENTING COURSE

This request may be used to ask the Court to allow you to attend an alternative (correspondence or online) parenting course. This request may be used only if you are unable to attend one of the approved classroom courses provided by the Department of Children and Families, which are available throughout the State of Florida.

1. Fill out the ***Request to Complete Approved Alternative Parenting Course***, making sure you **check all** the appropriate boxes. This request may be typed or neatly handwritten in black ink. **Provide a copy** of the request to the other party.
2. After completing this form, file the original and two (2) copies plus two (2) self-addressed self-stamped (S.A.S.E.) envelopes – one addressed to each party, with the Clerk of the Circuit Court in the county where your case is filed. Your request will then be forwarded to the Court for review.
3. If you receive an Order granting your request, you should proceed immediately to enroll in one of the approved alternative parenting courses. A list of approved providers is available from the Clerk of Court. If your request is denied, you must attend the classroom course as previously ordered.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,  
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

In re: the Marriage of:

\_\_\_\_\_,  
Husband,

and

\_\_\_\_\_,  
Wife

**REQUEST TO COMPLETE APPROVED ALTERNATIVE PARENTING COURSE**

I, \_\_\_\_\_, understand that I am required to take an approved Parent Education and Family Stabilization Course to meet the requirements of Chapter 61.23(3), Florida Statute. I further acknowledge that per Administrative Order 2004-11, First Judicial Circuit of Florida, I must obtain approval from the Court to take an alternative distance learning class instead of an approved classroom course provided by the Department of Children and Families (DCF). I respectfully request that the Court enter an order approving my attendance of an alternative Parent Education and Family Stabilization Course that is listed on the DCF Distance Learning Statewide Provider List for the following reason(s):

Check (✓) all that apply:

- ( ) I reside outside of the State of Florida in {name of state} \_\_\_\_\_ and there is no approved classroom course available.
- ( ) I am unable to attend a classroom course due to disability, handicap, or other physical impairment. Specify Type: \_\_\_\_\_
- ( ) I am presently incarcerated at {name of jail or prison} \_\_\_\_\_ and not due to be released until {estimated date} \_\_\_\_\_
- ( ) I am presently in the United States Armed Forces and stationed outside of the county in/on {name of country, ship, etc.} \_\_\_\_\_
- ( ) Other {state specific reason not listed above}: \_\_\_\_\_

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

\_\_\_\_\_  
Party Requesting Waiver-Signature

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**ORDER**

The Request to Complete Approved Alternative Parenting Course in the above referenced case is hereby:

( ) **GRANTED** – You may complete an approved online course. A list of providers is available from the Clerk of Court. Upon completion of either course, the party shall file a certificate of completion for the course with the Okaloosa County Clerk of Court.

( ) **DENIED** – The classroom course must be attended as ordered.

DONE AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**CIRCUIT JUDGE**

cc: Petitioner, Respondent  
JD PEACOCK, CLERK OF CIRCUIT COURT

By: \_\_\_\_\_  
Deputy Clerk

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW  
FORM 12.915,  
DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS  
(11/15)**

**When should this form be used?**

This form should be used to inform the clerk and the other **party** of your current mailing and e-mail address(es) or **any change of address**. It is very important that the court and the other party in your case have your correct address.

A party not represented by an attorney may choose to designate e-mail address(es) for **service**. A primary and up to two secondary e-mail addresses can be designated. If you do so and the other party is represented by an attorney or has also designated e-mail address(es) for service, e-mail will be the **exclusive means of service**.

If there is any change in your mailing or e-mail address(es), you must complete a new form, file it with the clerk, and serve a copy on any other party or parties in your case.

**What should I do next?**

This form should be typed or printed in black ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of this form must be served on any other party in your case. **Service** must be in accordance with Florida Rule of Judicial Administration 2.516.

**IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

## IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rules of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

### Where can I look for more information?

**Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms.** The words that are in **bold underline** in these instructions are defined there.

### Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT,  
IN AND FOR OKALOOSA COUNTY, FLORIDA

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

Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

and

\_\_\_\_\_  
Respondent.

**DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS**

I, *{full legal name}* \_\_\_\_\_, being sworn, certify that  
my current mailing address is: *{Street}* \_\_\_\_\_  
*{City}* \_\_\_\_\_, *{State}* \_\_\_\_\_ *{Zip}* \_\_\_\_\_  
*{Telephone No.}* \_\_\_\_\_ *{Fax No.}* \_\_\_\_\_.

I designate as my current e-mail address(es): \_\_\_\_\_  
\_\_\_\_\_

**I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.**

I certify that a copy of this document was ( ) e-mailed ( ) mailed ( ) faxed  
( ) hand-delivered to the person(s) listed below on *{date}* \_\_\_\_\_.

**Other party or his/her attorney:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

STATE OF FLORIDA  
COUNTY OF OKALOOSA

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
*[Print, type, or stamp commissioned name of notary  
or clerk.]*

\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN  
THE BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the: *{choose only one}* ( ) Petitioner ( )  
Respondent

This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,  
*{name of business}* \_\_\_\_\_,  
*{street}* \_\_\_\_\_,  
*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_, *{zipcode}* \_\_\_\_\_, *{telephone number}* \_\_\_\_\_.