

82 Pages
\$12.30

Forms Associated with Florida Supreme Court Forms for Filing a

**MOTION FOR TEMPORARY
SUPPORT, TIME-SHARING, AND
OTHER RELIEF WITH DEPENDENT
OR MINOR CHILD(REN)**

Revised December 1, 2015
For Forms Revised 11-2015

**MOTION FOR TEMPORARY SUPPORT AND TIME-SHARING
AND OTHER RELIEF WITH DEPENDENT OR MINOR CHILD(REN)
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**MOTION FOR TEMPORARY SUPPORT, TIME- SHARING, AND
OTHER RELIEF WITH DEPENDENT OR MINOR CHILD(REN)**
(IN A PENDING DIVORCE CASE OR A PENDING SUPPORT UNCONNECTED TO DIVORCE CASE)

**BEFORE YOU CHOOSE TO REPRESENT YOURSELF IN ANY ACTION, IT IS STRONGLY
RECOMMENDED THAT YOU SEEK THE ADVICE OF AN ATTORNEY**

*******NOTICE*******

FEES FOR FORMS, PACKETS, AND FEES FOR FILING ARE NON-REFUNDABLE.

New cases filed by unrepresented (pro se) litigants will not be processed after 4:30 p.m. each day
due to their complex nature and extensive time required to intake a case.

*****INFORMATION ABOUT THIS PACKET*****

**PLEASE NOTE THAT SOME OF THE SUPREME COURT FORMS INCLUDED IN THIS
PACKET MAY BE INCOMPLETE OR OUTDATED DUE TO RECENT CHANGES IN LAWS
OR RULES. THIS DOES NOT CHANGE HOW THOSE LAWS OR RULES MAY AFFECT
YOUR CASE OR FILING REQUIREMENTS.**

The forms included in this packet are for litigants who choose to represent themselves in Court, pro se (without an attorney). The packet may or may not include all the forms you may need for your particular situation. There may be other forms not included in this packet, that are available on request. Before you choose to represent yourself in any action, it is strongly recommended that you seek the advice of an attorney.

It is up to you, the pro se litigant, to determine which forms are appropriate for your situation, if any. Please remember that you are representing yourself and you alone are responsible for the correct completion and filing of the forms. It is also your decision whether or not you choose to use forms. Clerk and Court personnel cannot act as your lawyer or tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. The presiding judge in your case may require amendment of form(s) or substitution of a different form other than those you may have obtained from the clerk's office. The form(s) you file are only a request and the judge is not required to grant the relief requested in a form. The information you give to and receive from Clerk and Court personnel is not confidential and may be subject to disclosure at a later date. If there is another person involved in your case, that person will receive the same type of assistance that you receive. If you have any questions concerning your legal rights and remedies, please contact an attorney.

Please have forms completed, stapled property, signed and notarized BEFORE filing them with the Clerk of Court.

SOCIAL SECURITY NUMBER COLLECTION STATEMENT

The Okaloosa County Clerk of Circuit Courts collects and receives Social Security Numbers for the purposes outlined below. Social Security Numbers which have been collected or received by this office may be used as a unique identifier and may be used for cross-reference search purposes in certain applications.

PASSPORT APPLICATIONS – Section 6039E of the Internal Revenue Code (26 U.S.C. 6039E) requires you to provide your Social Security Number when you apply for a U.S. Passport or for the renewal of a U.S. Passport. This office, in our acceptance agency capacity, verifies the completeness of your application for U.S. Passport which is forwarded to the U.S. Department of State.

MARRIAGE LICENSE APPLICATIONS – Pursuant to Section 741.04 of the Florida Statutes, and in compliance with the federal *Personal Responsibility and Work Opportunity Reconciliation Act of 1996*, when applying for a marriage license, you are required to provide your Social Security Number, if you have been issued one. Use of Social Security Numbers through this requirement shall be limited to the purpose of administration of the Department of Revenue Title IV-D program for child support enforcement. It is sent to the Florida Department of Health, Office of Vital Statistics as part of your marriage record.

COURT RECORDS – Pursuant to federal, state, and local laws, rules and codes, you are required to provide your Social Security Number on certain court pleadings, forms, and financial documents. The Okaloosa County Clerk of Circuit Courts, in our capacity as clerk to the courts and custodian of court records, may receive your Social Security Number, from you or from other agencies, as part of document filings. We may use the number in order to process records of court cases, in compliance with the listed authorities, for the following uses: Identification and verification, verifying financial information, billing and payments, collections, data collection, data processing, reconciliation, tracking, tax reporting, reporting required information to other agencies, transmittals and for administration of the Department of Revenue Title IV-D program for child support enforcement. This office is in compliance with state privacy laws regarding access of court files.

OFFICIAL RECORDS – The Okaloosa County Clerk of Circuit Courts, in our capacity as county recorder and custodian of the county's Official Record series, does not collect your Social Security Number. This office may receive documents containing your Social Security Number to be recorded into the Official Records. This office is in compliance with state privacy laws relative to the Official Record Series.

VENDORS AND EMPLOYEES – Pursuant to federal, state, and local laws, rules, and codes, we may collect your Social Security Number for the following uses: Identification and verification, verifying financial information, billing and payments, collections, data collection, data processing, reconciliation, tracking, tax reporting, reporting required information to other agencies, transmittals, employee benefits, and compliance with record keeping requirements.

CASH PAYMENTS OVER \$10,000 - Pursuant to the Department of the Treasury Internal Revenue Service Pub. 1544, this office collects the Social Security Number or Taxpayer Identification Number for cash payments over \$10,000 for tax reporting purposes.

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW
FORM 12.947(a),**

**MOTION FOR TEMPORARY SUPPORT AND TIME-SHARING AND
OTHER RELIEF WITH DEPENDENT OR MINOR CHLD(REN) (11/15)**

When should this form be used?

This form may be used by:

- (1) The **respondent** or the **petitioner** in a pending **dissolution of marriage** action. For you to use this form, a **petition** for dissolution of marriage must have already been filed. You should use this form to ask the court to award any of the following: temporary use of assets; temporary exclusive use of the marital home; temporary responsibility for liabilities/debts; temporary spousal support (**alimony**); temporary time-sharing schedule with minor child(ren); temporary **child support**; and other relief.

OR

- (2) The petitioner in a pending action for support unconnected with dissolution. For you to use this form, a petition for support unconnected with dissolution of marriage must have already been filed. You should use this form to ask the court to award temporary spousal support (alimony) and/or temporary child support.

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 the petition for dissolution of marriage was filed and keep a copy for your records.

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.**

What should I do next?

A copy of this form, along with all of the other forms required with this motion, must be mailed,

e-mailed, or hand delivered to the other party in your case. When you have filed all of the required forms, you are ready to set a **hearing** on your motion. You should check with the clerk, **family law intake staff**, or **judicial assistant** for information on the local procedure for scheduling a hearing. When you know the date and time of your hearing, you should notify the other party using a **Notice of Hearing (General)**, Florida Supreme Court Approved Family Law Form 12.923, or other appropriate notice of hearing form.

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 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. Words in **bold underline** in these instructions are defined there. For further information, see chapter 61, Florida Statutes, rule 12.285, Florida Family Law Rules of Procedure, and rule 1.610, Florida Rules of Civil Procedure.

Special notes...

If you use paragraph 1.c. of this form to ask the court to enter a temporary injunction, the court may require you to post a **bond**.

With this form you must also file the following, if not already filed:

- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**, Florida Supreme Court Approved Family Law Form 12.902(d), if this case involves a minor or dependent child(ren).
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j).
- **Child Support Guidelines Worksheet**, Florida Family Law Rules of Procedure Form 12.902(e), if you are asking that temporary child support be ordered. (If you do not know the other party's income, you may file this worksheet as soon as a copy of his or her financial affidavit has been served on you.)

The parties seeking relief shall serve a financial affidavit (Florida Family Law Rules of Procedure Form 12.902 (b) or (c)) and certificate of compliance (Florida Family Law Rules of Procedure Form 12.932) with the notice of hearing on the motion for temporary support and time-sharing.

Parenting Plan... If you have reached an agreement on either a temporary Parenting Plan or time-sharing schedule, either one of the following proposed temporary Parenting Plans or a time-sharing schedule, signed by both parties, should be filed. **Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(a), **Safety-Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b), or **Relocation/Long Distance**, Florida Supreme Court Approved Family Law Form 12.995(c). If you have **not** reached an agreement, a proposed Parenting Plan or temporary time-sharing schedule may be filed for consideration by the Court.

Temporary Order... These family law forms contain a **Temporary Order for Support, Time-Sharing, and Other Relief with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(b), which the judge may use. You should check with the clerk, family law intake staff, or judicial assistant to see if you need to bring it with you to the hearing. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing.

Nonlawyer.... 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 a **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.

**MOTION FOR TEMPORARY SUPPORT, TIME-SHARING, AND OTHER
RELIEF WITH DEPENDENT OR MINOR CHILD(REN)**

The _____ Petitioner _____ Respondent requests that the Court enter an order granting the following temporary support:

*{Complete **all** that apply}*

1. **Assets and Liabilities.**

a. _____ **Award temporary exclusive use and possession of the marital home.** *{address}* _____

The Court should do this because: _____

b. _____ **Award temporary use and possession of marital assets.** *{Specify, without giving account numbers}*

The Court should do this because: _____

c. _____ **Enter a temporary injunction** prohibiting the parties from disposing of any marital assets, other than ordinary and usual expenses. *{Explain}* _____

The Court should do this because: _____

d. ____ **Require temporary payment of specific marital debts.** *{Explain without using account numbers}* _____

The Court should do this because: _____

2. **Child(ren).**

a. ____ Enter a temporary Parenting Plan with a time-sharing schedule for the parties' minor child(ren).

b. ____ Enter a temporary injunction prohibiting the parties from permanently removing the child(ren) from the jurisdiction of the Court. The Court should do this because:

3. **Support.**

a. ____ Award temporary child support of \$ ____ per month.

b. ____ Award temporary spousal support/alimony of \$ ____ per month.

The Court should do this because: _____

4. **Attorney's fees and costs.**

a. ____ Award temporary attorney's fees of \$ ____.

b. ____ Award temporary costs of \$ ____.

The Court should do this because: _____

5. **Other Relief.** *{specify}* _____

6. A completed Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Florida Supreme Court Approved Family Law Form 12.902(d), is filed with this motion or has already been filed with the Court.

7. A completed Notice of Social Security Number, Florida Supreme Court Approved Family Law Form 12.902(j), is filed with this motion or has already been filed with the Court.

8. I request that the Court hold a hearing on this matter and grant the relief specifically requested and any other relief this Court may deem just and proper.

I certify that a copy of this document was () mailed () faxed and mailed () e-mailed () 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): _____

Signature of Party or his/her attorney

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Designated E-mail Address(es): _____

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} _____,

{address} _____,

{city} _____, {state} _____, {zip code} _____, {telephone number} _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(e), CHILD SUPPORT GUIDELINES WORKSHEET (09/12)

When should this form be used?

You should complete this worksheet if **child support** is being requested in your case. If you know the income of the other **party**, this worksheet should accompany your **financial affidavit**. If you do not know the other party's income, this form must be completed after the other party files his or her financial affidavit, and **serves** a copy on you.

This form should be typed or printed in black ink. 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.

What should I do next?

A copy of this form must be served on the other party in your case. **Service** must be in accordance with 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. For further information, see section 61.30, Florida Statutes.

Special notes...

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery or domestic violence, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

The chart below contains the guideline amounts that you should use when calculating child support. This amount is based on the number of children and the combined income of the parents, and it is divided between the parents in direct proportion to their income or earning capacity. From time to time, some of the amounts in the child support guidelines chart will change. Be sure you have the most recent version of the chart before using it.

Because the guidelines are based on monthly amounts, it may be necessary to convert some income and expense figures from other frequencies to monthly. You should do this as follows:

If payment is twice per month	Payment amount	x	2	=	Monthly amount
If payment is every two weeks	Payment amount	x	26	=	Yearly amount due
	Yearly amount	÷	12	=	Monthly amount
If payment is weekly	Weekly amount	x	52	=	Yearly amount due
	Yearly amount	÷	12	=	Monthly amount

If you or the other parent request that the court award an amount that is different than the guideline amount, you must also complete and attach a **Motion to Deviate from Child Support Guidelines**, Florida Supreme Court Approved Family Law Form 12.943.

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 a **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.

CHILD SUPPORT GUIDELINES CHART

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
800.00	190	211	213	216	218	220
850.00	202	257	259	262	265	268
900.00	213	302	305	309	312	315
950.00	224	347	351	355	359	363
1000.00	235	365	397	402	406	410
1050.00	246	382	443	448	453	458
1100.00	258	400	489	495	500	505
1150.00	269	417	522	541	547	553
1200.00	280	435	544	588	594	600
1250.00	290	451	565	634	641	648
1300.00	300	467	584	659	688	695
1350.00	310	482	603	681	735	743
1400.00	320	498	623	702	765	790
1450.00	330	513	642	724	789	838
1500.00	340	529	662	746	813	869
1550.00	350	544	681	768	836	895
1600.00	360	560	701	790	860	920
1650.00	370	575	720	812	884	945
1700.00	380	591	740	833	907	971
1750.00	390	606	759	855	931	996
1800.00	400	622	779	877	955	1022
1850.00	410	638	798	900	979	1048
1900.00	421	654	818	923	1004	1074
1950.00	431	670	839	946	1029	1101
2000.00	442	686	859	968	1054	1128
2050.00	452	702	879	991	1079	1154
2100.00	463	718	899	1014	1104	1181
2150.00	473	734	919	1037	1129	1207
2200.00	484	751	940	1060	1154	1234
2250.00	494	767	960	1082	1179	1261
2300.00	505	783	980	1105	1204	1287
2350.00	515	799	1000	1128	1229	1314
2400.00	526	815	1020	1151	1254	1340

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
2450.00	536	831	1041	1174	1279	1367
2500.00	547	847	1061	1196	1304	1394
2550.00	557	864	1081	1219	1329	1420
2600.00	568	880	1101	1242	1354	1447
2650.00	578	896	1121	1265	1379	1473
2700.00	588	912	1141	1287	1403	1500
2750.00	597	927	1160	1308	1426	1524
2800.00	607	941	1178	1328	1448	1549
2850.00	616	956	1197	1349	1471	1573
2900.00	626	971	1215	1370	1494	1598
2950.00	635	986	1234	1391	1517	1622
3000.00	644	1001	1252	1412	1540	1647
3050.00	654	1016	1271	1433	1563	1671
3100.00	663	1031	1289	1453	1586	1695
3150.00	673	1045	1308	1474	1608	1720
3200.00	682	1060	1327	1495	1631	1744
3250.00	691	1075	1345	1516	1654	1769
3300.00	701	1090	1364	1537	1677	1793
3350.00	710	1105	1382	1558	1700	1818
3400.00	720	1120	1401	1579	1723	1842
3450.00	729	1135	1419	1599	1745	1867
3500.00	738	1149	1438	1620	1768	1891
3550.00	748	1164	1456	1641	1791	1915
3600.00	757	1179	1475	1662	1814	1940
3650.00	767	1194	1493	1683	1837	1964
3700.00	776	1208	1503	1702	1857	1987
3750.00	784	1221	1520	1721	1878	2009
3800.00	793	1234	1536	1740	1899	2031
3850.00	802	1248	1553	1759	1920	2053
3900.00	811	1261	1570	1778	1940	2075
3950.00	819	1275	1587	1797	1961	2097
4000.00	828	1288	1603	1816	1982	2119
4050.00	837	1302	1620	1835	2002	2141
4100.00	846	1315	1637	1854	2023	2163
4150.00	854	1329	1654	1873	2044	2185

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
4200.00	863	1342	1670	1892	2064	2207
4250.00	872	1355	1687	1911	2085	2229
4300.00	881	1369	1704	1930	2106	2251
4350.00	889	1382	1721	1949	2127	2273
4400.00	898	1396	1737	1968	2147	2295
4450.00	907	1409	1754	1987	2168	2317
4500.00	916	1423	1771	2006	2189	2339
4550.00	924	1436	1788	2024	2209	2361
4600.00	933	1450	1804	2043	2230	2384
4650.00	942	1463	1821	2062	2251	2406
4700.00	951	1477	1838	2081	2271	2428
4750.00	959	1490	1855	2100	2292	2450
4800.00	968	1503	1871	2119	2313	2472
4850.00	977	1517	1888	2138	2334	2494
4900.00	986	1530	1905	2157	2354	2516
4950.00	993	1542	1927	2174	2372	2535
5000.00	1000	1551	1939	2188	2387	2551
5050.00	1006	1561	1952	2202	2402	2567
5100.00	1013	1571	1964	2215	2417	2583
5150.00	1019	1580	1976	2229	2432	2599
5200.00	1025	1590	1988	2243	2447	2615
5250.00	1032	1599	2000	2256	2462	2631
5300.00	1038	1609	2012	2270	2477	2647
5350.00	1045	1619	2024	2283	2492	2663
5400.00	1051	1628	2037	2297	2507	2679
5450.00	1057	1638	2049	2311	2522	2695
5500.00	1064	1647	2061	2324	2537	2711
5550.00	1070	1657	2073	2338	2552	2727
5600.00	1077	1667	2085	2352	2567	2743
5650.00	1083	1676	2097	2365	2582	2759
5700.00	1089	1686	2109	2379	2597	2775
5750.00	1096	1695	2122	2393	2612	2791
5800.00	1102	1705	2134	2406	2627	2807
5850.00	1107	1713	2144	2418	2639	2820
5900.00	1111	1721	2155	2429	2651	2833

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
5950.00	1116	1729	2165	2440	2663	2847
6000.00	1121	1737	2175	2451	2676	2860
6050.00	1126	1746	2185	2462	2688	2874
6100.00	1131	1754	2196	2473	2700	2887
6150.00	1136	1762	2206	2484	2712	2900
6200.00	1141	1770	2216	2495	2724	2914
6250.00	1145	1778	2227	2506	2737	2927
6300.00	1150	1786	2237	2517	2749	2941
6350.00	1155	1795	2247	2529	2761	2954
6400.00	1160	1803	2258	2540	2773	2967
6450.00	1165	1811	2268	2551	2785	2981
6500.00	1170	1819	2278	2562	2798	2994
6550.00	1175	1827	2288	2573	2810	3008
6600.00	1179	1835	2299	2584	2822	3021
6650.00	1184	1843	2309	2595	2834	3034
6700.00	1189	1850	2317	2604	2845	3045
6750.00	1193	1856	2325	2613	2854	3055
6800.00	1196	1862	2332	2621	2863	3064
6850.00	1200	1868	2340	2630	2872	3074
6900.00	1204	1873	2347	2639	2882	3084
6950.00	1208	1879	2355	2647	2891	3094
7000.00	1212	1885	2362	2656	2900	3103
7050.00	1216	1891	2370	2664	2909	3113
7100.00	1220	1897	2378	2673	2919	3123
7150.00	1224	1903	2385	2681	2928	3133
7200.00	1228	1909	2393	2690	2937	3142
7250.00	1232	1915	2400	2698	2946	3152
7300.00	1235	1921	2408	2707	2956	3162
7350.00	1239	1927	2415	2716	2965	3172
7400.00	1243	1933	2423	2724	2974	3181
7450.00	1247	1939	2430	2733	2983	3191
7500.00	1251	1945	2438	2741	2993	3201
7550.00	1255	1951	2446	2750	3002	3211
7600.00	1259	1957	2453	2758	3011	3220
7650.00	1263	1963	2461	2767	3020	3230

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
7700.00	1267	1969	2468	2775	3030	3240
7750.00	1271	1975	2476	2784	3039	3250
7800.00	1274	1981	2483	2792	3048	3259
7850.00	1278	1987	2491	2801	3057	3269
7900.00	1282	1992	2498	2810	3067	3279
7950.00	1286	1998	2506	2818	3076	3289
8000.00	1290	2004	2513	2827	3085	3298
8050.00	1294	2010	2521	2835	3094	3308
8100.00	1298	2016	2529	2844	3104	3318
8150.00	1302	2022	2536	2852	3113	3328
8200.00	1306	2028	2544	2861	3122	3337
8250.00	1310	2034	2551	2869	3131	3347
8300.00	1313	2040	2559	2878	3141	3357
8350.00	1317	2046	2566	2887	3150	3367
8400.00	1321	2052	2574	2895	3159	3376
8450.00	1325	2058	2581	2904	3168	3386
8500.00	1329	2064	2589	2912	3178	3396
8550.00	1333	2070	2597	2921	3187	3406
8600.00	1337	2076	2604	2929	3196	3415
8650.00	1341	2082	2612	2938	3205	3425
8700.00	1345	2088	2619	2946	3215	3435
8750.00	1349	2094	2627	2955	3224	3445
8800.00	1352	2100	2634	2963	3233	3454
8850.00	1356	2106	2642	2972	3242	3464
8900.00	1360	2111	2649	2981	3252	3474
8950.00	1364	2117	2657	2989	3261	3484
9000.00	1368	2123	2664	2998	3270	3493
9050.00	1372	2129	2672	3006	3279	3503
9100.00	1376	2135	2680	3015	3289	3513
9150.00	1380	2141	2687	3023	3298	3523
9200.00	1384	2147	2695	3032	3307	3532
9250.00	1388	2153	2702	3040	3316	3542
9300.00	1391	2159	2710	3049	3326	3552
9350.00	1395	2165	2717	3058	3335	3562
9400.00	1399	2171	2725	3066	3344	3571

Combined Monthly Available Income	One Child	Two Children	Three Children	Four Children	Five Children	Six Children
9450.00	1403	2177	2732	3075	3353	3581
9500.00	1407	2183	2740	3083	3363	3591
9550.00	1411	2189	2748	3092	3372	3601
9600.00	1415	2195	2755	3100	3381	3610
9650.00	1419	2201	2763	3109	3390	3620
9700.00	1422	2206	2767	3115	3396	3628
9750.00	1425	2210	2772	3121	3402	3634
9800.00	1427	2213	2776	3126	3408	3641
9850.00	1430	2217	2781	3132	3414	3647
9900.00	1432	2221	2786	3137	3420	3653
9950.00	1435	2225	2791	3143	3426	3659
10000.00	1437	2228	2795	3148	3432	3666

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

Case No.: _____

Division: _____

_____,
Petitioner,
and

_____,
Respondent.

NOTICE OF FILING CHILD SUPPORT GUIDELINES WORKSHEET

PLEASE TAKE NOTICE, that {name} _____, is filing
his/her Child Support Guidelines Worksheet attached and labeled Exhibit 1.

CERTIFICATE OF SERVICE

I certify that a copy of this Notice of Filing with the Child Support Guidelines Worksheet
was [**check all used**]: () 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: _____
E-mail Address(es): _____

Signature of Party or his/her Attorney

Printed Name: _____

Address: _____

City, State, Zip: _____

Fax Number: _____

E-mail Address(es): _____

Florida Bar Number: _____

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	B. MOTHER	TOTAL
1. Present Net Monthly Income Enter the amount from line 27, Section I of Florida Family Law Rules of Procedure Form 12.902(b) or (c), Financial Affidavit.			
2. Basic Monthly Obligation There is (are) {number} _____ minor child(ren) common to the parties. Using the total amount from line 1, enter the appropriate amount from the child support guidelines chart.			
3. Percent of Financial Responsibility Divide the amount on line 1A by the total amount on line 1 to get Father's percentage of financial responsibility. Enter answer on line 3A. Divide the amount on line 1B by the total amount on line 1 to get Mother's percentage of financial responsibility. Enter answer on line 3B.	%	%	
4. Share of Basic Monthly Obligation Multiply the number on line 2 by the percentage on line 3A to get Father's share of basic obligation. Enter answer on line 4A. Multiply the number on line 2 by the percentage on line 3B to get Mother's share of basic obligation. Enter answer on line 4B.			
Additional Support — Health Insurance, Child Care & Other			
5. a. 100% of Monthly Child Care Costs [Child care costs should not exceed the level required to provide quality care from a licensed source. See section 61.30(7), Florida Statutes]			
b. Total Monthly Child(ren)'s Health Insurance Cost [This is only amounts actually paid for health insurance on the child(ren).]			

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	B. MOTHER	TOTAL
c. Total Monthly Child(ren)'s Noncovered Medical, Dental and Prescription Medication Costs			
d. Total Monthly Child Care & Health Costs [Add lines 5a + 5b +5c].			
6. Additional Support Payments Multiply the number on line 5d by the percentage on line 3A to determine the Father's share. Enter answer on line 6A. Multiply the number on line 5d by the percentage on line 3B to determine the Mother's share. Enter answer on line 6B.			
Statutory Adjustments/Credits			
7. a. Monthly child care payments actually made			
b. Monthly health insurance payments actually made			
c. Other payments/credits actually made for any noncovered medical, dental and prescription medication expenses of the child(ren) not ordered to be separately paid on a percentage basis. (See section 61.30 (8), Florida Statutes)			
8. Total Support Payments actually made (Add 7a though 7c)			
9. MINIMUM CHILD SUPPORT OBLIGATION FOR EACH PARENT [Line 4 plus line 6; minus line 8]			
Substantial Time-Sharing (GROSS UP METHOD) If each parent exercises time-sharing at least 20 percent of the overnights in the year (73 overnights in the year), complete Nos. 10 through 21			
	A. FATHER	B. MOTHER	TOTAL
10. Basic Monthly Obligation x 150% [Multiply line 2 by 1.5]			

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	B. MOTHER	TOTAL
11. Increased Basic Obligation for each parent. Multiply the number on line 10 by the percentage on line 3A to determine the Father's share. Enter answer on line 11A. Multiply the number on line 10 by the percentage on line 3B to determine the Mother's share. Enter answer on line 11B.			
12. Percentage of overnight stays with each parent. The child(ren) spend(s) _____ overnight stays with the Father each year. Using the number on the above line, multiply it by 100 and divide by 365. Enter this number on line 12A. The child(ren) spend(s) _____ overnight stays with the Mother each year. Using the number on the above line, multiply it by 100 and divide by 365. Enter this number on line 12B.	%	%	
13. Parent's support multiplied by other Parent's percentage of overnights. [Multiply line 11A by line 12B. Enter this number in 13A. Multiply line 11B by line 12A. Enter this number in 13B.]			
Additional Support — Health Insurance, Child Care & Other			
14. a. Total Monthly Child Care Costs [Child care costs should not exceed the level required to provide quality care from a licensed source. See section 61.30(7), Florida Statutes, for more information.]			
b. Total Monthly Child(ren)'s Health Insurance Cost [This is only amounts actually paid for health insurance on the child(ren).]			
c. Total Monthly Child(ren)'s Noncovered Medical, Dental and Prescription Medication Costs.			
d. Total Monthly Child Care & Health Costs [Add lines 14a + 14b + 14c.]			

CHILD SUPPORT GUIDELINES WORKSHEET			
	A. FATHER	B. MOTHER	TOTAL
15. Additional Support Payments. Multiply the number on line 14d by the percentage on line 3A to determine the Father's share. Enter answer on line 15A. Multiply the number on line 14d by the percentage on line 3B to determine the Mother's share. Enter answer on line 15B.			
Statutory Adjustments/Credits			
16. a. Monthly child care payments actually made			
b. Monthly health insurance payments actually made			
c. Other payments/credits actually made for any noncovered medical, dental and prescription medication expenses of the child(ren) not ordered to be separately paid on a percentage basis. [See section 61.30(8), Florida Statutes]			
17. Total Support Payments actually made [Add 16a through 16c]			
18. Total Additional Support Transfer Amount [Line 15 minus line 17; enter any negative number as zero]			
19. Total Child Support Owed from Father to Mother [Add line 13A plus line 18A]			
20. Total Child Support Owed from Mother to Father [Add line 13B plus line 18B]			
21. Actual Child Support to Be Paid. [Comparing lines 19 and 20, Subtract the smaller amount owed from the larger amount owed and enter the result in the column for the parent that owes the larger amount of support]	\$		

ADJUSTMENTS TO GUIDELINES AMOUNT. If you or the other parent is requesting the Court to award a child support amount that is more or less than the child support guidelines, you must complete and file Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943.

[check **one** only]

- a. ☐ **Deviation from the guidelines amount is requested.** The Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, is attached.
- b. ☐ **Deviation from the guidelines amount is NOT requested.** The Motion to Deviate from Child Support Guidelines, Florida Supreme Court Approved Family Law Form 12.943, is not attached.

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} _____,

{address} _____,

{city} _____, {state} _____, {telephone number} _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(b), FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM) (01/15)

When should this form be used?

This form should be used when you are involved in a family law case which requires a **financial affidavit** and your individual gross income is **UNDER \$50,000 per year** unless:

- (1) You are filing a simplified dissolution of marriage under rule 12.105 and both parties have waived the filing of a financial affidavit;
- (2) You have no minor children, no support issues, and have filed a written settlement agreement disposing of all financial issues; or
- (3) The court lacks jurisdiction to determine any financial issues.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records.

What should I do next?

A copy of this form must be served on the other **party** in your case within 45 days of being served with the petition, if it is not served on him or her with your initial papers. **Service** must be in accordance with 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. For further information, see Florida Family Law Rule of Procedure 12.285.

Special notes...

If you want to keep your address confidential because you are the victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence, do not enter the address, telephone, and fax information at the bottom of this form.

Instead, file **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h).

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

Hourly amount x Hours worked per week = Weekly amount

Weekly amount x 52 Weeks per year = Yearly amount

Yearly amount ÷ 12 Months per year = **Monthly Amount**

Daily - If you are paid by the day, you may convert your income to monthly as follows:

Daily amount x Days worked per week = Weekly amount

Weekly amount x 52 Weeks per year = Yearly amount

Yearly amount ÷ 12 Months per year = **Monthly Amount**

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

Weekly amount x 52 Weeks per year = Yearly amount

Yearly amount ÷ 12 Months per year = **Monthly Amount**

Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

Bi-weekly amount x 26 = Yearly amount

Yearly amount ÷ 12 Months per year = **Monthly Amount**

Semi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

Semi-monthly amount x 2 = **Monthly Amount**

Expenses may be converted in the same manner.

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 a **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 OKALOOSDA COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,
and

Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)

(Under \$50,000 Individual Gross Annual Income)

I, {full legal name} _____, being sworn, certify that the following information is true:

My Occupation: _____ Employed by: _____

Business Address: _____

Pay rate: \$ ____ () every week () every other week () twice a month () monthly
() other: _____

___ Check here if unemployed and explain on a separate sheet your efforts to find employment.

SECTION I. PRESENT MONTHLY GROSS INCOME:

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

1. \$ _____ Monthly gross salary or wages
2. _____ Monthly bonuses, commissions, allowances, overtime, tips, and similar payments
3. _____ Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expenses.)
4. _____ Monthly disability benefits/SSI
5. _____ Monthly Workers' Compensation
6. _____ Monthly Unemployment Compensation
7. _____ Monthly pension, retirement, or annuity payments
8. _____ Monthly Social Security benefits
9. _____ Monthly alimony actually received (Add 9a and 9b)
 - 9a. From this case: \$ _____

- 9b. From other case(s): _____
10. _____ Monthly interest and dividends
11. _____ Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (Attach sheet itemizing such income and expense items.)
12. _____ Monthly income from royalties, trusts, or estates
13. _____ Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses
14. _____ Monthly gains derived from dealing in property (not including nonrecurring gains)
15. _____ Any other income of a recurring nature (list source) _____
16. _____
17. \$ _____ **TOTAL PRESENT MONTHLY GROSS INCOME** (Add lines 1–16)

PRESENT MONTHLY DEDUCTIONS:

18. \$ _____ Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)
- a. Filing Status _____
- b. Number of dependents claimed _____
19. _____ Monthly FICA or self-employment taxes
20. _____ Monthly Medicare payments
21. _____ Monthly mandatory union dues
22. _____ Monthly mandatory retirement payments
23. _____ Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship
24. _____ Monthly court-ordered child support actually paid for children from another relationship
25. _____ Monthly court-ordered alimony actually paid (Add 25a and 25b)
- 25a. from this case: \$ _____
- 25b. from other case(s): \$ _____
26. \$ _____ **TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES**
(Add lines 18 through 25).
27. \$ _____ **PRESENT NET MONTHLY INCOME** (Subtract line 26 from line 17)

SECTION II. AVERAGE MONTHLY EXPENSES

Proposed/Estimated Expenses. If this is a dissolution of marriage case **and** your expenses as listed below do not reflect what you actually pay currently, you should write "estimate" next to each amount that is estimated.

A. HOUSEHOLD:

Mortgage or rent	\$ _____
Property taxes	\$ _____
Utilities	\$ _____
Telephone	\$ _____
Food	\$ _____
Meals outside home	\$ _____
Maintenance/Repairs	\$ _____
Other: _____	\$ _____

B. AUTOMOBILE

Gasoline	\$ _____
Repairs	\$ _____
Insurance	\$ _____

C. CHILD(REN)'S EXPENSES

Day care	\$ _____
Lunch money	\$ _____
Clothing	\$ _____
Grooming	\$ _____
Gifts for holidays	\$ _____
Medical/Dental (uninsured)	\$ _____
Other: _____	\$ _____

D. INSURANCE

Medical/Dental	(if not listed on	
lines 23 or 45)		\$ _____
Child(ren)'s medical/dental		\$ _____
Life		\$ _____
Other: _____		\$ _____

E. OTHER EXPENSES NOT LISTED ABOVE

Clothing	\$ _____
Medical/Dental (uninsured)	\$ _____
Grooming	\$ _____
Entertainment	\$ _____
Gifts	\$ _____
Religious organizations	\$ _____
Miscellaneous	\$ _____
Other: _____	\$ _____

\$ _____	

F. PAYMENTS TO CREDITORS

CREDITOR:	MONTHLY PAYMENT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

28. \$ _____ **TOTAL MONTHLY EXPENSES** (add **ALL** monthly amounts in A through F above)

SUMMARY

29. \$ _____ **TOTAL PRESENT MONTHLY NET INCOME** (from line 27 of SECTION I. INCOME)

30. \$ _____ **TOTAL MONTHLY EXPENSES** (from line 28 above)

31. \$ _____ **SURPLUS** (If line 29 is more than line 30, subtract line 30 from line 29. This is the amount of your surplus. Enter that amount here.)

32. (\$ _____) **(DEFICIT)** (If line 30 is more than line 29, subtract line 29 from line 30. This is the amount of your deficit. Enter that amount here.)

SECTION III. ASSETS AND LIABILITIES

Use the nonmarital column only if this is a petition for dissolution of marriage and you believe an item is "nonmarital," meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item(s) or debt belongs. (Typically, you will only use this column if property/debt was owned/owed by one spouse before the marriage. See the "General Information for Self-Represented Litigants" found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of "marital" and "nonmarital" assets and liabilities.)

A. ASSETS:

DESCRIPTION OF ITEM(S). List a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). LIST ONLY LAST 4 DIGITS OF ACCOUNT NUMBERS. Check the line next to any asset(s) which you are requesting the judge award to you.		Current Fair Market Value	Nonmarital (check correct column)	
			husband	wife
<input type="checkbox"/>	Cash (on hand)	\$		
<input type="checkbox"/>	Cash (in banks or credit unions)			
<input type="checkbox"/>	Stocks, Bonds, Notes			
<input type="checkbox"/>	Real estate: (Home)			
<input type="checkbox"/>	(Other)			
<input type="checkbox"/>	Automobiles			
<input type="checkbox"/>	Other personal property			
<input type="checkbox"/>	Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.)			
<input type="checkbox"/>	Other			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>	Check here if additional pages are attached.			
Total Assets (add next column)		\$		

B. LIABILITIES:

DESCRIPTION OF ITEM(S). List a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). LIST ONLY LAST 4 DIGITS OF ACCOUNT NUMBERS. Check the line next to any debt(s) for which you believe you should be responsible.		Current Amount Owed	Nonmarital (check correct column)	
			husband	wife
<input type="checkbox"/>	Mortgages on real estate: First mortgage on home	\$		
<input type="checkbox"/>	Second mortgage on home			
<input type="checkbox"/>	Other mortgages			
<input type="checkbox"/>				
<input type="checkbox"/>	Auto loans			
<input type="checkbox"/>				
<input type="checkbox"/>	Charge/credit card accounts			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>	Other			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>	Check here if additional pages are attached.			
Total Debts (add next column)		\$		

C. CONTINGENT ASSETS AND LIABILITIES:

INSTRUCTIONS: If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

Contingent Assets Check the line next to any contingent asset(s) which you are requesting the judge award to you.		Possible Value	Nonmarital (check correct column)	
			husband	wife
<input type="checkbox"/>		\$		
<input type="checkbox"/>				
Total Contingent Assets		\$		

Contingent Liabilities Check the line next to any contingent debt(s) for which you believe you should be responsible.		Possible Amount Owed	Nonmarital (check correct column)	
			husband	wife
<input type="checkbox"/>		\$		
<input type="checkbox"/>				
Total Contingent Liabilities		\$		

SECTION IV. CHILD SUPPORT GUIDELINES WORKSHEET

(Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.)

[Check **one** only]

_____ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.

_____ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this document was [check all used]: () 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: _____
E-mail Address(es): _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____
E-mail Address(es): _____

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 deputy 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} _____,

{address} _____,

{city} _____, *{state}* _____ *{telephone number}* _____.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(d) UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT (UCCJEA) AFFIDAVIT (03/15)

When should this form be used?

This form should be used in any case involving custody of, visitation with, or time-sharing with any minor child(ren). This **affidavit** is **required** even if the custody of, visitation, or time-sharing with the minor child(ren) are not in dispute.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should then **file** the original with the **clerk of the circuit court** in the county where the petition was filed and keep a copy for your records.

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**

What should I do next?

A copy of this form must be mailed, e-mailed, or hand delivered to the other party in your case, if it is not served on him or her with your initial papers.

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.**

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. For further information, see sections 61.501-61.542, Florida Statutes.

Special notes...

Chapter 2008-61, Laws of Florida, effective October 1, 2008, eliminated such terms as custodial parent, noncustodial parent, primary residential parent, secondary residential parent, and visitation from Chapter 61, Florida Statutes. Instead, parents are to develop a Parenting Plan that includes, among other things, their time-sharing schedule with the minor child(ren). If the parents cannot agree, a parenting plan will be established by the Court. However, because the UCCJEA uses the terms custody and visitation, they are included in this form.

If you are the petitioner in an injunction for protection against domestic violence case and you have filed **a Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(h), you should write confidential in any space on this form that would require you to write the address where you are currently living.

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 a **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 CIRCUIT JUDICIAL CIRCUIT,
IN AND FOR OKALOOSA COUNTY, FLORIDA

Case No.: _____
Division: _____

Petitioner,

and

Respondent.

**UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT
(UCCJEA) AFFIDAVIT**

I, {full legal name} _____, being sworn, certify that the following statements are true:

1. The number of minor child(ren) subject to this proceeding is _____. The name, place of birth, birth date, and sex of each child; the present address, periods of residence, and places where each child has lived **within the past five (5) years**; and the name, present address, and relationship to the child of each person with whom the child has lived during that time are:

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # 1 :

Child's Full Legal Name: _____
Place of Birth: _____ Date of Birth: _____ Sex: _____

Child's Residence for the past 5 years:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
____/____ ____/present*			
____/____			
____/____			
____/____			

____/____			
____/____			

*** If you are the petitioner in an injunction for protection against domestic violence case and you have filed a Request for Confidential Filing of Address, Florida Supreme Court Approved Family Law Form 12.980(h), you should write confidential in any space on this form that would require you to enter the address where you are currently living.**

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # ____:

Child's Full Legal Name: _____
 Place of Birth: _____ Date of Birth: _____ Sex: _____

Child's Residence for the past 5 years:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
____/present			
____/____			
____/____			
____/____			
____/____			
____/____			

THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # ____:

Child's Full Legal Name: _____
 Place of Birth: _____ Date of Birth: _____ Sex: _____

Child's Residence for the past 5 years:

Dates (From/To)	Address (including city and state) where child lived	Name and present address of person child lived with	Relationship to child
____/present			

___/___			
___/___			
___/___			
___/___			
___/___			

2. Participation in custody or time-sharing proceeding(s):

[Choose only one]

- ___ I HAVE NOT participated as a party, witness, or in any capacity in any other litigation or custody proceeding in this or any other state, concerning custody of or time-sharing with a child subject to this proceeding.
- ___ I HAVE participated as a party, witness, or in any capacity in any other litigation or custody proceeding in this or another state, concerning custody of or time-sharing with a child subject to this proceeding. *Explain:*
- a. Name of each child: _____
 - b. Type of proceeding: _____
 - c. Court and state: _____
 - d. Date of court order or judgment (if any): _____

3. Information about custody or time-sharing proceeding(s):

[Choose only one]

- ___ I HAVE NO INFORMATION of any custody or time-sharing proceeding pending in a court of this or any other state concerning a child subject to this proceeding.
- ___ I HAVE THE FOLLOWING INFORMATION concerning a custody or time-sharing proceeding pending in a court of this or another state concerning a child subject to this proceeding, other than set out in item 2. *Explain:*
- a. Name of each child: _____
 - b. Type of proceeding: _____
 - c. Court and state: _____
 - d. Date of court order or judgment (if any): _____

4. Persons not a party to this proceeding:

[Choose only one]

- ___ I DO NOT KNOW OF ANY PERSON not a party to this proceeding who has physical custody or claims to have custody, visitation or time-sharing with respect to any child subject to this proceeding.

_____ I KNOW THAT THE FOLLOWING NAMED PERSON(S) not a party to this proceeding has (have) physical custody or claim(s) to have custody, visitation, or time-sharing with respect to any child subject to this proceeding:

a. Name and address of person: _____

_____ has physical custody _____ claims custody rights _____ claims visitation or time-sharing
Name of each child: _____

b. Name and address of person: _____

_____ has physical custody _____ claims custody rights _____ claims visitation. or time-sharing
Name of each child: _____

c. Name and address of person: _____

_____ has physical custody _____ claims custody rights _____ claims visitation or time-sharing
Name of each child: _____

5. Knowledge of prior child support proceedings:

[Choose only one]

_____ The child(ren) described in this affidavit are NOT subject to existing child support order(s) in this or any state or territory.

_____ The child(ren) described in this affidavit are subject to the following existing child support order(s):

a. Name of each child: _____

b. Type of proceeding: _____

c. Court and address: _____

d. Date of court order/judgment (if any): _____

e. Amount of child support paid and by whom: _____

6. I acknowledge that I have a continuing duty to advise this Court of any custody, visitation or time-sharing, child support, or guardianship proceeding (including dissolution of marriage, separate maintenance, child neglect, or dependency) concerning the child(ren) in this state or any other state about which information is obtained during this proceeding.

I certify that a copy of this document was () mailed () faxed and mailed
() e-mailed () 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): _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____

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} _____,
{address} _____,
{city} _____, {state} _____, {zip code} _____, {telephone number} _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.932, CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURE (09/12)

When should this form be used?

Mandatory disclosure requires each **party** in a **dissolution of marriage** case to provide the other party with certain financial information and documents. These documents must be served on the other party within 45 days of **service** of the petition for **dissolution of marriage** or supplemental petition for modification on the **respondent**. The mandatory disclosure rule applies to all original and **supplemental** dissolution of marriage cases, except simplified dissolution of marriage cases and cases where the respondent is served by **constructive service** and does not answer. You should use this form to notify the court and the other party that you have complied with the mandatory disclosure rule.

Each party must provide the other party with the documents listed in section 2 of this form if the relief being sought is permanent regardless of whether it is an initial or supplemental proceeding. ONLY THE ORIGINAL OF THE COMPLETED FORM IS FILED WITH THE COURT. EXCEPT FOR THE FINANCIAL AFFIDAVIT AND CHILD SUPPORT GUIDELINES WORKSHEET, NO DOCUMENTS SHALL BE FILED IN THE COURT FILE WITHOUT A PRIOR COURT ORDER. THE DOCUMENTS LISTED ON THE FORM ARE TO BE GIVEN TO THE OTHER PARTY. If your individual gross annual income is under \$50,000, you should complete the **Family Law Financial Affidavit (Short Form)**, Florida Family Law Rules of Procedure Form 12.902(b). If your individual gross annual income is \$50,000 or more, you should complete the **Family Law Financial Affidavit (Long Form)**, Florida Family Law Rules of Procedure Form 12.902(c).

In addition, there are separate mandatory disclosure requirements that apply to **temporary financial hearings**, which are listed in section 1 of this form. The party seeking temporary financial relief must serve these documents on the other party with the notice of temporary financial hearing. The responding party must serve the required documents on the party seeking temporary relief. Service by e-mail or mail shall be at least 7 days before the temporary financial relief hearing. Service by delivery shall be no later than 5:00 p.m., 2 business days before the hearing. Any documents that have already been served under the requirements for temporary or initial proceedings do not need to be reserved again in the same proceeding. If a

supplemental petition is filed, seeking modification, then the mandatory disclosure requirements begin again.

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.

What should I do next?

After you have provided the other party all of the financial information and documents and have filed this form certifying that you have complied with this rule, you are under a continuing duty to promptly give the other party any information or documents that change your financial status or that make the information already provided inaccurate. You should not file with the clerk any of the documents listed in the certificate of compliance other than the financial affidavit and the child support guidelines worksheet. Refer to the instructions regarding the **petition** in your case to determine how you should proceed after filing this form.

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. For further information, see Florida Family Law Rule of Procedure 12.285.

Special notes...

You may provide copies of required documents; however, the originals must be produced for inspection if the other party requests to see them.

Although the financial affidavits are based on individual gross income, either party may ask the other party to complete the **Family Law Financial Affidavit (Long Form)**, Florida Family Law Rules of Procedure Form 12.902(c), by serving the appropriate interrogatory form. (See **Standard Family Law Interrogatories**, Florida Family Law Rules of Procedure Form 12.930(b) (original proceedings) or (c) (modification proceedings)).

Any portion of the mandatory disclosure rule may be modified by order of the **judge** or agreement of the parties. Therefore, you and your **spouse** may agree that you will not require each other to produce the documents required under the mandatory disclosure rule. This exception does **not** apply to the **Financial Affidavit**, Family Law Rules of Procedure Form 12.902(b) or (c), which is required in all cases and cannot be waived.

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 a **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.

CERTIFICATE OF COMPLIANCE WITH MANDATORY DISCLOSURE
ONLY THE ORIGINAL OF THIS COMPLETED FORM IS FILED WITH THE
COURT. EXCEPT FOR THE FINANCIAL AFFIDAVIT AND CHILD SUPPORT
GUIDELINES WORKSHEET, NO DOCUMENTS SHALL BE FILED IN THE
COURT FILE WITHOUT A PRIOR COURT ORDER. THE DOCUMENTS
LISTED BELOW ARE TO BE GIVEN TO THE OTHER PARTY.

I, {full legal name} _____, certify that I have complied with the mandatory disclosure required by Florida Family Law Rule 12.285 as follows:

1. FOR TEMPORARY FINANCIAL RELIEF, ONLY:

The date the following documents were served: _____.
[Check **all** that apply]

- a. _____ Financial Affidavit
 - () Florida Family Law Rules of Procedure Form 12.902(b) (short form)
 - () Florida Family Law Rules of Procedure Form 12.902(c) (long form)
- b. _____ All personal (1040) federal tax, gift tax, and intangible personal property tax returns for the preceding year; **or**
 - () Transcript of tax return as provided by IRS form 4506-T; **or**
 - () IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.
- c. _____ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.

2. FOR INITIAL, SUPPLEMENTAL, AND PERMANENT FINANCIAL RELIEF:

The date the following documents were served: _____.
[Check **all** that apply]

- a. _____ Financial Affidavit
 - () Florida Family Law Rules of Procedure Form 12.902(b) (short form)
 - () Florida Family Law Rules of Procedure Form 12.902(c) (long form)

- b. ☐ All personal (1040) federal and state income tax returns, gift tax returns, and intangible personal property tax returns for the preceding 3 years;
(☐) IRS forms W-2, 1099, and K-1 for the past year because the income tax return for the past year has not been prepared.
- c. ☐ Pay stubs or other evidence of earned income for the 3 months before the service of the financial affidavit.
- d. ☐ A statement identifying the source and amount of all income for the 3 months before the service of the financial affidavit, if not reflected on the pay stubs produced.
- e. ☐ All loan applications and financial statements prepared for any purpose or used for any purpose within the 12 months preceding the service of the financial affidavit.
- f. ☐ All deeds to real estate in which I presently own or owned an interest within the past 3 years. All promissory notes in which I presently own or owned an interest within the last 12 months. All present leases in which I own an interest.
- g. ☐ All periodic statements for the last 3 months for all checking accounts and for the last year for all savings accounts, money market funds, certificates of deposit, etc.
- h. ☐ All brokerage account statements for the last 12 months.
- i. ☐ Most recent statement for any pension, profit sharing, deferred compensation, or retirement plan (for example, IRA, 401(k), 403(b), SEP, KEOGH, etc.) and summary plan description for any such plan in which I am a participant or alternate payee.
- j. ☐ The declaration page, the last periodic statement, and the certificate for any group insurance for all life insurance policies insuring my life or the life of me or my spouse.
- k. ☐ All health and dental insurance cards covering either me or my spouse and/or our dependent child(ren).
- l. ☐ Corporate, partnership, and trust tax returns for the last 3 tax years, in which I have an ownership or interest greater than or equal to 30%.
- m. ☐ All credit card and charge account statements and other records showing my (our) indebtedness as of the date of the filing of this action and for the prior 3 months. All promissory notes on which I presently owe or owned within the past year. All lease agreements I presently owe.
- n. ☐ All premarital and marital agreements between the parties to this case.
- o. ☐ If a modification proceeding, all written agreements entered into between the parties at any time since the order to be modified was entered.
- p. ☐ All documents and tangible evidence relating to claims for an unequal distribution of marital property, enhancement or appreciation in nonmarital property, or nonmarital status of an asset or debt.
- q. ☐ Any court order directing that I pay or receive spousal support (alimony) or child support.

I certify that a copy of this document was [check all used]: (☐) 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: _____
 E-mail Address(es): _____

I understand that I am swearing or affirming under oath to the accuracy of my compliance with the mandatory disclosure requirements of Florida Family Law Rule of Procedure 12.285 and that, unless otherwise indicated with specificity, this disclosure is complete. I further understand that the punishment for knowingly making a false statement or incomplete disclosure includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address(es): _____

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} _____,
{address} _____,
{city} _____, {state} _____, {telephone number} _____.

OKALOOSA/WALTON PARENTING PLAN (6/10)

When should this form be used?

A **Parenting Plan** is required in all cases involving **time-sharing** with minor child(ren), even when time-sharing is not in dispute. **You may use this local Parenting Plan form OR download a Florida Supreme Court Approved Parenting Plan form from www.flcourts.org under the Self-Help section** (Form 12.995(a) Parenting Plan, Form 12.995(b) Supervised/Safety Focused Parenting Plan or Form 12.995(c) Relocation/Long Distance Parenting Plan. You may also draft a similar Parenting Plan yourself or with the help of an attorney which covers all the areas listed below and complies with Chapter 61, Florida Statutes.

This form should be typed or printed in black ink. Please either delete or strike-through terms or paragraphs that are inappropriate or inapplicable to your agreement. If an agreement has been reached, **both** parties must sign the Parenting Plan and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial (final hearing)**. If the parents have not reached an agreement, a proposed Parenting Plan may be filed by either parent at the time of or any time prior to the final hearing. If an agreed Parenting Plan is not filed by the parties, the court shall establish a Plan.

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.**

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. For further information, see chapter 61, Florida Statutes, and the instructions for the petition and/or answer that were filed in this case.

Special notes...

At a minimum, the **Parenting Plan** must describe in adequate detail:

- How the parties will share and be responsible for the daily tasks associated with the upbringing of the child(ren),
- The **time-sharing schedule** arrangements that specify the time that the minor child(ren) will spend with each parent,
- A designation of who will be responsible for any and all forms of health care, school-related matters, including the address to be used for school-boundary determination and registration, other activities, and
- The methods and technologies that the parents will use to communicate with the child(ren).

The best interests of the child(ren) is the primary consideration in the Parenting Plan. In creating the Parenting Plan, all circumstances between the parents, including their historic relationship, domestic violence, and other factors must be taken into consideration. Determination of the best interests of the child(ren) shall be made by evaluating all of the factors affecting the welfare and interest of the particular minor child(ren) and the circumstances of that family, as listed in section 61.13(3), Florida Statutes, including, but not limited to:

- The demonstrated capacity and disposition of each parent to facilitate and encourage a close and continuing parent-child relationship, to honor the time-sharing schedule, and to be reasonable when changes are required;
- The anticipated division of parental responsibilities after the litigation, including the extent to which parental responsibilities will be delegated to third parties;
- The demonstrated capacity and disposition of each parent to determine, consider, and act upon the needs of the child(ren) as opposed to the needs or desires of the parent;
- The length of time the child(ren) has lived in a stable, satisfactory environment and the desirability of maintaining continuity;

- The geographic viability of the parenting plan, with special attention paid to the needs of school-age children and the amount of time to be spent traveling to effectuate the parenting plan. This factor does not create a presumption for or against relocation of either parent with a child(ren);
- The moral fitness of the parents;
- The mental and physical health of the parents;
- The home, school, and community record of the child(ren);
- The reasonable preference of the child(ren), if the court deems the child(ren) to be of sufficient intelligence, understanding, and experience to express a preference;
- The demonstrated knowledge, capacity, and disposition of each parent to be informed of the circumstances of the minor child(ren), including, but not limited to, the child(ren)'s friends, teachers, medical care providers, daily activities, and favorite things;
- The demonstrated capacity and disposition of each parent to provide a consistent routine for the child(ren), such as discipline, and daily schedules for homework, meals, and bedtime;
- The demonstrated capacity of each parent to communicate with and keep the other parent informed of issues and activities regarding the minor child(ren), and the willingness of each parent to adopt a unified front on all major issues when dealing with the child(ren);
- Evidence of domestic violence, sexual violence, child abuse, child abandonment, or child neglect, regardless of whether a prior or pending action relating to those issues has been brought. If the court accepts evidence of prior or pending actions regarding domestic violence, sexual violence, child abuse, child abandonment, or child neglect, the court must specifically acknowledge in writing that such evidence was considered when evaluating the best interests of the child(ren);
- Evidence that either parent has knowingly provided false information to the court regarding any prior or pending action regarding domestic violence, sexual violence, child abuse, child abandonment, or child neglect;
- The particular parenting tasks customarily performed by each parent and the division or parental responsibilities before the institution of litigation and during the pending litigation, including the extent to which parenting responsibilities were undertaken by third parties;
- The demonstrated capacity and disposition of each parent to participate and be involved in the child(ren)'s school and extracurricular activities;
- The demonstrated capacity and disposition of each parent to maintain an environment for the child(ren) which is free from substance abuse;
- The capacity and disposition of each parent to protect the child(ren) from the ongoing litigation as demonstrated by not discussing the litigation with the child(ren), not sharing documents or electronic media related to the litigation with the child(ren), and refraining from disparaging comments about the other parent to the child(ren); and
- The developmental stages and needs of the child(ren) and the demonstrated capacity and disposition of each parent to meet the child(ren)'s developmental needs.

This standard form does not include every possible issue that may be relevant to the facts of your case. The Parenting Plan should be as detailed as possible to address the time-sharing schedule. Additional provisions should be added to address all of the relevant factors. The parties should give special consideration to the age and needs of each child.

In developing the Parenting Plan, you may wish to consult or review other materials which are available at your local library, law library or through national and state family organizations.

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 a **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

Petitioner,

and

CASE NO. _____

Respondent.

SHARED PARENTING PLAN

PART A – SHARED PARENTAL RESPONSIBILITIES, RIGHTS & DECISION MAKING

PART B – TIMESHARING PLAN & TIMESHARING RELATED ISSUES

Effective Date: This Shared Parenting Plan is effective as of the date that last party signs this Shared Parenting Plan or immediately upon the Court's signature.

Source of Parenting Plan: This parenting plan is: (Choose one)

- ☐ A shared parenting plan agreed upon by the parties.
☐ A proposed shared parenting plan submitted by ☐ Father ☐ Mother.
☐ A shared parenting plan established by the court.

Type of Parenting Plan: This parenting plan is: (Choose one)

- ☐ A temporary parenting plan.
☐ A final parenting plan.
☐ A modification of a prior final parenting plan or prior final order.

Parents: The parents subject to this Shared Parenting Plan are:

_____, herein called "Father"; and
_____, herein called "Mother."

Children: The children* subject to this Shared Parenting Plan are:

_____, dob: _____;
_____, dob: _____;
_____, dob: _____;
_____, dob: _____;

*The words "children" and "child" are used interchangeably herein.

PART A
SHARED PARENTAL RESPONSIBILITIES, RIGHTS, & DECISION MAKING

A.1. JURISDICTION: The United States of America is the country of habitual residence of the children. The State of Florida maintains the most significant contact with the children and is the most appropriate forum for addressing parenting contact and timesharing. The State of Florida is the children's home state for the purposes of the Uniform Child Custody Jurisdiction And Enforcement Act. This Shared Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction And Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. § 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980.

The Parenting Plan shall be submitted to the Circuit Court in and for Okaloosa or Walton County, Florida. Both parties acknowledge that such court has exclusive subject matter jurisdiction in all matters pertaining to the issues addressed in this Shared Parenting Plan.

The only persons with parenting and timesharing rights with respect to the subject children are the Mother and Father as described herein. The courts of the State of Florida shall retain sole and exclusive jurisdiction in regards to all matters set forth herein for so long as either parent of the children continue to reside in the State of Florida or until such time as the courts of the State of Florida explicitly relinquish jurisdiction.

A.2. SHARED PARENTAL RESPONSIBILITY: The Father and Mother shall share parental responsibility of their minor children and shall retain full parental rights and responsibilities with respect to their minor children as set forth in this Shared Parenting Plan.

A.3. DECISION MAKING RIGHTS AND RESPONSIBILITIES: Each party shall follow the below identified parenting decision making provision in order:

A.3.1. General Principles: Each party shall confer with the other pertaining to all major decisions affecting the welfare of their minor children. Such major decisions affecting the welfare of their minor children include, but are not limited to, education decisions, medical and dental care decisions, extra-curricular activity decisions, religious training decisions, and discipline of the minor children. The parties shall make good faith efforts to jointly make such decisions in the best interest of the minor children.

A.3.2. Resolution of Parental Decision Disputes: In the event that the parties do not agree on a parental decision after conferring with one another as required by paragraph A.3.1 above, then the parties shall make good faith efforts to resolve such disputes by utilizing third party resources such as counselors, mediators, parenting coordinators, or **other** third parties agreed upon by Mother and Father.

A.3.3. Ultimate Parental Decision Making Authority Allocations: In the event the parties do not agree on a parental decision after (and only after) utilizing third party resources as required by paragraph A.3.2. above, then the ultimate decision making authority for

shall be made by

- | | | |
|-------------------------------------------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Academic/educational needs of children | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |
| <input type="checkbox"/> Daycare/After-school care | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |
| <input type="checkbox"/> Medical/Health related needs of children | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |
| <input type="checkbox"/> Extra-curricular needs of children | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |
| <input type="checkbox"/> _____ needs of children | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |
| <input type="checkbox"/> _____ needs of children | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |
| <input type="checkbox"/> _____ needs of children | <input type="checkbox"/> Mother | <input type="checkbox"/> Father |

A.3.4. **Court Authority:** The major decisions affecting the welfare of the minor children shall be made as provided in paragraphs A.3.1 – A.3.3 above, unless such decision is overridden by the Court approving this Shared Parenting Plan or successor court having complete subject matter jurisdiction in accordance with the Uniform Child Custody Jurisdiction And Enforcement Act. The Court approving this Plan shall retain jurisdiction to enter whatever orders which may be required to implement the provision of this Plan.

A.4. DAILY TASK RESPONSIBILITY: Each parent shall be responsible for the daily tasks associated with raising the children while the children are actually with that parent. The daily tasks include, but are not limited to, the following:

Obtaining emergency medical or dental treatment
Ensuring that a child takes all prescribed medicines when required
Taking child to day care
Retrieving child from day care
Checking child's school work at the end of each school day
Doing required homework with the child or ensuring that such is completed.
Ensuring that the child bring all homework/assignments to school each day or as required.
Taking child to lessons or sports activities
Waking child up in morning
Ensuring that a child is bathed or showered before school

Ensuring that the child has a proper and nutritious breakfast and takes vitamins (as agreed upon by the parents)
Making lunch or lunch arrangements with proper nutrition standards
Preparing and ensuring that the child has a nutritious supper
Getting child to a school or bus stop
Communicating with child's teachers
Retrieving child from school
Reading to younger children
Making sure child brushes teeth before bed and in the morning
Making sure child is properly clothed
Ensuring child attend school
Other:
Other

A.5 SCHOOL DESIGNATION: For purposes of school boundary determination, registration, and enrollment, the ☐ Mother's ☐ Father's address shall control.

A.6. COMMUNICATION BETWEEN PARENTS: The parents shall communicate with each other concerning the children by (Choose all that apply):

- ☐ in person
- ☐ by telephone
- ☐ by letter
- ☐ by e-mail
- ☐ by text message
- ☐ by telephone/in person which communication shall be electronically recorded
- ☐ Other: _____

A.7. OTHER SHARED PARENTING RIGHTS AND RESPONSIBILITIES:

A.7.1 Address and Telephone Numbers: Each parent has the right to know the address and telephone number of the other parent at all times. Each parent shall keep the other informed at all times as to his or her current telephone numbers and residence address and the telephone number and residence address of the children;

A.7.2 Trip Itineraries: Each parent has the right to know where the children are at all times. Should either parent plan on having the children away from his or her normal residence for a period of more than 24 hours (e.g. for a trip or vacation) then such parent shall provide the other with an itinerary of where the children will be staying, providing addresses and telephone numbers 72 hours in advance. Even if the children are not with a parent on a trip, the parent on a trip should provide the other parent with an itinerary and a means to contact the traveling parent in the

event a situation should arise involving the children which requires the parent with the children to contact the other parent.

A.7.3. Records: The transfer of information regarding the children's lives is a mutual obligation. Each parent has the right to complete access to all of the children's school, medical, and dental records. If not otherwise provided directly by a child's school, each parent shall immediately provide to the other parent all of each child's academic report cards and progress reports. By signing this agreement, each parent consents to any of the said child's record holders to directly release to the other parent copies of such records. Neither parent shall in any way obstruct or hinder the other parent's right and ability to seek and obtain information pertaining to the children. Except as stated above, each parent shall be responsible for obtaining their own copies of records and reports from the school and medical facilities. Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the children. Both parents have equal and independent rights to confer with the children's school, daycare, health care providers, and other programs with regard to the children's educational, emotional, and social progress. Both parents shall be listed as "emergency contact" for the children.

A.7.4. Medical Condition: Each parent has the right to be immediately informed of any significant illness or significant injury sustained by the children. "Significant" is hereby defined as any such condition which would require the children to miss school to be taken to a health care provider. Each party shall notify the other promptly of any significant illness or injury affecting the minor children.

A.7.5. Religious, School, and Extracurricular Activities: Consistent with section A.4. above, the children have the right to participate in regularly scheduled religious, school, and other extracurricular activities appropriate for his/her age and talent. Such activities may include, but are not limited to, the following: T-Ball, Baseball, Soccer, Football, Basketball, Gymnastics, Ballet, Band, Modeling, Scouting, and Music Lessons.

Each parent has the right to be informed as to the schedule of such activities in which the children are involved and both shall be entitled to attend such activities. Both parents shall make good faith efforts to get the children to such activities on time and in appropriate attire. If not attending such activity, the parent who drops the children off for such activity has the duty to ensure that the children are picked up from such activity. Other than such regularly scheduled activities, neither parent shall make any commitments for the children during a time when the children would be with the other parent without first reaching an agreement with the other parent about such commitment.

Each parent has the right to participate in and attend the child's religious activities, school activities including, but not limited to, school lunches, sports events, and other activities and important school and social events in which the children participate. A school's policy or specific court order may supersede a parent's right to attend certain activities.

A.7.6. Timesharing and Support Are Mutually Exclusive: When a parent fails to pay any court ordered support to the other parent, the payee parent shall not refuse to honor the payor's timesharing and parenting rights as established by this Shared Parenting Plan. In addition, when a parent refuses to honor the other parent's timesharing and parenting rights as established by this Shared Parenting Plan, the payor parent shall not fail to pay any ordered support to the payee parent.

A.7.7. Positive Relationship: Each parent shall make diligent efforts to maintain full access and to foster and encourage a positive relationship between the children and the other parent.

Each party has an obligation to always refrain from making unflattering and derogatory remarks to, or regarding, the other parent in the presence of the children.

A7.8. Respect Differences: Each parent has a duty to respect the difference in parenting views that's may exist between the parents. The parents shall recognize the fact that having different view does not mean that either individual is a bad or inadequate parent.

A.7.9. Counseling: Each party has an obligation to work with the other to establish a relationship which would enable them to become better parents and enable them to create an environment for the children free of conflict. This obligation may include a consideration of post-divorce counseling.

A.7.10. Courteous To Each Other: The parties shall be courteous to each other – especially in the presence of the children.

A.7.11. Foster Love: Each parent is under an affirmative duty to foster the love and affection of the children for the other parent. Neither parent shall allow third parties to do or say anything to, or in the presence of, the children that will interfere with the love and affection of the children for the other parent.

A.7.12. Homework: Each parent has the obligation to ensure that a child regularly attend school and completes all assigned homework when a child is with him or her to ensure that the child is prepared for the next school day.

A.7.13 Clothing: Each parent has the obligation to ensure that each child is properly clothed and has adequate clean clothing for any scheduled timesharing with the other parent. Each parent shall return to the other parent all such clothing (properly laundered) at the end of timesharing.

A.7.14. Car Seats/Seat Belts. Each party has the obligation to ensure that a child uses a car seat or seat belts appropriate for the child's age and weight at all times when being transported in an automobile or other motor vehicle.

A.7.15. Timesharing: Each parent has an affirmative obligation to ensure timesharing between the children and the other parent. There might come a time when for one reason or another, the children exhibit some level of reluctance about participating in timesharing. Nevertheless, a parent has a duty to explain that the other parent loves the children and has a right, need, and desire to timesharing. Further, each parent must make every effort to ensure that the children are ready and available for scheduled timesharing;

A.7.16. Contact Designation: Each parent shall ensure that the other parent is listed as a contact person on all day care and school records.

A.7.17. Photographs: Each parent shall at the time they are made available provide the other parent with the opportunity to obtain copies of all school photographs, athletic, activity, or studio portraits taken of the children. Each parent shall allow the children to keep a photograph of the other parent in each child's bedroom.

A.7.18. Child Support: A parent paying child support has a duty to remain current on all child support obligations.

A.7.19. Relationship Status With Children: Each parent has a duty to communicate directly with the children concerning his or her relationship with the children to the extent warranted by the age and maturity of the children.

A.8. EVIDENCE OF BAD FAITH: Each parent shall refrain from the conduct set forth in this paragraph (A.8.1 – A.8.12). Engaging in such evidence of bad faith non-compliance with the spirit and intent of the principles of “Shared Parental Responsibility” and may result in the imposition of sanctions

by the Court: A.8.1. Having the children deliver money or messages from one parent to the other and thus placing the children in the middle:

A.8.2. Asking the children to keep a secret from the other parent;

A.8.3. Interrogating or quizzing the children about what is going on at the other parent’s home;

A.8.4. Saying unkind things about the other parent to the children or in the presence of the children or permitting others to do so;

A.8.5. Trying to conduct parental business when exchanging the children for timesharing;

A.8.6. Putting on a long, sad face when the children go from one parent to the other;

A.8.7. Telling a child who wants a new toy or wants to do something that it costs money and then telling the child, “ask your father because he does not pay me enough support”, or “ask your mother because I give her lots of child support and she just waste it”;

A.8.8. Asking the children directly or subtly, “Which of us do you really want to be with?”;

A.8.9. Allowing the children to take control of timesharing whenever the children want to do so;

A.8.10. Having the children refer to a future or present step-parent as “mother”, “father”, “mom” or “dad”;

A.8.11. Eavesdropping on or interrupting the children’s telephone conversation with the other parent;

A.8.12. Using, or permitting the use, as the children’s last name, anything other than the children’s legal name.

PART B
TIMESHARING PLAN & TIMESHARING RELATED ISSUES

B.1. WEEKEND TIMESHARING PLAN: (Choose one B.1.1. or B.1.2)

[☐] **B.1.1. Specific Weekend Schedule Created By The Parties/Court:** The parties shall have weekend timesharing with their minor child/ren in accordance with the specific weekend schedule addendum attached hereto.

OR

[☐] **B.1.2 Alternating Weekends:** The Mother shall have weekend timesharing with the minor children every other weekend from 5:00 p.m. on Friday until the following Monday morning (when the Mother timely deliver the minor child to school/daycare), with the Mother's first such weekend commencing on _____. The Father shall have weekend timesharing with the minor children every other weekend from 5:00 p.m. on Friday until the following Monday morning (with the Father timely delivers the minor child/ren to school/daycare), with the Father's first such weekend commencing on _____.

B.1.2.1 "Monday" Holidays: Weekend time sharing shall be extended until Tuesday morning if such Monday is one of the following holidays: Martin Luther King's Birthday, Memorial Day, Columbus Day, Labor Day, President's Day, or any other day off from school falling on a Monday.

B.1.2.2 "Friday" Holidays: Weekend time sharing shall commence at 5:00 p.m. on Thursday preceding a scheduled weekend timesharing if such Friday is a legal holiday or any day off from school falling on a Friday.

B.1.3. Weekend Timesharing Superseded By Holiday Timesharing: The foregoing weekend timesharing period shall be superseded by the holiday/special timesharing periods identified in paragraph B.3 set forth below.

B.2. WEEKDAY TIMESHARING PLAN: (Choose B.2.1 or B.2.2.)

[☐] **B.2.1. Specific Weekday Schedule Created By The Parties/Court:** The parties shall have weekday timesharing with their minor child/ren in accordance with the specific weekday schedule addendum attached hereto.

OR

[☐] **B.2.2. Weekday Timesharing:** The ____ Mother/____ Father (Choose One) shall have timesharing with the minor children at all times during the week, except that the ____ Mother/____ Father (Choose One) shall have timesharing with the minor child/ren each Wednesday between the time school adjourns and 8:00 p.m.

B.2.3 Weekday Timesharing Superseded By Holiday/Other Timesharing: The foregoing weekday timesharing period shall be superseded by the holiday/special timesharing period identified in

paragraph B.3. set forth below and superseded by any extended weekend holiday periods (i.e. Monday/Friday holidays) identified in paragraph B.1. set forth above.

B.3. HOLIDAY/SPECIAL TIMESHARING PLAN: (Choose one B.3.1 or B.3.2)

[] B.3.1. Specific Holiday Schedule Created By The Parties/Court: The parties shall have holiday/special timesharing with their minor child/ren in accordance with the specific holiday/special schedule addendum attached hereto.

OR

[] B.3.2. Shared Holidays/Reverse Each Year: The parties shall have Holidays/Special timesharing with their minor children in accordance with paragraphs B.3.2.1 through B.3.2.9, below.

B.3.2.1. – December Holiday Break: The parents shall each be entitled to one-half of the December Holiday school break (measured from the day school adjourns until the day before school reconvenes). In even numbered years, the Father shall have the children for the first one-half of the December holiday school break and the Mother shall have the children for the second one-half of the December holiday school break. In odd numbered years, the Mother shall have the children for the first one-half of the December holiday school break and the Father shall have the children for the second one-half of the December holiday school break. The children shall transition to the other parent for the second half of the December holiday school break at 12:00 p.m. on the day between the two halves of the December break (if the calculated number of days of the December break is odd) or at 12:00 p.m. on the second parent's time (if the calculated number of days of December break is even).

Notwithstanding the division of the December Holiday school break provided above, the Father shall be entitled to have the children on Christmas Day during even numbered years and the Mother shall be entitled to have the children on Christmas Day during odd numbered years. "Christmas Day" shall commence at 5:00 p.m. on December 24th and end at 5:00 p.m. on December 25th.

B.3.2.2 – Thanksgiving Holidays: The Mother shall be entitled to have the minor children for Thanksgiving timesharing in even numbered years and the Father shall be entitled to have the minor children for Thanksgiving timesharing in odd numbered years. This Thanksgiving timesharing commences when the school ends on the last day of school preceding Thanksgiving and ends on the following Monday morning when the children are timely delivered to school.

B.3.2.3 – Spring Break: The Father shall be entitled to have the minor children for Spring Break timesharing in even numbered years and the Mother shall be entitled to have the minor children for Spring Break timesharing in odd numbered years. "Spring Break" commences when school ends on the last day of school preceding Spring Break and ends on the following Monday morning when the children are timely delivered to school.

B.3.2.4 – Easter: The Father shall be entitled to have the children with him on Easter during the odd numbered years starting at 5:00 p.m. on the Saturday before Easter Sunday until 5:00 p.m. on Easter Sunday. The Mother shall be entitled to have the children with her on

Easter during even numbered years starting at 5:00 p.m. on the Saturday before East Sunday until 5:00 p.m. on Easter Sunday. This timesharing shall supersede all other weekend, weekday, or Spring Break timesharing periods.

B.3.2.5 – Halloween: The Father shall be entitled to have the children with him on Halloween during even numbered years between the time that school adjourns (if a school day or 2:00 p.m. is not a school day) until 9:00 p.m. The Mother shall be entitled to have the children with her on Halloween during odd numbered years between the time that school adjourns (if a school day or 2:00 p.m. if not a school day) until 9:00 p.m. This timesharing shall supersede all other weekend or weekday timesharing periods.

B.3.2.6 – Summer: The parties shall equally divide the children’s “summer vacation break” (to be measured from two (2) days after school adjourns to five (5) days before school reconvenes. During even numbered years, the children shall spend the 1st half of this school break with the Mother and shall spend the 2nd half of this school break with the Father. During odd numbered years, the children shall spend the 1st half of this school break with the Father and shall spend the 2nd half of this school break with the mother.

Summer – Reciprocal midweek and weekend timesharing: Except as provided in the Planned Vacations provision below, each parent shall be entitled to weekend and weekday time sharing (as selected in B.1 & B.2 above) with the children during the part of the summer that the children are with the other parent.

Summer – Planned Vacations: During the Summer, weekend and weekday timesharing shall be abated by a parent if such would permit a child to go on a vacation or out-of-town trip with a parent or attend camp. Unless otherwise agreed upon by both parents, such vacations, trips, or camps, shall not exceed 2 weeks.

Summer School: Each parent has the obligation to ensure that the children attend summer school necessary for the children to pass to the next grade.

B.3.2.7 - Mother’s Day; Father’s Day & Parent’s Birthdays: Notwithstanding any of the above, the children shall be allowed to spend Father’s Day and the father’s birthday with the Father and Mother’s Day and the mother’s birthday with the Mother between the hours of 5:00 p.m. on the day before and 6:00 p.m. on the day of the event.

B.3.2.8 – Children’s Birthdays: Whenever possible, the parties should both be encouraged to participate in a child’s birthday celebration. If such is not possible, then the children shall celebrate their birthdays with the Father during odd numbered years and with the Mother on even numbered years.

B.3.2.9 – Other: (If applicable, fill in other timesharing period)

B.4.1. BACKUP CARE: (Choose One B.4.1 or B.4.2. or B.4.3)

☐ **B.4.1.** The parties shall have backup care rights/timesharing with the minor child/ren in accordance with the specific terms of the addendum attached hereto:

OR

[] **B.4.2.** The parties shall have backup care rights/timesharing with the minor child/ren as follows:

Short term. A parent should endeavor to have the child/ren spend time with the other parent when a child would otherwise be left in the care of a third party sitter. To that end, a parent shall give the other parent reasonable advance notice of his/her intent to leave a child with a third party, other than a present spouse, grandparent, other blood relative, or bona fide educational program, for a period of six (6) hours or more. The other party shall then have the right to care for the child during such period of time.

Long term. If a parent intends to leave a child in the care of any third party (including present spouse, grandparent, or other blood relative) for a period of time in excess of 24 hours, then the other parent shall have the right to have the child with him or her provided the parties live in the same geographic area, and provided such would not cause a change in the child's school or interruption in the child's schooling.

OR

[] **B.4.3.** Each parent shall offer the other parent the opportunity to care for the child/ren before using any third party childcare provider for any period exceeding _____ hours.

B.5. OTHER TIMES: The children shall be entitled to spend time with each parent at times other than as stated above as agreed upon by the parties. Both parties are encouraged to have flexibility and reciprocity in arranging other timesharing periods.

B.6 SCHOOL CALENDAR: No later than August 1st of each year, the ☐ Father ☐ Mother shall obtain the school calendar for the upcoming year and shall mark it and another yearly calendar with Father's time and Mother's time for the school year, weekend timesharing weekday timesharing, holidays/special timesharing, and summer timesharing (as specified in Sections B.1. through B.5. above) and give a copy to the other parent. The parties shall use the school calendar for the school determined pursuant to section A.5. above (this also applies even if the child/ren are not yet school age). The parents shall discuss any differences within ten (10) days thereafter. Should the parties have differences as to the timesharing schedule calendar, then they shall use the dispute resolution provisions set forth in Section A.3. above.

B.6.1 Advance Notice Of Not Exercising Timesharing Period: Once an annual timesharing schedule is established for a given year, a parent who does not intend to actually exercise an established timesharing period shall give the other parent no less than 7 days advance written notice.

B.7 EXCEPTIONS TO SCHEDULE SET FOR ABOVE: Given the developmental needs of children, it is suggested that the following provisions apply to children in the stated age brackets. Prior to execution of this Parenting Plan, these provisions, as with any other provision of this Parenting Plan, can be modified or deleted by the parties to suit their particular situations. **Unless initialed by both parties, or specifically adopted by court order, these provisions will not apply to timesharing :**

Father: _____

Mother: _____

Court: _____

B.7.1. – Birth to six months: During this period of child development, an infant needs frequent “quality” contact with both parents in order to bond with both parents. During this period of time the FATHER/MOTHER shall be entitled to timesharing with the infant on three days per week during the hours the child is normally awake with each such period lasting four to six hours. Such timesharing can take place both inside and outside of the primary physical residence. During these visits, the FATHER/MOTHER should initiate (and be encouraged by the other parent) to participate in activities normally associated with caring for an infant, which activities include, but are not limited to the following: changing diapers, changing clothes, bathing, feeding and burping the child, holding and cuddling, strolling, talking and reading to the child. In addition, each parent should actively participate in all medical treatment and doctor’s visits, scheduled and unscheduled, for the child. Unless otherwise agreed upon by the parties, these timesharing times shall begin at 5:00 p.m. on Tuesdays and Thursdays and at 1:00 p.m. on Saturday or Sunday (to alternate each weekend).

Father: _____

Mother: _____

Court: _____

B.7.2 – Six months to one year: During this period of development, a child should not be away from a primary caretaker for any extended period of time. Thus, the other parent shall be entitled to the timesharing set for in subparagraph B.7.1 above and one night per week from 5:00 p.m. until 10:00 a.m. the following morning commencing on Friday or Saturday (to alternate each weekend.)

Father: _____

Mother: _____

Court: _____

B.7.3. – One year to three years: All of the timesharing set forth in paragraphs B.1 through B.5 above with the exception that Summer timesharing shall be limited to two one-week periods with at least 10 days between each such period.

Father: _____

Mother: _____

Court: _____

B.7.4 – Teenagers: Once the child attains his or her teenage years (e.g. starting at 13 years of age), the child starts a process of “separation” from his parents. Both parents should maintain maximum flexibility in developing alternative to any rigid time sharing schedules.

B.8. WAITING: Absent telephone communication of extenuating circumstances, the children and the parent with the children has no duty to wait for the other parent for more than thirty (30) minutes of the timesharing commencement time. A parent who is late forfeits the weekend on which this occurs. In the event a parent is late at the beginning of a timesharing period other than a weekend, that parent shall forfeit timesharing until the next day.

B.9. TRANSPORTATION: The parent beginning their timesharing shall provide transportation for the children.

B.10. Prompt for Timesharing: The children shall not be used as messengers for timesharing so as not to unduly inconvenience the other parent or to adversely impact on the schedule of the children.

B.11. Timesharing Scheduling. The children shall not be used as messengers for timesharing notices. This provision is not intended to deny or limit a parent's ability to make plans with the children, but is intended to ensure that the scheduling of the plans is done directly between the parents.

B.12 Relocation Of A Parent: Each parent/party identified in this Shared Parenting Plan shall be subject to (and comply with) all provisions of Section 61.13001, Florida Statutes, which may hereafter be amended from time to time.

B.13. Parent Communication with Child: Each parent has the right to contact the children by telephone at the residence of the other party with reasonable frequency, during reasonable duration.. Unless an emergency arises, "reasonable frequency" is hereby defined as once per day. "Reasonable hours" is hereby defined as between 8:00 a.m. and 8:00 p.m. (child's local time). "Reasonable duration" is hereby defined as no more than ½ hour per call. Each parent has a duty to promptly return telephone calls placed by the other and to see that the children do the same. The parent initiating a telephone call shall be responsible for paying any long distance charges. The child should be afforded reasonable privacy during conversations with the other parent. Neither parent shall record or monitor telephone calls between the child and the other parent. Each parent shall also be entitled to reasonable e-mail, text messaging, video conferencing, and written mail communication with the minor child. Such communication shall not be of such nature or extend so as to distract, obstruct, or deter a child from completing his/her homework, chores, or other regular activities.

B.14 DEVIATIONS FROM "FORM":

Any deviations from the "form" provisions set forth above shall be made only by addendum or "handwriting" on the form of this Shared Parenting Plan. That is, the type written text above shall not be edited or modified by way of computer in any way and then be submitted to the opposing party, opposing counsel, or trial judge with a representation that such is the "form" Shared Parenting Plan.

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals on the day and year written below.

Witnesses:

Father

STATE OF FLORIDA
COUNTY OF OKALOOSA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Father who is personally known to me or who has produced a _____ as identification.

NOTARY PUBLIC
State of Florida

Witnesses:

Mother

STATE OF FLORIDA
COUNTY OF OKALOOSA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Mother who is personally known to me or who has produced a _____ as identification.

NOTARY PUBLIC
State of Florida

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.902(j), NOTICE OF SOCIAL SECURITY NUMBER (11/15)

When should this form be used?

This form must be completed and filed by each party in all paternity, child support, and dissolution of marriage cases, regardless of whether the case involves a minor child(ren) and/or property.

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 was filed and keep a copy for your records.

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.**

What should I do next?

A copy of this form must be mailed, e-mailed, or hand delivered to the other party in your case, if it is not served on him or her with your initial papers.

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 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. For further information, see chapter 61, Florida Statutes.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, fax, or e-mail information at the bottom of this form. Instead, file a **Request for Confidential Filing of Address**, Florida Supreme Court Approved Family Law Form 12.980(i).

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 a **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.

NOTICE OF SOCIAL SECURITY NUMBER

I, {full legal name} _____, certify that
my social security number is _____, as required by the applicable section of
the Florida Statutes. My date of birth is _____.

[Choose **one** only]

- _____ 1. This notice is being filed in a dissolution of marriage case in which the parties have **no** minor children in common.
- _____ 2. This notice is being filed in a paternity or child support case, or in a dissolution of marriage in which the parties have minor children in common. The minor child(ren)'s name(s), date(s) of birth, and social security number(s) is/are:

Name	Birth date	Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

{Attach additional pages if necessary.}

Disclosure of social security numbers shall be limited to the purpose of administration of the Title IV-D program for child support enforcement.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this notice and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-mail Address(es): _____

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} _____,
{address} _____,
{city} _____, *{state}* _____, *{zip code}* _____, *{telephone number}* _____.

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

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

**TEMPORARY ORDER OF SUPPORT, TIME-SHARING, AND OTHER RELIEF
WITH DEPENDENT OR MINOR CHILD(REN)**

This cause came before this Court for a hearing on a Motion for Temporary Support, Time-Sharing, and Other Relief with Dependent or Minor Child(ren). The Court, having reviewed the file and heard the testimony, makes these findings of fact and ORDERS as follows:

The Court has jurisdiction over the subject matter and the parties.

SECTION I. MARITAL ASSETS AND LIABILITIES

A. Injunction.

1. _____ Petitioner _____ Respondent is (are) prohibited and enjoined from disposing of any marital assets without the written permission of the other party or a court order. If indicated here _____, the person(s) prohibited and enjoined from disposing of any marital assets may continue to pay all ordinary and usual expenses.
2. The Court may enforce compliance with the terms of this injunction through civil and/or indirect criminal contempt proceedings, which may include arrest, incarceration, and/or the imposition of a fine.
3. Violation of this injunction may constitute criminal contempt of court.
4. Bond. This order is conditioned upon _____ Petitioner _____ Respondent posting bond in the sum of \$_____ with the clerk of this Court.

B. Temporary Use of Assets.

1. The assets listed below are temporarily determined to be marital assets. Each party shall temporarily have the use of, as his/her own, the assets awarded in this section, and the other party shall temporarily have no further use of said assets. **Any personal property not listed below shall be for the use of party currently in possession of that item(s), and he or she may not dispose of that item(s) without the written permission of the other party or a court order.**

ASSETS: DESCRIPTION OF ITEM(S) (Please describe each item as clearly as possible. You do not have to list account numbers.)	Wife Shall Have Temporary Use	Husband Shall Have Temporary Use
Automobiles		
Furniture & furnishings in home		
Furniture & furnishings elsewhere		
Jewelry		
Business interests		
Other Assets		

C. Temporary Responsibility for Liabilities/Debts.

1. The liabilities listed below are temporarily determined to be marital. Each party shall pay as his or her own the marital liabilities indicated below and shall keep said payments current. The other party shall temporarily have no further responsibility for the payment of these debts.

LIABILITIES: DESCRIPTION OF DEBT(S)(Please describe each item as clearly as possible. You do not have to list account numbers.)	Current Amount Owed	Wife Shall Pay	Husband Shall Pay
Mortgages on real estate: (home)	\$	\$	\$

LIABILITIES: DESCRIPTION OF DEBT(S)(Please describe each item as clearly as possible. You do not have to list account numbers.)	Current Amount Owed	Wife Shall Pay	Husband Shall Pay
Charge/credit card accounts			
Auto loan			
Auto loan			
Bank/Credit Union loans			
Money owed (not evidenced by a note)			
Other			

SECTION II. TEMPORARY EXCLUSIVE USE AND POSSESSION OF HOME

[Indicate **all** that apply]

1. _____ Petitioner _____ Respondent shall have temporary exclusive use and possession of the dwelling located at: {address} _____
_____ until: {date or event} _____.
2. _____ Petitioner _____ Respondent may make a visit to the premises described in the paragraph above for the purpose of obtaining his or her clothing and items of personal health and hygiene and to obtain any items awarded in this order. This visit shall occur after notice to the person granted temporary exclusive use and possession of the dwelling and at the earliest convenience of both parties.
3. _____ Other: _____

SECTION III. TEMPORARY PARENTAL RESPONSIBILITY AND TIME-SHARING WITH DEPENDENT OR MINOR CHILD(REN)

1. **Jurisdiction.** The Court has jurisdiction to determine temporary parental responsibility and time-sharing for the parties' minor child(ren) listed in paragraph 2 below.

2. The parties' dependent or minor child(ren) is (are):

Name	Birth date
_____	_____
_____	_____
_____	_____
_____	_____

3. Temporary Parental Responsibility for the Minor Child(ren).

{Choose only **one**}

- a. _____ The parties shall have temporary **shared parental responsibility** for the parties' minor child(ren).
- b. _____ Mother _____ Father shall have temporary **sole parental responsibility** for the parties' minor child(ren). Temporary shared parental responsibility would be detrimental to the child(ren) at this time because: _____
_____.
- c. _____ Mother _____ Father shall have ultimate decision making authority regarding the following: _____
_____.
- d. **Other provisions:** _____

_____.

4. Temporary Time-sharing Schedule with Minor Child(ren). The parent(s) shall have:

{Choose only **one**}

- a. _____ **reasonable** time-sharing schedule with the parties' minor child(ren) as agreed to by the parties, subject to any limitations in paragraph 5 below. The Court reserves jurisdiction to set a specific schedule.
- b. _____ the following **specified time-sharing schedule** with the parties' minor child(ren), subject to any limitations set out in paragraph 5 below: {specify days and times}

Mother's Temporary Time-Sharing Schedule .

_____.

Father's Temporary Time-sharing Schedule.

c. _____ Time-sharing in accordance with the temporary **Parenting Plan** attached as Exhibit _____.

d. _____ Mother _____ Father shall have **no contact** with the parties' minor child(ren) until further order of the Court, due to the existing conditions that are detrimental to the welfare of the minor child(ren): *{explain}*: _____

5. **Limitations on Time-sharing.** Neither parent shall take the child(ren) from the other parent, any child care provider, or other person entrusted by the other parent with the care of the child(ren) without the agreement of the other party during the other party's time-sharing. The above time-sharing shall be:

[Indicate if applicable]

a. _____ **supervised by a responsible adult** who is mutually agreeable to the parties. If the parties cannot agree, the supervising adult shall be: *{name}* _____.

b. _____ at a **supervised visitation** center located at: *{address}* _____,
subject to the available times and rules of the supervised visitation center. The cost of such visits shall be paid by _____ Mother _____ Father _____ Both.

6. **Communication Arrangements, Parental Responsibility and Time-sharing with Minor Child(ren).**

[Indicate if applicable]

_____ The parties' communications to arrange time-sharing and discuss issues relating to the child(ren) (if temporary shared parenting, or time-sharing is provided in paragraph 3 above) are restricted as follows: _____ telephone, _____ fax, _____ e-mail, or _____ letter, _____ a responsible person shall coordinate the time-sharing arrangements of the minor child(ren). If the parties cannot agree, the responsible person shall be: *{name}* _____

other conditions for arrangements or discussions: *{explain}* _____

_____.

7. **Exchange of Minor Child(ren).** The exchange of the minor child(ren) shall be on time as scheduled and as agreed to by the parties. The following conditions, if indicated below, shall also apply.

*{Indicate **all** that apply}*

- a. _____ The parties shall temporarily exchange the child(ren) at the following location(s): _____

- b. _____ Mother _____ Father shall not get out of the vehicle, and the other parent shall not approach the vehicle, during the time the child(ren) are exchanged.
- c. _____ A responsible person shall conduct all exchanges of the child(ren). () Mother () Father shall not be present during the exchange. If the parties cannot agree, the responsible person shall be: *{name}* _____
- d. _____ Other conditions for exchange of the child(ren) are as follows: _____

8. _____ **Injunction Prohibiting Removing the Child(ren).** The Court hereby temporarily prohibits and enjoins the _____ Mother _____ Father _____ Both from removing the minor child(ren) from the State of Florida without a court order or the written consent of the other party.

9. _____ **Other Temporary Provisions Relating to the Minor Child(ren).**

SECTION IV. TEMPORARY ALIMONY

1. _____ The Court denies the request(s) for temporary alimony.

OR

2. _____ The Court finds that there is a need for, and that _____ Petitioner _____ Respondent, hereinafter Obligor, has/had the present ability to pay temporary alimony as follows:

*{Indicate **all** that apply}*

- a. _____ **Temporary Periodic.** Obligor shall pay temporary periodic alimony to Obligee in the

amount of \$_____ per month, payable _____ in accordance with Obligor's employer's payroll cycle, and in any event, at least once a month _____ other {explain} _____

beginning {date} _____. This temporary periodic alimony shall continue until modified by court order, the death of either party, or until, _____, {date or event} whichever occurs first.

- b. _____ **Retroactive.** Obligor shall pay retroactive alimony in the amount of \$_____ for the period of {date} _____ through {date} _____, which shall be paid pursuant to paragraph 4 below.

3. **Reasons for Awarding/Denying Temporary Alimony Award.**

The reasons for awarding/denying temporary alimony are as follows:

- a. _____ length of the marriage of the party receiving temporary alimony: years _____;
b. _____ age of party receiving temporary alimony: _____ years;
c. _____ health of party receiving temporary alimony: _____ excellent _____ good _____ poor _____ other _____;
d. _____ other factors _____

_____ Please indicate here if additional pages are attached.

4. **Retroactive Alimony.** _____ Petitioner _____ Respondent shall pay to the other party the temporary retroactive alimony of \$_____, as of {date} _____. This amount shall be paid in the amount of \$_____ per month, payable in accordance with Obligor's employer's payroll cycle, and in any event at least once a month () other {explain} _____

beginning: {date} _____, until paid in full including statutory interest.

5. **Insurance.**

{Indicate **all** that apply}

- a. _____ **Health Insurance.** _____ Petitioner _____ Respondent shall temporarily be required to pay health insurance premiums for the other party not to exceed \$_____ per month. Further, _____ Petitioner _____ Respondent shall pay any reasonable and necessary uninsured medical costs for the other party not exceed \$_____ per year. As to these uninsured medical expenses, the party who is entitled to reimbursement of the uninsured medical expense shall submit request for reimbursement to the other party within 30 days, and the other party shall, within 30 days after receipt, submit the applicable reimbursement for that expense.

- b. _____ **Life Insurance (to secure payment of support).** To secure the temporary alimony obligations set forth in this order, the Obligor shall temporarily maintain life insurance on his/her life, naming the Obligee as the sole irrevocable beneficiary, so long as reasonably

available. This temporary insurance shall be in the amount of at least \$_____ and shall remain in effect until this temporary obligation for alimony terminates.

6. _____ Other provisions relating to temporary alimony including any tax treatment and consequences:_____.

SECTION V. TEMPORARY CHILD SUPPORT

1. The Court finds that there is a need for temporary child support and that the _____ Mother _____ Father (hereinafter Obligor) has the present ability to pay child support. The amounts in the Child Support Guidelines Worksheet, Florida Family Law Rules of Procedure Form 12.902(e), filed by the _____ Mother _____ Father are correct

OR

The Court makes the following findings:

The Mother's net monthly income is \$_____.

The Father's net monthly income is \$_____.

Monthly child care costs are \$_____.

Monthly health/dental insurance costs are \$_____.

2. **Amount.**

Child support established at the rate of \$_____ per month for the _____ children {total number of minor or dependent children} shall be paid commencing _____ {month, day, year} and terminating _____ {month, day, year}. Child support shall be paid in the amount of \$_____ per _____ {week, month, other} which is consistent with the Obligor's current payroll cycle.

Upon the termination of the obligation of child support for one of the parties' children, child support in the amount of \$_____ for the remaining _____ children {number of remaining children} shall be paid commencing _____ {month, day, year} and terminating _____ {month, day, year}. This child support shall be paid in the amount of \$_____ per _____ {week, month, other} consistent with Obligor's current payroll cycle.

{Insert schedule for the child support obligation, including the amount, and commencement and termination dates, for the remaining minor or dependent children, which shall be payable as the obligation for each child ceases. Please indicate whether the schedule _____ appears below or _____ is attached as part of this form}

_____.

The Obligor shall pay child support until all of the minor or dependent children: reach the age of 18; become emancipated, marry, join the armed services, die, or become self-supporting; or until further order of the court or agreement of the parties. The child support obligation shall continue beyond the age of 18 and until high school graduation for any child who is dependent in fact, between the ages of 18 and 19, and is still in high school performing in good faith with a reasonable expectation of graduation before age 19.

If the temporary child support ordered deviates from the guidelines by more than 5%, the factual findings which support that deviation are: _____
_____.

3. **Retroactive Child Support.**

{Indicate if applicable}

_____ Mother _____ Father shall pay to the other party the temporary retroactive child support of \$_____, as of {date} _____. This amount shall be paid in the amount of \$_____ per month, payable in accordance with Obligor's employer's payroll cycle, and in any event at least once a month () other {explain} _____ beginning {date} _____, until paid in full including statutory interest.

4. **Insurance.**

[Indicate all that apply]

_____ **Health/Dental Insurance.** _____ Mother _____ Father shall be required to temporarily maintain _____ health _____ dental insurance for the parties' minor child(ren), so long as reasonable in cost and accessible to the child(ren). The party providing insurance shall be required to convey cards showing coverage to the other party.

OR

_____ Health _____ dental insurance is not reasonable in cost or accessible to the child(ren) at this time.

_____ Reasonable and necessary **uninsured medical/dental/prescription drug costs** for the minor child(ren) shall temporarily be assessed as follows:

_____ Shared equally by both parents.

_____ Prorated according to the child support guideline percentages.

_____ Other {explain}: _____

As to these uninsured medical/dental/prescription drug expenses, the party who incurs the expense shall submit request for reimbursement to the other party within 30 days, and the other party, within 30 days of receipt, shall submit the applicable reimbursement for that expense, according to the schedule of reimbursement set out in this paragraph.

5. **Life Insurance (to secure payment of support).** To secure the temporary child support obligations in this order, _____ Petitioner _____ Respondent _____ Each party shall temporarily maintain life insurance, in an amount of at least \$_____, on _____ his life _____ her life _____ his/her life naming the _____ minor child(ren) as the beneficiary (ies) **OR** naming the _____ Mother _____ Father _____ other {name}: _____ as trustee for the minor child(ren), so long as reasonably available. The obligation to maintain the life insurance coverage shall continue until the Court orders otherwise or until {date/event} _____.
6. IRS Income Tax Exemption(s). The assignment of any tax exemption for the child(ren) shall be as follows: _____.
7. _____ Other provisions relating to temporary child support: _____.

SECTION VI. METHOD OF PAYMENT

Obligor shall pay any temporary court-ordered child support/alimony and arrears, if any, as follows:

1. **Place of Payment**
 - a. _____ Obligor shall pay temporary court-ordered support directly to either the State Disbursement Unit or the central depository, as required by statute, along with any fee required by statute.
 - b. _____ Both parties have requested and the court finds that it is in the best interests of the child(ren) that temporary support payments need not be directed through either the State Disbursement Unit or the central depository at this time; however, either party may subsequently apply, pursuant to section 61.13(1)(d)3, Florida Statutes, to require payments through either the State Disbursement Unit or the central depository.
2. **Income Deduction.**

_____ **Immediate.** Obligor shall pay through income deduction, pursuant to a separate Income Deduction Order which shall be effective immediately. Obligor is individually responsible for paying this temporary support obligation until all of said support is deducted from Obligor's income. Until temporary support payments are deducted from Obligor's paycheck, Obligor is

responsible for making timely payments directly to the State Disbursement Unit or the Obligee, as previously set forth in this order.

_____ **Deferred.** Income deduction is ordered this day, but it shall not be effective until a delinquency of \$_____, or, if not specified, an amount equal to one month's obligation occurs. Income deduction is not being implemented immediately based on the following findings: Income deduction is **not** in the best interests of the child(ren) because: *{explain}*

AND

there is proof of timely payment of a previously ordered obligation without an income deduction order in cases of modification,

AND

_____ there is an agreement by the Obligor to advise the Title IV-D agency, the clerk of court, and the Obligee of any change in Payor and/or health insurance

OR

_____ there is a signed written agreement providing an alternative arrangement between the Obligor and the Obligee and, at the option of the IV-D agency, by the IV-D agency in IV-D cases in which there is an assignment of support rights to the state, reviewed and entered in the record by the court.

3. **Bonus/one-time payments.** _____ All _____% _____ No income paid in the form of a bonus or other similar one-time payment, up to the amount of any arrearage or the remaining balance thereof owed pursuant to this order, shall be forwarded to the Obligee pursuant to the payment method prescribed above.

4. **Other provisions relating to method of payment.** _____

SECTION VII. TEMPORARY ATTORNEY'S FEES, COSTS, AND SUIT MONEY

1. _____ Petitioner's _____ Respondent's request(s) for temporary attorney's fees, costs, and suit money is (are) denied because _____
2. _____ The Court finds there is a need for and an ability to pay temporary attorney's fees, costs, and suit money. _____ Petitioner _____ Respondent is hereby ordered to pay to the other party \$_____ in temporary attorney's fees, and \$_____ in costs. The Court further finds that the temporary attorney's fees awarded are based on the reasonable rate of \$_____ per hour and _____ reasonable hours. Other provisions relating to temporary attorney's fees, costs, and suit money are as follows: _____

_____.
SECTION VIII. OTHER PROVISIONS

Other Provisions: _____

_____.

DONE AND ORDERED in Okaloosa County, Florida on *{date}* _____.

CIRCUIT JUDGE

I certify that a copy of this *{name of document(s)}* _____
was () mailed () faxed and mailed () e-mailed () hand-delivered to the parties or entities listed
below on *{date}* _____.

JD PEACOCK, CLERK OF CIRCUIT COURT

by _____
Deputy Clerk

Petitioner (or his or her attorney)
Respondent (or his or her attorney)
State Disbursement Unit
Central depository
Other: _____

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 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}* _____.