

42 Pages
\$6.30

Forms Associated with Florida Supreme Court Forms for Filing a

FAMILY NAME CHANGE

Revised September, 2016
For Forms Revised September, 2016

**CHILD(REN) NAME CHANGE
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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.

**COURT ADMINISTRATION, FIRST JUDICIAL CIRCUIT OF FLORIDA
SELF-HELP PROCEDURES FOR FILING PETITION FOR FAMILY NAME CHANGE**

A PETITION FOR NAME CHANGE MAY ONLY BE FILED IN THE COUNTY WHERE YOU LIVE

Attention: If you have ever been convicted of a felony, your civil rights must be restored before you can file a petition for name change. You may contact the Office of Executive Clemency at (850) 488-2952 to request information and an application for restoration of your civil rights.

This list of forms and procedural information are provided as a self-help service for litigants who choose to represent themselves in Court, pro se (without an attorney) and should be considered only as a guideline and not legal advice. You are representing yourself and you alone are responsible for the choosing and correct completion and filing of the forms. It is always best to consult with your own attorney as to your legal rights and remedies.

Please remember that 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 an amendment of form(s) or substitution of a different form other than those you may have obtained from the Clerk's Office or a legal form provider. 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 the 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.

All petitions for name change require fingerprints for a state and national criminal history records check for petitioner(s) prior to the entry of a final judgment, except when a former name is being restored. The petitioner(s) will be responsible for all costs related to the fingerprinting process and record searches in addition to the Clerk filing fees. Once all searches have been completed, the results will be submitted to the Clerk of Court by the Florida Department of Law enforcement (FDLE).

 **PLEASE READ ALL INSTRUCTIONS BEFORE FILING YOUR CASE** 

A list of required forms follows. Additional forms that may be needed are under the specific sections below that may apply to your case. This list of forms and procedural information are provided only as a guideline and not legal advice.

DOCUMENTS TO BE FILED

(you may use this as a checklist)

1. ___ **Petition for Change of Family**-Form 12.982(f).
2. ___ **Copy of Child(ren)s Birth Certificates**
3. ___ **Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)** – Form 12.902(d)
4. ___ **Final Judgment of Family Name Change**-Form 12.982(g) ***Typed***
5. ___ **Disclosure from Non-Lawyer**-12.900(a)-if a person who is not a lawyer helped you complete your paperwork.

Once the required documents have been completed, you must file the originals and the stamps envelope with the Circuit Civil Division in the Clerk of Court's office. Keep a copy for your records. After ALL required documents have been completed and filed with the Clerk of Court, the criminal records search has been completed, and you believe your case is ready for final hearing, please follow the directions in the instruction sheet given to you at the time of filing. A hearing may not be required. 3

FINGERPRINTING INSTRUCTIONS FOR CRIMINAL SEARCH

All petitions for name change require fingerprints for a state and national criminal history records check for petitioner(s) prior to the entry of a final judgment, except when a former name is being restored.

1. After you have filed your name change petition, you should go to the front desk of the Sheriff's Office in either Shalimar or Crestview to be fingerprinted. The Sheriff's Office does not charge a fee for fingerprinting.
2. The Sheriff's Office will process your fingerprint card.
3. You will then be required to go to the following website, <http://caps.fdle.state.fl.us>. You will need a credit card and the copy of the fingerprint card provided to you by the fingerprint technician at the Sheriff's Office.
4. Follow the instructions on the web site very carefully. On the copy of the fingerprint card, you will find a Transaction Control Number (a number that will begin with 70SX followed by 16 digits) and your name. TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS IT APPEARS ON THE CARD and pay the required fee of \$43.25 (amount subject to change) charged by FDLE for the criminal record search. At the conclusion of your online transaction, print a copy of the CWCS receipt screen. If you do not follow through and pay on the website, the electronic fingerprints will not be submitted.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(f), PETITION FOR CHANGE OF NAME (FAMILY) (09/16)

When should this form be used?

This form should be used when a family wants the court to change its name. This form is **not** to be used in connection with a **dissolution of marriage, paternity**, or adoption action. If you want a change of name because of a dissolution of marriage, paternity, or adoption action that is not yet final, the change of name should be requested as part of that case.

This form should be typed or printed in black ink and must be signed before a **notary public or deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records. The petition should only be completed for one adult. If you wish to change the name(s) of another adult and/or any child(ren), you should complete and file with the clerk of court the attached Supplemental Form(s) for Petition for Change of Name (Family) for each additional family member. **Be sure that the bottom of each page of each supplemental form is initialed.**

What should I do next?

Unless you are seeking to restore a former name, each adult petitioner must have fingerprints submitted for a state and national criminal history records check. The fingerprints must be taken in a manner approved by the Department of Law Enforcement and must be submitted to the Department for a state and national criminal history records check. **You may not request a hearing on the petition until the clerk of court has received the results of your criminal history records check.** The clerk of court can instruct you on the process for having the fingerprints taken and submitted, including information on law enforcement agencies or service providers authorized to submit finger prints electronically to the Department of Law Enforcement. The process may take several weeks and you will have to pay for the cost of processing the fingerprints and conducting the state and national criminal history records check. **Please note that the state and national criminal records check must indicate whether you have registered as either a sexual predator or a sexual offender and you must also indicate on this petition whether you have ever been required to register as a sexual predator under section 775.21, Florida Statutes, or as a sexual offender under section 943.0435, Florida Statutes.**

If any of the children for whom you are requesting this change of name are not the legal children of both adults filing this petition, you must obtain the consent of the legal parent(s). A parent not named as a **petitioner** in this action may consent by submitting a **Consent for Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(d).

If the other parent does not consent to the change of name, you may still have a **hearing** on the **petition** if you have properly notified the other parent about your petition and the hearing. If you know where he or she lives, you must use **personal service**. If you absolutely do not know where he or she lives, you

may use **constructive service**. For more information about personal and constructive service, you should refer to the **“General Instructions for Self-Represented Litigants”** found at the beginning of these forms

Instructions for Florida Supreme Court Approved Family Law Form 12.982(f), Petition for Change of Name (Family)(09/16)

and the instructions to Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a). The law on constructive service is very complex and you may wish to consult an attorney regarding constructive service.

Next, you must obtain a **final hearing** date for the court to consider your request. If you are seeking to restore a former name, hearing on the petition MAY be held immediately after the petition is filed. The final hearing on any other petition for a name change may be held immediately after the clerk of court receives the results of your criminal history records check. You should ask the clerk of court, **family law intake staff**, or **judicial assistant** about the local procedure for setting a hearing. You may be required to attend the hearing. Included in these forms is a **Final Judgment of Change of Name (Family)**, Florida Supreme Court Approved Family Law Form 12.982(g), which may be used when a judge grants a change of name for a family. If you attend the hearing, you should take the **final judgment** form with you. You should complete the top part of this form, including the circuit, county, case number, division, the name(s) of the petitioner(s) and leave the rest blank for the judge to complete. It should be typed or printed in black ink.

If the judge grants your petition, he or she will sign this **order**. This officially changes your family's name. The clerk can provide you with **certified copies** of the signed order. There will be charges for the certified copies, and the clerk can tell you the amount of the charges.

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. For further information, see section 68.07, Florida Statutes.

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 Rule 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.

Instructions for Florida Supreme Court Approved Family Law Form 12.982(f), Petition for Change of Name (Family)(09/16)

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

Special notes...

The heading of the form calls for the name(s) of the **petitioner(s)**. This is (are) the parent(s) who is/are requesting the change of their family's name(s). The judicial circuit, case number, and division may be obtained from the clerk of court's office when you file the petition.

It may be helpful to compile a list of all of the people and places that will need a copy of the final judgment. This list may include the driver's license office, social security office, banks, schools, etc. A list will help you know how many copies of your order you should get from the clerk of court after your hearing.

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: _____

IN RE: THE NAME CHANGE OF

Petitioner/Father,

Petitioner/Mother.

PETITION FOR CHANGE OF NAME (FAMILY)

I/We, {full legal name(s)} _____, being sworn, certify that the following information is true:

There are {enter number} _____ adults named in this petition. A supplemental form is attached for each adult not set out below.

There are {enter number} _____ children named in this petition. I am/We are the birth or legal parents or guardian of the minor child(ren) named in this petition. I/We have attached a completed supplemental form for each minor child.

Unless I am seeking to restore a former name, a copy of the fingerprints of each adult person seeking a name change in this petition has/have been taken in a manner approved by the Department of Law Enforcement, and submitted for a state and national criminal history records check. **I/We understand that I/We cannot request a hearing on my/our Petition until the clerk of court receives the results of the criminal history records check.**

THE FOLLOWING INFORMATION IS TRUE ABOUT PETITIONER:

_____ HUSBAND _____ WIFE _____ GUARDIAN

_____ A Supplemental Form has been attached for the other parent or petitioner.

1. My complete present name is:

_____.

I request that my name be changed to:

_____.

2. I live in _____ County, Florida, at {street address} _____.

_____.

3. I was born on {date} _____ in {city} _____ {county} _____, {state} _____, {country} _____.

4. My father's full legal name: _____.

My mother's full legal name: _____.

My mother's maiden name: _____.

5. I have lived in the following places since birth:

Dates (to/from)	Address
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____

(____ Please indicate here if you are continuing these facts on an attached page.)

I ____ have ____ have not ever been required to register as a sexual predator under section 775.21, Florida Statutes.

I ____ have ____ have not ever been required to register as a sexual offender under section 943.0435, Florida Statutes.

6. **Family**

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

____ I am not married.

____ I am married. My spouse's full legal name is: _____.

____ I do not have child(ren).

____ The name(s), age(s), and address(es) of my child(ren) are as follows (all children, **including those over 18**, must be listed):

Name <i>{last, first, middle initial}</i>	Age	Address, City, State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(____ Please indicate here if you are continuing these facts on an attached page.)

7. **Former names**

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

____ My name has never been changed **by a court**.

_____ My name previously was changed **by court order** from _____
to _____ on {date} _____,
by {court, city, and state} _____.
A copy of the court order is attached.

_____ My name previously was changed **by marriage** from _____
to _____ on {date} _____,
in {city, county, and state} _____.
A copy of the marriage certificate is attached.

_____ I have never been known or called by any other name.

_____ I have been known or called by the following other name(s): {list name(s) and explain
where you were known or called by such name(s)} _____

_____.

8. Occupation

My occupation is: _____.
I am employed at: {company and address} _____.

During the past 5 years, I have had the following jobs:

Dates (to/from)	Employer and employer's address
/	/
/	/
/	/
/	/
/	/
/	/

(____ Please indicate here if you are continuing these facts on an attached page.)

9. Business

{Choose **one** only}

_____ I do not own and operate a business.

_____ I own and operate a business. The name of the business is: _____.
The street address is: _____.
My position with the business is: _____.
I have been involved with the business since: {date} _____.

10. Profession

{Choose **one** only}

_____ I am not in a profession.

_____ I am in a profession. My profession is: _____.
I have practiced this profession:

Dates (to/from)	Place and address
_____/_____/_____ _____/_____/_____ _____/_____/_____ _____/_____/_____	_____ _____ _____ _____

(___ Please indicate here if you are continuing these facts on an attached page.)

11. Education

I have graduated from the following school(s):

Degree Received	Date of Graduation	School
_____ _____	_____ _____	_____ _____

(___ Please indicate here if you are continuing these facts on an attached page.)

12. Criminal History

{Choose one only}

___ I have never been arrested for or charged with, pled guilty or nolo contendere to, or have been found to have committed a criminal offense, regardless of adjudication.

___ I have a criminal history. In the past I have been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The details of my criminal history are:

Date	City/State	Event (arrest, charge, plea, or adjudication)
_____ _____ _____	_____ _____ _____	_____ _____ _____

(___ Please indicate here if you are continuing these facts on an attached page.)

13. Bankruptcy

{Choose one only}

___ I have never been adjudicated bankrupt.

___ I was adjudicated bankrupt on *{date}* _____, in *{city}* _____, *{county}* _____, *{state}* _____.

(___ Please indicate here if you have had additional bankruptcies, and explain on an attached page.)

14. Creditor(s)' Judgments

{Choose one only}

___ I have never had a money judgment entered against me by a creditor.

___ The following creditor(s)' money judgment(s) have been entered against me:

Date	Amount	Creditor	Court entering judgment and case number <i>{date}</i> if Paid
_____ _____	_____ _____	_____ _____	_____ _____

(____ Please indicate here if these facts are continued on an attached page.)

15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise.

16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored.

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

Dated: _____

Signature of Petitioner
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 Petitioner.

This form was completed with the assistance of:

{name of individual} _____,

{name of business} _____,

{address} _____,

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

ADULT SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (FAMILY)

Case No.: _____

THE FOLLOWING INFORMATION IS TRUE ABOUT PETITIONER:

() HUSBAND () WIFE () GUARDIAN

1. My complete present name is:

_____.

I request that my name be changed to:

_____.

2. I live in _____ County, Florida, at {street address} _____.

_____.

3. I was born on {date} _____, in {city} _____ {county} _____, {state} _____, {country} _____.

4. My father's full legal name: _____.

My mother's full legal name: _____.

My mother's maiden name: _____.

5. I have lived in the following places since birth:

Dates (to/from)	Address
/	_____
/	_____
/	_____
/	_____
/	_____
/	_____
/	_____
/	_____

(____ Please indicate here if you are continuing these facts on an attached page.)

6. **Family**{[Indicate **all** that apply]}

_____ I am not married.

_____ I am married. My spouse's full legal name is: _____.

_____ I do not have child(ren).

_____ The name(s), age(s), and address(es) of my child(ren) are as follows (all children, including those over 18, must be listed):

PETITIONER# _____, continued

Name {last, first, middle initial} Age Address, City, State

(___ Please indicate here if you are continuing these facts on an attached page.)

7. **Former names**

{Indicate **all** that apply}

___ My name has never been changed **by a court**.

___ My name previously was changed **by court** order from _____
to _____ on {date} _____
by {court, city, and state} _____.
A copy of the court order is attached.

___ My name previously was changed **by marriage** from _____
to _____ on {date} _____
in {city, county, and state} _____.
A copy of the marriage certificate is attached.

___ I have never been known or called by any other name.

___ I have been known or called by the following other name(s): {list name(s) and explain where you were known or called by such name(s)} _____

8. **Occupation**

My occupation is: _____

I am employed at: {company and address} _____

During the past 5 years, I have had the following jobs:

Dates (to/from)	Employer and employer's address
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____
_____/_____/_____	_____

(___ Please indicate here if you are continuing these facts on an attached page.)

PETITIONER# _____, continued

9. **Business**

{indicate all that apply}

I do not own and operate a business.

I own and operate a business. The name of the business is: _____.

The street address is: _____.

My position with the business is: _____.

I have been involved with the business since: *{date}* _____.

10. **Profession**

{Indicate all that apply}

I am not in a profession.

I am in a profession. My profession is: _____.

I have practiced this profession:

Dates (to/from)	Place and address
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____

(Please indicate here if you are continuing these facts on an attached page.)

11. **Education**

I have graduated from the following school(s):

Degree Received	Date of Graduation	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please indicate here if you are continuing these facts on an attached page.)

12. **Criminal History**

{Choose one only}

I have never been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication.

I have a criminal history. In the past I have been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The details of my criminal history are:

Date	City/State	Event (arrest, charge, plea, or adjudication)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please indicate here if you are continuing these facts on an attached page.)

PETITIONER# _____, continued

I _____ have _____ have not ever been required to register as a sexual predator under section 775.21, Florida Statutes.

I _____ have _____ have not ever been required to register as a sexual offender under section 943.0435, Florida Statutes.

13. Bankruptcy

{Choose **one** only}

_____ I have never been adjudicated bankrupt.

_____ I was adjudicated bankrupt on {date} _____, in {city} _____, {county} _____, {state} _____.

PETITIONER# _____, continued

(____ Please indicate here if you have had additional bankruptcies, and explain on an attached page.)

14. Creditors' Judgments

{Choose **one** only}

_____ I have never had a money judgment entered against me by a creditor.

_____ The following creditor(s)' money judgment(s) have been entered against me:

Date	Amount	Creditor	Court entering judgment and case number	{date} if Paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(____ Please indicate here if these facts are continued on an attached page.)

15. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise.

16. My civil rights have never been suspended, or, if my civil rights have been suspended, they have been fully restored.

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

Dated: _____

Signature of Petitioner
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 Petitioner.

This form was completed with the assistance of:

{name of individual} _____,

{name of business} _____,

a nonlawyer, whose address is {street} _____,

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

CHILD SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (FAMILY)

Case No.: _____

THE FOLLOWING INFORMATION IS TRUE ABOUT MINOR CHILD # _____:

1. Minor child's complete present name is:

I/We request that minor child's name be changed to:

2. The minor child lives in _____ County, Florida, at {street address} _____

3. The minor child was born on _____, in {city, county, state, country}

4. The minor child's father's full legal name: _____.
The minor child's mother's full legal name: _____.
The minor child's mother's maiden name: _____.

5. The minor child has lived in the following places since birth:

Dates (to/from)	Address
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____
_____ / _____	_____

(____ Please indicate here if continuing these facts on an attached page.)

6. [Choose **one only**]

____ The minor child is not married

____ The minor child is married to: {full legal name} _____.

7. Choose **one only**

____ The minor child has no children.

____ The minor child is the parent of the following child(ren): {enter name(s) and date(s) of birth} _____.

8. Former names

{Indicate **all that apply**}

____ The minor child's name has never been changed **by court order**.

____ The minor child's name previously was changed **by court order** from:

_____ to _____
on {date} _____ {court, city, and state} _____

A copy of the court order is attached.

____ The minor child's name previously was changed by marriage from _____
to _____ on {date} _____,
in {city, county, and state} _____.

____ The minor child has never been known or called by any other name.

____ The minor child has been known or called by the following other name(s):
{list name(s) and explain where child was known or called by such name(s)} _____

9. The minor child is not employed in an occupation or profession, does not own and operate a business, and has received no educational degrees. If the minor child has a job, explain:

10. Criminal History

{Choose **one** only}

____ The minor child has never been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication.

____ The minor child has a criminal history. In the past, the minor child was arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The details of the criminal history are:

Date	City/State	Event (arrest, charge, plea, or adjudication)
------	------------	---

(____ Please indicate here if you are continuing these facts on an attached page.)

sexual predator under section 775.21, Florida Statutes.

____ The minor child ____ has ____ has not ever been required to register as a sexual offender under section 943.0435, Florida Statutes.

11. Money Judgments

{Choose **one** only}

____ The minor child has never been adjudicated bankrupt, and no money judgment has ever been entered against him or her.

____ The following money judgment(s) has been entered against him or her:

Date	Amount	Creditor	Court entering judgment and case number {date} if Paid
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(h), NOTICE OF RELATED CASES (11/13)

When should this form be used?

Florida Rule of Judicial Administration 2.545(d) requires the **petitioner** in a family law case to file with the court a notice of related cases, if any. Your circuit may also require this form to be filed even if there are no related cases. A case is considered related if

- it involves the same parties, children, or issues and is pending when the family law case is filed; or
- it affects the court's jurisdiction to proceed; or
- an order in the related case may conflict with an order on the same issues in the new case; or
- an order in the new case may conflict with an order in the earlier case.

This form is used to provide the required notice to the court.

This form should be typed or printed in black ink. It must be **filed** with the **clerk of the circuit court** with the initial pleading in the family law case.

What should I do next?

A copy of the form must be served on the presiding judges, either the chief judge or the family law administrative judge, and all parties in the related cases. You should also keep a copy for your records. **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 Rule of Judicial Administration 2.545(d).

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 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 **must** also 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 RELATED CASES

1. Petitioner submits this Notice of Related Cases as required by Florida Rule of Judicial Administration 2.545(d). A related case may be an open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. A case is "related" to this family law case if it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; if it affects the court's jurisdiction to proceed; if an order in the related case may conflict with an order on the same issues in the new case; or if an order in the new case may conflict with an order in the earlier litigation.

[check **one** only]

There are no related cases.

The following are the related cases (add additional pages if necessary):

Related Case No. 1

Case Name(s): _____

Petitioner _____

Respondent _____

Case No.: _____ Division: _____

Type of Proceeding: [check **all** that apply]

Dissolution of Marriage

Paternity

Custody

Adoption

Child Support

Modification/Enforcement/Contempt Proceedings

Juvenile Dependency

Juvenile Delinquency

Termination of Parental Rights

Criminal

Domestic/Sexual/Dating/Repeat

Mental Health

Violence or Stalking Injunctions

Other *{specify}* _____

State where case was decided or is pending: Florida Other: *{specify}* _____

Name of Court where case was decided or is pending (*for example, Fifth Circuit Court, Marion County, Florida*): _____

Title of last Court Order/Judgment (if any): _____
Date of Court Order/Judgment (if any): _____

Relationship of cases check **all** that apply]:

- pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: _____

Related Case No. 2

Case Name(s): _____
Petitioner _____
Respondent _____
Case No.: _____ Division: _____

Type of Proceeding: [check **all** that apply]

- | | |
|--|--|
| <input type="checkbox"/> Dissolution of Marriage | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Adoption |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Modification/Enforcement/Contempt Proceedings |
| <input type="checkbox"/> Juvenile Dependency | <input type="checkbox"/> Juvenile Delinquency |
| <input type="checkbox"/> Termination of Parental Rights | <input type="checkbox"/> Criminal |
| <input type="checkbox"/> Domestic/Sexual/Dating/Repeat
Violence or Stalking Injunctions | <input type="checkbox"/> Mental Health |
| | <input type="checkbox"/> Other {specify} _____ |

State where case was decided or is pending: Florida Other: {specify} _____

Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): _____

Title of last Court Order/Judgment (if any): _____
Date of Court Order/Judgment (if any): _____

Relationship of cases check all that apply]:

- pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: _____

Related Case No. 3

Case Name(s): _____

Petitioner _____

Respondent _____

Case No.: _____ Division: _____

Type of Proceeding: [check **all** that apply]

- | | |
|--|--|
| <input type="checkbox"/> Dissolution of Marriage | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Adoption |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Modification/Enforcement/Contempt Proceedings |
| <input type="checkbox"/> Juvenile Dependency | <input type="checkbox"/> Juvenile Delinquency |
| <input type="checkbox"/> Termination of Parental Rights | <input type="checkbox"/> Criminal |
| <input type="checkbox"/> Domestic/Sexual/Dating/Repeat
Violence or Stalking Injunctions | <input type="checkbox"/> Mental Health |
| | <input type="checkbox"/> Other {specify} _____ |

State where case was decided or is pending: Florida Other: {specify} _____

Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): _____

Title of last Court Order/Judgment (if any): _____

Date of Court Order/Judgment (if any): _____

Relationship of cases check all that apply]:

- pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: _____

2. [check **one** only]

- I **do not** request coordination of litigation in any of the cases listed above.
- I **do** request coordination of the following cases: _____

3. [check **all** that apply]

- Assignment to one judge
- Coordination of existing cases
will conserve judicial resources and promote an efficient determination of these cases
because: _____.

4. The Petitioner acknowledges a continuing duty to inform the court of any cases in this or any other state that could affect the current proceeding.

Dated: _____

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

CERTIFICATE OF SERVICE

I **CERTIFY** that I delivered a copy of this Notice of Related Cases to the _____ County Sheriff's Department or a certified process server for service on the Respondent, and **[check all used]** () e-mailed () mailed () hand delivered, a copy to {name} _____, who is the **[check all that apply]** () judge assigned to new case, () chief judge or family law administrative judge, () {name} _____ a party to the related case, () {name} _____, a party to the related case on {date} _____.

Signature of Petitioner/Attorney for Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address(es): _____
Florida Bar Number: _____

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} _____.

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

Case No.: _____
Division: _____

IN RE: THE NAME CHANGE OF

Petitioner/Father,

Petitioner/Mother.

FINAL JUDGMENT OF CHANGE OF NAME (FAMILY)

This cause came before the Court on {date} _____, for a hearing on Petition for Change of Name under section 68.07, Florida Statutes, and it appearing to the Court that:

1. Petitioners are bona fide residents of _____ County, Florida;
2. a. _____ Petitioners are the parents of the minor child(ren) named in the petition;
b. _____ Petitioner is the parent of the minor child(ren) named in the petition, and the other parent has been properly notified and has either consented or failed to respond;
c. _____ Other: _____;
3. Petitioner's request is not for any ulterior or illegal purpose; and
4. Granting this petition will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise; it is

ORDERED that the:

present name(s)

be changed to

(1) _____

(1) _____

(2) _____

(2) _____

(3) _____

(3) _____

(4) _____

(4) _____

(5) _____

(5) _____

(6) _____

(6) _____

by which they shall hereafter be known.

DONE AND ORDERED on _____ in _____, Florida.

CIRCUIT JUDGE

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

JD PEACOCK II
CLERK OF CIRCUIT COURT AND COMPTROLLER

By: Deputy Clerk

Petitioner(s) (or his/her/their attorney)
Other: _____

FORM 1.998. FINAL DISPOSITION FORM

This form shall be filed by the prevailing party for the use of the Clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

I. CASE STYLE

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

Plaintiff/Petitioner

Case No. _____

Judge: _____

vs.

Defendant/Respondent

II. MEANS OF FINAL DISPOSITION (Place an "x" in one box for major category and one subcategory, if applicable, only)

- Dismissed Before Hearing
 - Dismissed Pursuant to Settlement – Before Hearing
 - Dismissed Pursuant to Mediated Settlement – Before Hearing
 - Other - Before Hearing
- Dismissed After Hearing
 - Dismissed Pursuant to Settlement – After Hearing
 - Dismissed Pursuant to Mediated Settlement – After Hearing
 - Other After Hearing – After Hearing
- Disposed by Default
- Disposed by Judge
- Disposed by Non-jury Trial
- Disposed by Jury Trial
- Other

DATE: _____

SIGNATURE OF ATTORNEY FOR PREVAILING PARTY

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 Rule 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}* _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(a), DISCLOSURE FROM NONLAWYER (11/12)

When should this form be used?

This form must be used when anyone who is **not** a lawyer in good standing with The Florida Bar helps you complete any Florida Family Law Form. Attorneys who are licensed to practice in other states but not Florida, or who have been disbarred or suspended from the practice of law in Florida, are nonlawyers for the purposes of the Florida Family Law Forms and instructions.

The nonlawyer must complete this form and both of you are to sign it before the nonlawyer assists you in completing any Family Law Form.

In addition, on any other form with which a nonlawyer helps you, the nonlawyer shall complete the nonlawyer section located at the bottom of the form unless otherwise specified in the instructions to the form. This is to protect you and be sure that you are informed in advance of the nonlawyer's limitations.

What should I do next?

A copy of this disclosure, signed by both the nonlawyer and the person, must be given to the person to retain and the nonlawyer must keep a copy in the person's file. The nonlawyer shall also keep copies for at least 6 years of all forms given to the person being assisted.

Special Notes

This disclosure form does **NOT** act as or constitute a waiver, disclaimer, or limitation of liability.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

DISCLOSURE FROM NONLAWYER

{Name} _____ told me that he/she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. {Name} _____, informed me that he/she is not a paralegal as defined by the rule and cannot call himself/herself a paralegal.

{Name} _____, told me that he/she may only type the factual information provided by me in writing into the blanks on the form. Except for typing, {name} _____

_____, may not tell me what to put in the form and may not complete the form for me. However, if using a form approved by the Supreme Court of Florida, {name} _____

_____, may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

[choose **one** only]

_____ I can read English.

_____ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by

{name} _____ in {language} _____, which I understand.

Dated: _____

Signature of Party

Signature of **NONLAWYER**

Printed Name: _____

Name of Business: _____

Address: _____

Telephone Number: _____

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.928, COVER SHEET FOR FAMILY COURT CASES (11/13)

When should this form be used?

The Cover Sheet for Family Court Cases and the information contained in it neither replace nor supplement the filing and service of pleadings or other documents as required by law. This form shall be filed by the petitioner/party opening or reopening a case for the use of the **clerk of the circuit court** for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

This form should be typed or printed in black ink. The petitioner must **file** this cover sheet with the first pleading or motion filed to open or reopen a case in all domestic and juvenile cases.

What should I do next?

Follow these instructions for completing the form:

- I. Case Style. Enter the name of the court, the appropriate case number assigned at the time of filing of the original petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of the petitioner(s) and respondent(s).
- II. Type of Action /Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed.
 - (A) Initial Action/Petition
 - (B) Reopening Case. If you check "Reopening Case," indicate whether you are filing a modification or supplemental petition or an action for enforcement by placing a check beside the appropriate action/petition.
 1. Modification/Supplemental Petition
 2. Motion for Civil Contempt/ Enforcement
 3. Other – All reopening actions not involving modification/supplemental petitions or petition enforcement.
- III. Type of Case. Place a check beside the appropriate case. If the case fits more than one category, select the most definitive. Definitions of the categories are provided below.
 - (A) Simplified Dissolution of Marriage- petitions for the termination of marriage pursuant to Florida Family Law Rule of Procedure 12.105.
 - (B) Dissolution of Marriage - petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.

- (C) Domestic Violence - all matters relating to injunctions for protection against domestic violence pursuant to section 741.30, Florida Statutes.
- (D) Dating Violence - all matters relating to injunctions for protection against dating violence pursuant to section 784.046, Florida Statutes.
- (E) Repeat Violence - all matters relating to injunctions for protection against repeat violence pursuant to section 784.046, Florida Statutes.
- (F) Sexual Violence - all matters relating to injunctions for protection against sexual violence pursuant to section 784.046, Florida Statutes.
- (G) Stalking-all matters relating to injunctions for protection against stalking pursuant to section 784.0485, Florida Statutes
- (H) Support - IV-D - all matters relating to child or spousal support in which an application for assistance has been filed with the Department of Revenue, Child Support Enforcement under Title IV-D, Social Security Act, except for such matters relating to dissolution of marriage petitions (sections 409.2564, 409.2571, and 409.2597, Florida Statutes), paternity, or UIFSA.
- (I) Support-Non IV-D - all matters relating to child or spousal support in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (J) UIFSA- IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has been filed under Title IV-D, Social Security Act.
- (K) UIFSA - Non IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (L) Other Family Court - all matters involving time-sharing and/or parenting plans relating to minor child(ren), support unconnected with dissolution of marriage, annulment, delayed birth certificates pursuant to Florida Statutes section 382.0195, expedited affirmation of parental status pursuant to Florida Statutes section 742.16, termination of parental rights proceedings pursuant to Florida Statutes section 63.087, declaratory judgment actions related to premarital, marital, post-marital agreements, or other matters not included in the categories above.
- (M) Adoption Arising Out Of Chapter 63 - all matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.
- (N) Name Change - all matters relating to name change, pursuant to section 68.07, Florida Statutes.
- (O) Paternity/Disestablishment of Paternity – all matters relating to paternity pursuant to Chapter 742, Florida Statutes.
- (P) Juvenile Delinquency - all matters relating to juvenile delinquency pursuant to Chapter 985, Florida Statutes.
- (Q) Petition for Dependency - all matters relating to petitions for dependency.
- (R) Shelter Petition – all matters relating to shelter petitions pursuant to Chapter 39, Florida Statutes.
- (S) Termination of Parental Rights Arising Out Of Chapter 39 – all matters relating to termination of parental rights pursuant to Chapter 39, Florida Statutes.
- (T) Adoption Arising Out Of Chapter 39 – all matters relating to adoption pursuant to Chapter 39, Florida Statutes.
- (U) CINS/FINS – all matters relating to children in need of services (and families in need of services) pursuant to Chapter 984, Florida Statutes.

ATTORNEY OR PARTY SIGNATURE. Sign the Cover Sheet for Family Court Cases. Print legibly the name of the person signing the Cover Sheet for Family Court Cases. Attorneys must include a Florida Bar number. Insert the date the Cover Sheet for Family Court Cases is signed. Signature is a certification that filer has provided accurate information on the Cover Sheet for Family Court Cases.

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 **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.

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. For further information, see Rule 12.100, Florida Family Law Rules of Procedure.

COVER SHEET FOR FAMILY COURT CASES

I. Case Style

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

Case No.: _____

Judge: _____

Petitioner

and

Respondent

II. Type of Action/Proceeding. Place a check beside the proceeding you are initiating. If you are simultaneously filing more than one type of proceeding against the same opposing party, such as a modification and an enforcement proceeding, complete a separate cover sheet for each action being filed. **If you are reopening a case, choose one of the three options below it.**

- (A) ___ Initial Action/Petition
- (B) ___ Reopening Case
 - 1. ___ Modification/Supplemental Petition
 - 2. ___ Motion for Civil Contempt/Enforcement
 - 3. ___ Other

III. Type of Case. If the case fits more than one type of case, select the most definitive.

- (A) ___ Simplified Dissolution of Marriage
- (B) ___ Dissolution of Marriage
- (C) ___ Domestic Violence
- (D) ___ Dating Violence
- (E) ___ Repeat Violence
- (F) ___ Sexual Violence
- (G) ___ Stalking
- (H) ___ Support IV-D (Department of Revenue, Child Support Enforcement)
- (I) ___ Support Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (J) ___ UIFSA IV-D (Department of Revenue, Child Support Enforcement)
- (K) ___ UIFSA Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (L) ___ Other Family Court
- (M) ___ Adoption Arising Out Of Chapter 63
- (N) ___ Name Change
- (O) ___ Paternity/Disestablishment of Paternity

- (P) ___ Juvenile Delinquency
- (Q) ___ Petition for Dependency
- (R) ___ Shelter Petition
- (S) ___ Termination of Parental Rights Arising Out Of Chapter 39
- (T) ___ Adoption Arising Out Of Chapter 39
- (U) ___ CINS/FINS

IV. Rule of Judicial Administration 2.545(d) requires that a Notice of Related Cases Form, Family Law Form 12.900(h), be filed with the initial pleading/petition by the filing attorney or self-represented litigant in order to notify the court of related cases. Is Form 12.900(h) being filed with this Cover Sheet for Family Court Cases and initial pleading/petition?

- ___ No, to the best of my knowledge, no related cases exist.
- ___ Yes, all related cases are listed on Family Law Form 12.900(h).

ATTORNEY OR PARTY SIGNATURE

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature _____ FL Bar No.: _____
 Attorney or party (Bar number, if attorney)

_____ (Type or print name) _____ (E-mail Address(es))

_____ Date

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}* _____.