

Sharon R. Bock

Clerk & Comptroller

Self Service Center

Your Guide Through The Courts



Index of Self Service Packets and Forms

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Self Service Center

The Palm Beach County Clerk & Comptroller's Self Service Center is your go-to source for help navigating through and representing yourself in court. In addition to providing legal forms in various areas of law, below are just a few of the services available at the Self Service Center:

Attorney Consultation	\$15.00 for 15 minutes (15 minute time blocks, up to 1 hour)
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Attorneys do not provide legal advice but will assist with procedural matters and form completion.

Community Resource Referral- pamphlets	Free
Photocopies prior to filing	\$.15/page
Photocopies after filing	\$1.00/page
Deputy Clerk Signing	\$3.50/signature
Notary signing	\$10.00/signature

Additionally, please visit one of the following locations to learn more and to file your case:

Palm Beach County Courthouse
205 N. Dixie Highway, Rm #1.25
West Palm Beach, Florida 33401
Self Service line: 561-355-7048

North County Courthouse
3188 PGA Blvd
Palm Beach Gardens, Florida 33410
561-624-6650

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, Florida 33444
561-274-1588

West County Courthouse
2950 State Road 15, Rm. #S-100
Belle Glade, Florida 33430
561-996-4843

Navigating Your Courts

The Florida State Courts System consists of the Florida Supreme Court, the state supreme court; five District Courts of Appeal, which are intermediate appellate courts; and two forms of trial courts: 20 circuit courts and 67 county courts. The circuit courts primarily handle felony criminal cases, civil cases where the amount in controversy is greater than \$15,000, probate matters, as well as appeals from county courts. Circuit courts also have jurisdiction over family matters, including domestic relations, juvenile dependency, and juvenile delinquency. County courts have jurisdiction over misdemeanor criminal cases, including violations of county and municipal ordinances, and civil cases whose value in controversy does not exceed \$15,000. Additionally, the Clerk of the Court serves as the County recorder and custodian of official records.



Self Service Packets by Court Division

All instructions and forms distributed by the Clerk & Comptroller are provided as a public service to people seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only and to assist self-represented litigants (pro se) with their cases. **Please note: packet and filing fee information are provided for each packet but additional costs may be required to bring your case before a judge.**



Civil cases are non-criminal proceedings in which individuals or businesses sue for damages or other relief from the court.

Circuit Civil

The Circuit Civil Division handles cases involving claims of \$15,001 or more, including bond validations, declaratory judgments, ejectments, eminent domain proceedings, injunctions, quiet title, and tax-related cases. Available Self Service packets:

- **Answer to Complaint for Mortgage Foreclosure (Packet #11), \$4.00, No filing fee**
 - This packet may be used to respond to a complaint for mortgage foreclosure and to admit or deny the allegations in the complaint. This packet may also be used to respond to a complaint to foreclose delinquent homeowner association assessments.
- **Motion to Vacate Order of Contempt (Packet #60), \$4.00, No filing fee**
 - This packet may be used to ask the court to enter an order vacating a previously entered order of contempt.
- **Verified Complaint for Ejectment from Real Estate (Packet #49), \$10.00, Filing fee: \$401.00**
 - This packet may be used by the owner of real property to ask the court to enter an order to remove a person occupying the owner's property, who is neither a tenant nor title holder to that property.

Single Forms:

Unless otherwise noted, a form costs \$1.00. **Please note: additional costs may be required to bring your case before a judge.**

- Application for Determination of Civil Indigent Status (#49) - no cost
- Blank Motion (#23)
- Civil Cover Sheet (#50)
- Motion for Default (#63)
- Notice of Appeal (#54)
- Owner's Claim for Mortgage Foreclosure Surplus (#56)

- Process Service Memorandum (#64)
- Sheriff Information Sheet (#13)
- Summons – Personal Service (#65)
- Witness Subpoena (#66)

County Civil

The County Civil Division handles cases involving claims up to and including \$15,000, such as evictions (landlord/tenant) and small claims proceedings. Available Self Service packets:

- **Complaint for Landlord to Evict Tenants for Failure to Comply with Rental Agreement (Other than Failure to Pay Rent) (Packet #66), \$10.00, Filing fee: \$185.00**
 - This packet may be used to ask the court to enter an order evicting a tenant for reasons other than for failure to pay rent.
- **Complaint for Tenant Eviction: Count I – To Recover Possession (Residential) (Packet #47), \$10.00, Filing fee: \$185.00**
 - This packet may be used to ask the court to enter an order evicting a tenant for failure to pay rent and for possession of the property.
- **Complaint for Tenant Eviction: Count I – To Recover Possession and Count II – For Damages (Residential) (Packet #48), \$10.00, Filing fee: \$185.00**
 - This packet may be used to ask the court to enter an order evicting a tenant for failure to pay rent, for possession of the property, and for recovery of damages (past due rent).
- **Replevin Statement of Claim (Packet #52), \$5.00, Filing fee: \$130.00**
 - This packet may be used to ask the court to enter an order to recover property, which is valued at \$5,000 or less.
- **Small Claims/Statement of Claim (Packet #46), \$5.00, Filing fee: varies from \$55.00 to \$300.00 (depending on the amount of the demand or value of the property).**
 - This packet may be used for civil actions when the demand or value of property involved does not exceed \$5,000. This packet should not be used to clear or obtain title for motor vehicles.
- **Statement of Claim for Return of (Stolen) Property (Packet #54), \$5.00, No filing fee**
 - This packet may be used to ask the court to enter an order to recover property from a third party (a pawnbroker).
- **Unlawful Detainer (Packet #59), \$10.00, Filing fee: \$185.00**
 - This packet may be used by a property owner to ask the court for relief from being turned out or deprived of possession of the property by an individual residing at the residence without consent or with withdrawn consent.

Single Forms:

Unless otherwise noted, a form costs \$1.00. **Please note: additional costs may be required to bring your case before a judge.**

- Affidavit as to Default in Stipulated Payment (#1)
- Affidavit of Military Status (#2)
- Application for Determination of Civil Indigent Status (#49) - no cost
- Blank Motion (#3)
- Civil Cover Sheet (#50)
- Complaint for Tenant Eviction: Count I/Possession (#4)
- Complaint for Tenant Eviction: Count I/Possession and Count II/Damages (#5)
- Final Judgment – Count I/Possession (#15)
- Final Judgment – Count II/Damages (#16)
- Motion for Default – Count I/Possession (#6)
- Motion for Default – Count II/Damages (#7)
- Notice of Appeal (#18)
- Notice of Voluntary Dismissal (#17)
- Notice to Defendant of Right Against Garnishment with attached Claim of Exemption (#57)- no cost
- Notice to Tenant – 3 Day (#8)
- Sheriff Information Sheet (#13)
- Summons – 5 Day Residential (#9)
- Summons – 5 Day Business (#10)
- Summons – 20 Day Residential (#11)
- Summons – 20 Day Business (#12)
- Witness Subpoena (#19)



Criminal cases are court proceedings where a person is charged with having committed a crime or offense and is brought to trial to determine his or her guilt or innocence.

Circuit Criminal

The Circuit Criminal Division handles major criminal (felony) cases where the resulting penalty can be death or imprisonment in a state penitentiary for one year or more. This division also hears appeals from the County Criminal Court.

County Criminal

The County Criminal Division handles minor criminal (misdemeanor) cases, criminal traffic matters, and municipal and county ordinance violations. These cases are punishable by imprisonment in a county jail for less than one year.

Available Self Service packet(s) for both Circuit and County Criminal Divisions:

- **Petition to Seal or Expunge Criminal Records (Adult) (Packet #50), \$5.00, Filing fee: \$42.00 (plus corresponding Florida Department of Law Enforcement fees)**
 - This packet may be used to request the court to seal or expunge a criminal record history. When a criminal history record is sealed, the public will not have access to it but certain governmental or related entities will. When a record has been expunged, the public will not have access to it but those entities which would have access to a sealed record will be informed of the record as expunged but not to the record itself.



Unified Family Court (U.F.C.) is a family court model with an integrated, comprehensive approach to resolving all cases involving children and families within the judicial system. Available Self Service packets:

Adoption

- **Joint Petition for Adoption by Stepparent (Packet #16), \$20.00, Filing fee: \$401.00**
 - This packet may be used by a stepparent to ask the court to enter an adoption order for his or her spouse's minor child.
- **Petition for Adoption Information (Packet #62), \$4.00, Filing fee: \$50.00**
 - This packet may be used to request release of relevant medical or social information on an adoptee but will not allow for the release of the identity of the birth parent(s).
- **Petition for Adoption of Adult by Stepparent (Packet #56), \$20.00, Filing fee: \$401.00**
 - This packet may be used by a stepparent to ask the court to enter an adoption order for his or her spouse's adult child.

Alimony and Support

- **Answer to Supplemental Petition with Dependent or Minor Child(ren) (Packet #22A), \$20.00, No filing fee**
 - Instead of filing a counterpetition, this packet may be used to respond to a supplemental petition for modification of parenting plan, time-sharing schedule, child support, or alimony and to admit or deny the allegations in the supplemental petition.



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- **Answer to Supplemental Petition with No Dependent or Minor Child(ren) (Packet #22), \$10.00, No filing fee**
 - Instead of filing a counterpetition, this packet may be used to respond to a supplemental petition for modification with no dependent or minor child(ren) and to admit or deny the allegations in the supplemental petition.
- **Joint Motion for Direct Payment Credit (Packet #45), \$4.00, No filing fee**
 - This packet may be used by parties with a current child support/alimony case who are not contracted with The Department of Revenue- Child Support Enforcement Unit (DOR) when both parties want to ask the court to give the obligor (party making payments) credit for a direct payment(s) made to the obligee (party receiving payments).
- **Motion for Temporary Support with No Dependent or Minor Child(ren) (Packet #31), \$4.00, No filing fee**
 - This packet may be used by:
 - The respondent or the petitioner in a pending dissolution of marriage action 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), and other relief; or
 - The petitioner in a pending action for support unconnected with a dissolution to ask the court to award temporary spousal support (alimony).
- **Notice of Change in Obligor's Employment/Payroll Cycle (Packet #43), \$4.00, No filing fee**
 - This packet may be used by a party with an existing income deduction order to ask the court to enter an order changing how payments are to be made (new employer, weekly, biweekly/every other week, twice per month or monthly).
- **Notice to Payor (Packet #53), \$4.00, No filing fee**
 - This packet may be used to alert the obligor's (party making payments) payor (employer) of the entry of an income deduction order that is effective immediately.
- **Petition for Support Unconnected with Dissolution of Marriage with Dependent or Minor Child(ren) (Packet #7), \$20.00, Filing fee: \$301.00**
 - This packet may be used to ask the court to enter a support order against a spouse who has the ability to contribute to the other spouse and minor child(ren), but has failed to do so. This packet may also be used if a dissolution of marriage has not been filed and based upon the time-sharing schedule, there is an entitlement of support. This petition cannot address the issues of property, debts, parental responsibility, or time-sharing with child(ren).

- **Petition for Support Unconnected with Dissolution of Marriage with No Dependent or Minor Child(ren) (Packet #8), \$20.00, Filing fee: \$301.00**
 - This packet may be used to ask the court to enter a support order when a dissolution of marriage with no dependent or minor child(ren) has not been filed and to request alimony. This petition does not address the issues of property or debts.
- **Supplemental Petition for Modification of Alimony (Packet #15), \$20.00, Filing fee: \$50.00**
 - This packet may be used to ask the court to enter an order changing an existing alimony obligation order (support order).

Child Custody, Timesharing, and Visitation

- **Affidavit and Motion for Commitment (Packet #25), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to ask the court to enforce a previously entered order of contempt.
- **Answer to Supplemental Petition with Dependent or Minor Child(ren) (Packet 22A), \$20.00, No filing fee**
 - Instead of filing a counterpetition, this packet may be used to respond to a supplemental petition for modification of parenting plan, time-sharing schedule, child support, or alimony and to admit or deny the allegations in the supplemental petition.
- **Emergency Verified Motion for Child Pick-Up Order (Packet #33), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to request that the court enter an emergency order directing the sheriff or other law enforcement officer to take the minor child(ren) from the person who currently has physical possession of the child(ren) and deliver the child(ren) to a person with a court order for custody or the birth mother when no court order exists on parental rights.
- **Motion for Civil Contempt and/or Return of Child(ren) (Packet #38), \$4.00, Filing fee: \$50.00**
 - This packet may be used to ask the court to enforce a previously entered court order, final judgment, or to request the return of the minor child(ren) who has been relocated in violation of section 61.13001, Florida Statutes.



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- **Motion for Order Permitting Relocation by Agreement (Packet #64), \$10.00, No filing fee**
 - This packet may be used by the parents and every other person entitled to access to, visitation, or time-sharing with the minor child(ren) when there is agreement to ask the court to permit the relocation of the minor child(ren).
- **Petition for Concurrent Custody by Extended Family (Packet #17A), \$20.00, Filing fee: \$401.00**
 - This packet may be used by an extended family member to ask the court for concurrent custody of the minor child(ren) pursuant to chapter 751, Florida Statutes. This packet should not be used by a parent seeking to establish parental responsibility or time-sharing with the minor child(ren).
- **Petition for Temporary Legal Custody by Extended Family (Packet #17), \$20.00, Filing fee: \$401.00**
 - This packet may be used by an extended family member to obtain temporary custody of the minor child(ren) pursuant to chapter 751, Florida Statutes. This packet should not be used by a parent seeking to establish parental responsibility or time-sharing with the minor child(ren).
- **Supplemental Petition to Permit Relocation with Minor Child(ren) (Packet #63), \$20.00, Filing fee: \$50.00**
 - This packet may be used to ask the court to permit the relocation of the principal residence of the petitioner with minor child(ren).
- **Supplemental Petition for Temporary Modification of Parenting Issues for Child(ren) of Parent Activated, Deployed, or Temporarily Assigned to Military Service (Packet #65), \$20.00, Filing fee: \$50.00**
 - This packet may be used when a parent seeks a temporary modification of an order establishing custody, visitation, a parenting plan, or time-sharing schedule because the parent is activated, deployed, or temporarily assigned to military service and the parent's ability to comply with the prior order (s) and time-sharing schedule is materially affected.
- **Verified Motion for Temporary Injunction to Prevent Removal of Minor Child(ren)/Denial of Passport Services (Packet #32), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to ask the court to enter an order that the minor child(ren) not be removed from the State of Florida while a case involving parenting or time-sharing is pending, that passport services for the minor child(ren) be prohibited, and/or that existing passports be turned over to the person making the motion.

Child Support

- **Affidavit and Motion for Commitment (Packet #25), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to ask the court to enforce a previously entered order of contempt.
- **Joint Motion to Make Support Payments Directly (Packet #44), \$4.00, No filing fee**
 - This packet may be used by parents with a current child support case and who are not contracted with The Department of Revenue- Child Support Enforcement Unit (DOR) to ask the court to relieve the Clerk from monitoring, handling, receiving or disbursing any monies.
- **Motion for Civil Contempt/Enforcement (Packet #24), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to ask the court to enforce a previously entered court order or final judgment.
- **Motion for Temporary Support with Dependent or Minor Child(ren) (Packet #30), \$4.00, No filing fee**
 - This packet may be used by:
 - The respondent or the petitioner in a pending dissolution of marriage action 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
 - The petitioner in a pending action for support unconnected with dissolution to ask the court to award temporary spousal support (alimony) and/or temporary child support.
- **Motion to Deviate from Child Support Guidelines (Packet #37), \$4.00, No filing fee**
 - This packet may be used to ask the court to enter an income deduction order for child support greater than or less than the amount required by the child support guidelines.
- **Notice of Change in Obligor's Employment/Payroll Cycle (Packet #43), \$4.00, No filing fee**
 - This packet may be used by a party with an existing income deduction order to ask the court to enter an order changing how payments are to be made (new employer, weekly, biweekly/every other week, twice per month or monthly).



- **Notice of Contest Re: Certified Statement of Delinquency and Impending Judgment (Packet #41), \$4.00, No filing fee**
 - This packet may be used by the obligor (person obligated to pay) to contest a notice of delinquency because there is no delinquency, there is a mistake as to the amount of the delinquency, or there is a mistake as to the identity of the obligor.
- **Notice of Contest Re: Notice of Delinquency of Child Support Obligation and Intent to Suspend Driver's License and Registration (Packet #42), \$4.00, No filing fee**
 - This packet may be used by the obligor (person obligated to pay) in a case involving The Department of Revenue-Child Support Enforcement Unit (DOR) if a notice of intent to suspend driver's license and registration is received and the obligor wishes to contest because there is no delinquency, there is a mistake as to the amount of the delinquency, or there is a mistake as to the identity of the obligor.
- **Notice of Contest Re: Notice of Intent to Suspend Driver's License and Registration (Packet #42A) (Not a Department of Revenue Case), \$4.00, No filing fee**
 - This packet may be used by the obligor (person obligated to pay) in a case not involving Department of Revenue-Child Support Enforcement Unit (DOR) if a notice of intent to suspend driver's license and registration is received and the obligor wishes to contest because there is no delinquency, there is a mistake as to the amount of the delinquency, or there is a mistake as to the identity of the obligor.
- **Notice to Payor (Packet #53), \$4.00, No filing fee**
 - This packet may be used to alert the obligor's (person obligated to pay) payor (employer) of the entry of an income deduction order that is effective immediately.
- **Obligee's Request to Suspend Driver's License and Motor Vehicle Registration (Packet #40), \$4.00, No filing fee**
 - This packet may be used the obligee (party receiving payments) to request the Clerk to suspend the obligor's (party making payments) driver's license and motor vehicle registration for nonpayment of child support. Child support must be paid through the court system and not paid directly to a party.
- **Petition to Disestablish Paternity and/or Terminate Child Support Obligation (Packet #61), \$10.00, Filing fee: \$50.00**
 - This packet may be used by a man wishing to disestablish paternity or terminate a child support obligation because he is not the biological father of the child(ren).



- **Petition to Supersede and/or Modify Administrative Child Support Order (Packet #67), \$20.00, Filing fee: \$301.00**
 - This packet may be used by either parent or a non-parent who has custody of the minor child(ren) to ask the court to supersede and/or modify an administrative child support order that has previously been established in an administrative hearing.
- **Supplemental Petition for Modification of Child Support (Packet #9), \$20.00, Filing fee: \$50.00**
 - This packet may be used to ask the court to change a previously entered child support obligation order.
- **Supplemental Petition to Modify Parenting Plan/Time Sharing Schedule, and Other Relief (Packet #10), \$20.00, Filing fee: \$50.00**
 - This packet may be used to ask the court to change the current parental responsibility, visitation, and/or parenting plan/time-sharing schedule.

Child Welfare

- **Motion for Appointment of Guardian Ad Litem (Packet #27), \$4.00, No filing fee**
 - This packet may be used by either party in a family law case involving parenting, time-sharing, or paternity of a minor child(ren) to request that the court appoint a guardian ad litem to represent the best interests of the minor child(ren).

Dissolution of Marriage

- **Answer to Petition and Counterpetition for Dissolution of Marriage with No Dependent or Minor Child(ren) (Packet #19), \$20.00, Filing fee: \$295.00**
 - This packet may be used to respond to a petition for dissolution of marriage with no dependent or minor child(ren). The answer portion of this form is used to admit or deny the allegations contained in the petition and the counterpetition portion is used to make a request to the court.
- **Answer to Petition and Counterpetition for Dissolution of Marriage with Dependent or Minor Child(ren) (Packet #19A), \$20.00, Filing fee: \$295.00**
 - This packet may be used to respond to a petition for dissolution of marriage with dependent or minor child(ren). The answer portion of this form is used to admit or deny the allegations contained in the petition and the counterpetition portion is used to make a request to the court.



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- **Answer to Petition and Counterpetition Dissolution of Marriage with Property but No Dependent or Minor Child(ren) (Packet #19B), \$20.00, Filing fee: \$295.00**
 - This packet may be used to respond to a petition for dissolution of marriage with property but no dependent or minor child(ren). The answer portion of this form is used to admit or deny the allegations contained in the petition and the counterpetition portion is used to make a request to the court.
- **Answer to Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (Packet #18A), \$20.00, No filing fee**
 - This packet may be used to respond a petition for dissolution of marriage with dependent or minor child(ren) and to admit or deny the allegations in the petition.
- **Answer to Petition for Dissolution of Marriage with No Dependent or Minor Child(ren) (Packet #18), \$10.00, No filing fee**
 - This packet may be used to respond to a petition for dissolution of marriage and to admit or deny the allegations in the petition.
- **Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage with no Dependent or Minor Child(ren) (Packet #2), \$10.00, No filing fee**
 - This packet may be used to respond to a petition for dissolution of marriage with dependent or minor child(ren). Additionally, filing this packet means admitting to all of the allegations in the petition, waiving any notifications of or appearance at the final hearing, and making a request for a copy of the final judgment to be mailed.
- **Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren) (Packet #2A), \$20.00, No filing fee**
 - This packet may be used to respond to a petition for dissolution of marriage with no dependent or minor child(ren). Additionally, filing this packet means admitting to all of the allegations in the petition, waiving any notifications of or appearance at the final hearing, and making a request for a copy of the final judgment to be mailed.
- **Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (Packet #5), \$20.00, Filing fee: \$409.00**
 - This packet may be used by either spouse to ask the court to enter an order dissolving the marriage when the couple has a dependent or minor child(ren) together or the wife is pregnant.



- **Petition for Dissolution of Marriage with No Dependent or Minor Child(ren) or Property (Packet #3), \$20.00, Filing fee: \$409.00**
 - This packet may be used by either spouse to ask the court to enter an order dissolving the marriage when the couple has no marital assets and/or marital liabilities. Additionally, this married couple has no minor child(ren) together nor is the wife pregnant.
- **Petition for Dissolution of Marriage with Property but No Dependent or Minor Child(ren) (Packet #4), \$20.00, Filing fee: \$409.00**
 - This packet may be used by a married couple to ask the court to enter an order dissolving the marriage when the spouses have marital assets and/or marital liabilities but do not have any minor child(ren) nor is the wife pregnant.
- **Petition for Simplified Dissolution of Marriage (Packet #1), \$20.00, Filing fee: \$409.00**
 - This packet may be used by a married couple to ask the court to enter an order dissolving the marriage when both parties agree on all issues and both can attend the hearing.

General

- **Answer to Counterpetition (Packet #23), \$4.00, No filing fee**
 - This packet may be used to respond to a counterpetition and to admit or deny the allegations in the counterpetition.
- **Emergency Motion (Packet #29A), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to make an emergency request to the court pursuant to Administrative Order 5.203-5/09 Emergency Hearing in Family Law Matters.
- **Exception to Report of the Magistrate (Packet #34), \$4.00, No filing fee**
 - This packet may be used to ask the court to enter an order addressing areas of disagreement with the Magistrate's Report.
- **Motion to Modify or Dissolve Temporary Injunction (Packet #36), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to ask the court to modify or dissolve a previously entered temporary injunction. This motion should not be used to dissolve a temporary injunction for protection against domestic violence.
- **Notice of Production from Nonparty (Packet #51), \$5.00, No filing fee**
 - This packet may be used to request copies of documents from a nonparty for purposes relating to this case.



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- **Notice of Voluntary Dismissal (Packet #39), \$4.00, No filing fee**
 - This packet may be used to request that the court dismiss your petition or counterpetition.
- **Objection to Order of Referral to the Magistrate (Packet #35), \$4.00, No filing fee**
 - This packet may be used to object to an order of referral to the Magistrate.
- **Standard Family Law Interrogatories for Modification Procedures (Packet #55A), \$10.00, No filing fee**
 - This packet may be used to alert the court of a request to the other party to answer certain standard questions in writing. These questions are called interrogatories and they must relate to the case.
- **Standard Family Law Interrogatories for Original Proceeding (Packet #55), \$10.00, No filing fee**
 - This packet may be used to alert the court of a request to the other party to answer certain standard questions in writing. These questions are called interrogatories, they must relate to the case, be used in original or enforcement proceedings.
- **Standard Motion (Packet #29), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used to make a general request to the court.

Juvenile

- **Petition to Seal or Expunge Juvenile Diversion/Criminal Records (Packet #50A), \$5.00 Filing fee: \$42.00 (plus corresponding Florida Department of Law Enforcement fees)**
 - This packet may be used to request the court seal or expunge a juvenile record history. When a juvenile criminal history record is sealed, the public will not have access to it but certain governmental or related entities will. When a record has been expunged, the public will not have access to it but those entities which would have access to a sealed record will be informed of the record as expunged but not to the record itself.

Mental Health

- **Motion for Psychological Evaluation (Packet #26), \$4.00, No filing fee**
 - This packet may be used to ask the court for a Psychological Evaluation for the minor child(ren) or the other parent when a case is currently pending and an issue concerning the child(ren) exists.

- **Baker Act (Packet #58), \$4.00, No filing fee**
 - This packet may be used to ask the court to enter an order to provide for an involuntary examination for a person who believed to have a mental illness and because of his or her mental illness:
 - The person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination; or
 - The person is unable to determine for himself or herself whether examination is necessary; and
 - Without care and treatment, the person is likely to suffer from neglect or refuse to care for himself or herself, such neglect or refusal poses a real and present threat of substantial harm to his or her well-being, and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services; or
 - There is substantial likelihood that without care or treatment, he or she will cause serious bodily harm to himself or herself or others in the near future as evidenced by recent behavior.
- **Marchman Act (Packet #57), \$4.00 No filing fee.**
 - This packet may be used to obtain a court order to provide for involuntary assessment, stabilization, and treatment for a person who is in need of substance abuse treatment and has refused services on his or her own.

Name Change

- **Petition for Change of Name (Adult) (Packet #13), \$10.00, Filing fee: \$401.00**
 - This packet may be used to ask the court to enter an order for the name change of an adult but cannot be used in connection with a dissolution of marriage or for adoption of child(ren).
- **Petition for Change of Name (Family) (Packet #14), \$10.00, Filing fee: \$401.00**
 - This packet may be used to ask the court to enter an order for the name change of a family but cannot be used in connection with a dissolution of marriage, paternity, or adoption action.
- **Petition for Change of Name [Minor Child(ren)] (Packet #12), \$10.00, Filing fee: \$401.00**
 - This packet may be used to ask the court to enter an order for the name change of minor child(ren) but cannot be used in connection with an adoption, dissolution of marriage, or paternity action.



Paternity

- **Answer to Petition and Counterpetition to Determine Paternity and for Related Relief (Packet #21), \$20.00, Filing fee: \$295.00**
 - This packet may be used to respond to a petition to determine paternity and to ask the court to enter order for something different than what was requested in the petition, such as parental responsibility, time-sharing, and child support.
- **Answer to Petition to Determine Paternity and for Related Relief (Packet #20), \$20.00, No filing fee**
 - This packet may be used to respond to a petition to determine paternity and to admit or deny the allegations contained in the petition.
- **Motion for Scientific Paternity Testing (Packet #28), \$4.00, Filing fee: \$50.00 if this case is reopened**
 - This packet may be used when the mother or alleged father wants the court to order a scientific paternity test to determine the paternity of a minor child(ren).
- **Petition to Determine Paternity and for Related Relief (Packet #6), \$20.00, Filing fee: \$301.00**
 - This packet may be used by a birth mother or father to ask the court to establish paternity, a time-sharing schedule, and/or child support of the minor child(ren).
- **Petition to Disestablish Paternity and/or Terminate Child Support Obligation (Packet #61), \$10.00, Filing fee: \$50.00**
 - This packet may be used by a man wishing to disestablish paternity or terminate a child support obligation because he is not the biological father of the child(ren).

Single Forms:

Unless otherwise noted, forms cost \$1.00. **Please note: additional costs may be required to bring your case before a judge.**

- Affidavit of Corroborating Witness (#20)
- Affidavit of Diligent Search – Paternity (#59)
- Affidavit of Diligent Search – Stepparent Adoption (#60)
- Affidavit of Diligent Search and Inquiry – Dissolution of Marriage (#21)
- Answer, Waiver, and Request for Copy of Final Judgment (#22)
- Application for Determination of Civil Indigent Status (#49) - no cost
- Blank Motion (#14)
- Certificate of Compliance with Mandatory Disclosure (#24)
- Civil Cover Sheet (#61)
- Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit (#25)
- Financial Affidavit – Short Form/less than \$50,000 (#26) -\$2.00
- Financial Affidavit – Long Form/more than \$50,000 (#27) -\$2.00
- Marital Settlement Agreement Simplified (#28) -\$2.00

- Marital Settlement Agreement with Children (#29) -\$2.00
- Marital Settlement Agreement with Property but No Children (#30) -\$2.00
- Memorandum for Certificate of Military Service (#51)
- Model Parental Time Sharing Schedule – less than 45 miles/within state (#31) -\$2.00
- Model Parental Time Sharing Schedule – more than 45 miles/within state (#32) - \$2.00
- Model Parental Time Sharing Schedule – out of state (#33) -\$2.00
- Motion for Default (#34)
- Motion for Mediation (#35)
- Motion to Set Aside Default or Default Final Judgment (#36)
- Nonmilitary Affidavit (#46)
- Notice for Trial (#37)
- Notice of Action – Paternity (#38)
- Notice of Action for Dissolution of Marriage (#39)
- Notice of Current Address (#40)
- Notice of Filing Child Support Guidelines with Worksheet (#41)
- Notice of Hearing (#42)
- Notice of Related Cases (#62)
- Notice of Social Security Number (#43)
- Notice of Voluntary Dismissal (#52)
- Parenting Plan (#67)
- Pre-Trial Statement (#44)
- Process Service Memorandum (#45)
- Sheriff Information Sheet – Contempt (#68)
- Standard Family Law Interrogatories for Original Enforcement Proceedings (#53) - \$2.00
- Summons – Personal Service (#47)
- Testimony at Final Hearing (#55)
- Witness Subpoena (#48)

Probate

- **Disposition of Property without Administration (Packet #68), Free, Filing fee: \$232.00**
 - This packet should be used to initiate an informal application to the court to authorize the payment, transfer, or disposition of the personal property belonging to the Decedent. A “descendant” is a person in any generational level down the applicable individual’s descending line and includes children, grandchildren, and more remote descendants.