

FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY
PETITIONER or RESPONDENT

**SUPPLEMENTAL PETITION TO MODIFY PARENTING
PLAN/TIMESHARING SCHEDULE (401)**

Self-represented individuals are provided this checklist as part of the Family Law Self-Help Program for Charlotte County. This covers the basic procedural requirements for RE-OPENING the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only from a licensed attorney. However, if you choose to represent yourself, this checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES). The forms referenced below may be downloaded free of charge from WWW.FLCOURTS.ORG. A pre-printed packet of these forms may be purchased from the Clerk of Courts-CIVIL (Justice Center/Floor 1) at a nominal cost (REQUEST **PACKET #401**).

If you purchase the packet, you should separate the included forms to better organize your efforts and to ensure all forms/instructions are included. You may schedule an appointment with a Family Law Case Manager staff to have your documents notarized and copied at no cost.

REVIEW:

General Information for Self-Represented Litigants (12/2010) (as provided in Clerk's packet or on-line)

COMPLETE and FILE:

- ☐ **Cover Sheet for Family Court Cases** [Form 12.928]
- ☐ **Notice of Related Cases** [Form 12.900(h)]
- ☐ **Notice of Current Address** [Form 12.915]
- ☐ **Supplemental Petition to Modify Parenting Plan/ Time-Sharing Schedule and Other Relief** [FORM 12.905(a)]
- ☐ **Financial Affidavit** [Form 12.902(b) or 12.902(c)] – choose the proper form based on YOUR annual income. (Short Form provided in this packet)
- ☐ **Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit** [Form 12.902(d)]
- ☐ **Certificate of Compliance with Mandatory Disclosure** [Form 12.932]
(DUE WITHIN 45 DAYS OF SERVICE, unless waived by both Parties...actual documents (tax returns, pay stubs etc.) should not be filed in the court file, but provided directly to the other Party)
- ☐ **Parenting Plan** [Form 12.995 (a)]. May be filed as proposed by one Party, or as an agreed plan if both Parties sign.

OR: ☐ **Supervised/Safety Focused Parenting Plan** [Form 12.995 (b)]. Used in cases when child(ren) cannot be safely alone with the other parent.

OR: ☐ **Relocation/Long Distance Parenting Plan** [Form 12.995 (c)]
Used when planning to relocate more than 50 miles from the current principal place of residence.
- ☐ **Child Support Guidelines Worksheet** [12.902 (e)]
Either Party may file this worksheet after both financial affidavits have been filed.
- ☐ **Summons: Personal Service on an Individual** [Form 12.910(a)].
(Not required if the other party has signed a waiver of service.)

ADDITIONAL INFORMATION:

- **Original forms are to be filed with the Clerk of Court - Civil/Family (Justice Center/1st floor).**
- **The Clerk of Court will advise you of the required fees for re-opening, summons and service.**