

## **SELF-HELP SERVICES FOR RESPONDENTS** (Page 1)

The FAMILY LAW SELF-HELP PROGRAM for Charlotte County no longer has full-time staff assigned to assist self-represented (pro se) litigants. In an effort to continue providing limited self-help assistance, this form has been developed for your use. Procedures for filing papers in a Family Law case will require you to have contact with staff from the Clerk of Courts and/or Court Administration.

**Employees in the Clerk's Office/Court Administration are not lawyers – they do NOT represent you. Staff are NOT PERMITTED to fill out your forms and may not provide legal advice.**

You have **20 calendar days** after the summons is served on you to file a written response to the complaint/petition with the clerk of this circuit court. Each of the following case-types have Standing Orders and Notice of Case Management Conference (CMC) issued at time of filing, and provided to you, the RESPONDENT, at time of service.

This checklist is designed to help you decide which forms you will need to file, as required in your Family Law case in Charlotte County. After reviewing the options below, you may take this checklist to the Clerk of Courts - CIVIL office (Justice Center - 1<sup>st</sup> Floor); and you may purchase the pre-printed packet for a nominal fee. All forms may also be downloaded at no cost at [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG). Refer to the separate packet worksheet (available in the Justice Center Law Library - ground floor) for specific forms. All forms include instructions from the Florida Supreme Court for proper completion and filing.

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### **RESPONDENT PACKET NUMBER and TYPE OF CASE:**

#### **\_\_\_\_\_ 105 - DIVORCE – ANSWER & WAIVER (UNCONTESTED)**

This set of forms should be used when you have been served with a petition for dissolution of marriage and you do not wish to contest it or appear at a hearing. You are admitting all of the allegations in the petition, saying that you do not need to be notified of or appear at the final hearing, and that you would like a copy of the final judgment mailed to you.

#### **\_\_\_\_\_ 106 A - DIVORCE – ANSWER WITH DEPENDENT CHILDREN**

This set of forms should be used when you have been served with a petition for dissolution of marriage with dependent child(ren), and you wish to admit or deny some/all of the allegations in the petition but you do not plan to file a counterpetition seeking relief.

#### **\_\_\_\_\_ 106 B – DIVORCE – ANSWER NO DEPENDENT CHILDREN**

This set of forms should be used when you have been served with a petition for dissolution of marriage without dependent child(ren), and you wish to admit or deny some/all of the allegations in the petition but you do not plan to file a counterpetition seeking relief.

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## **SELF-HELP SERVICES FOR RESPONDENTS** (Page 2)

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### **PACKET NUMBER and TYPE OF CASE:**

#### **\_\_\_\_\_ 107 A- DIVORCE – ANSWER & COUNTERPETITION WITH DEPENDENT CHILDREN**

This set of forms should be used when you are responding to a petition for dissolution of marriage with dependent or minor child(ren) and you are asking the court for something not contained in the petition. **(Filing fees apply)**

#### **\_\_\_\_\_ 107 B - DIVORCE – ANSWER & COUNTERPETITION WITH PROPERTY - NO CHILDREN**

This set of forms should be used when you are responding to a petition for dissolution of marriage with property, but no dependent or minor child(ren) and you are asking the court for something not contained in the petition. **(Filing fees apply)**

#### **\_\_\_\_\_ 107 C - DIVORCE – ANSWER and COUNTERPETITION - NO PROPERTY - NO CHILDREN**

This set of forms should be used when you are responding to a petition for dissolution of marriage with no dependent or minor child(ren) or property, but you are asking the court for something not contained in the petition. **(Filing fees apply)**

#### **\_\_\_\_\_ 202 – PATERNITY ANSWER**

This set of forms should be used when you are responding to a petition to determine paternity. You may admit or deny some/all allegations contained in the petition. However, if you wish to ask the court for things not included in the petition, such as, parental responsibility and time-sharing or child support, you should file an Answer to Petition and Counterpetition to Determine Paternity and for Related Relief (SEE PACKET # 203).

#### **\_\_\_\_\_ 203 – PATERNITY ANSWER and COUNTERPETITION**

This set of forms should be used when you are responding to a petition to determine paternity and asking the court for something different than what was in the petition, such as parental responsibility, time-sharing, and child support. The other party has 20 days to answer your counterpetition after being served with your counterpetition. **(Filing fees apply)**