

LAKE COUNTY CLERK OF CIRCUIT COURT
550 WEST MAIN STREET
P. O. BOX 7800
TAVARES, FLORIDA 32778-7800
(352) 742-4100

**JOINT STIPULATION TO MODIFY PARENTAL RESPONSIBILITY,
SUPPORT, AND VISITATION**

A PARENTING PLAN MUST BE ATTACHED

NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A
MEMBER IN GOOD STANDING OF THE FLORIDA BAR

This package is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only.

We do not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedures exactly or accept each and every form drafted. Any person using these instructions and forms does so at his/her own risk.

Please note that Florida law prevents our staff from providing legal advice.

AFTER all forms are filled out and **NOTARIZED** you must have them reviewed by **Family Court Case Management**, which is located on the 4th Floor of the Lake County Judicial Center. You **DO NOT** need to schedule an appointment to have your paperwork reviewed.

I. REVIEW OF DOCUMENTS WITH FAMILY COURT CASE MANAGEMENT

Additional items to bring for review with Family Court Case Management

- Two (2) stamped envelopes
 - a. One addressed to the Petitioner
 - b. One addressed to the Respondent

What this package contains

- Joint Stipulation to Modify Parental Responsibility, Support, and Visitation.
- Notice of Related Cases
- Parenting Plan

How this package may be used

- This form is to be used when BOTH parties are in agreement to change child custody, child support, and visitation. All three issues must be addressed in this Joint Stipulation. Parties cannot change any support that is owed to DOR Child Support Enforcement.

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

THIS IS A SWORN AFFIDAVIT AND MUST BE SIGNED BEFORE A NOTARY

Signature of Petitioner
Address _____

Signature of Respondent
Address _____

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to or affirmed and signed before me on this _____ day of _____,
20____, by _____.

_____ Personally Known
_____ Produced Identification
_____ Driver License No. _____

NOTARY PUBLIC/ DEPUTY CLERK

Print, type, or stamp commissioned
Name of notary or deputy clerk

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to or affirmed and signed before me on this _____ day of _____,
20____, by _____.

_____ Personally Known
_____ Produced Identification
_____ Driver License No. _____

NOTARY PUBLIC/ DEPUTY CLERK

Print, type, or stamp commissioned
Name of notary or deputy clerk

DISCLAIMER

Family Law Form 12.9 -- has not been approved by the Florida Supreme Court. The Lake County Family Law Judges have approved this form to be used until the Florida Supreme Court has released their approved form.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.9--
PARENTING PLAN

When should this form be used?

A **Parenting Plan** is required in all cases involving **time-sharing** with minor child(ren), even when time-sharing is not in dispute. This form or a similar form should be used in the development of a Parenting Plan. If the case involves **supervised time-sharing**, the **Supervised/Safety Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.9-- or a similar form should be used.

This form should be typed or printed in black ink. If an agreement has been reached, **both** parties must sign the Parenting Plan and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial (final hearing)**. If an agreed Parenting Plan is not filed by the parties, the Court shall establish a Plan.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in **“bold underline”** in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and the instructions for the petition and/or answer that were filed in this case.

Special notes...

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

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

The best interests of the child(ren) is the primary consideration in the Parenting Plan. In creating the Parenting Plan, all circumstances between the parties, including the parties’ historic relationship, domestic violence, and other factors must be taken into consideration. Determination of the best interests of the child(ren) shall be made by evaluating all of the factors affecting the welfare and interest of the minor child(ren), including, but not limited to:

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

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

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

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

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these

forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

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

Case No: _____
Division: _____

Petitioner,
and

Respondent.

PARENTING PLAN

This parenting plan is: (✓ Choose only one)

- A Parenting Plan submitted to the court with the agreement of the parties.
 A proposed Parenting Plan submitted by or on behalf of:
(Parent's Name) _____.
 A Parenting Plan established by the court.

This parenting plan is: (✓ Choose only one)

- A final Parenting Plan established by the court.
 A temporary Parenting Plan established by the court.
 A modification of a prior final Parenting Plan or prior final order.

I. PARENTS

Mother

Name: _____
Address: _____
Telephone Number: _____
E-Mail: _____

Father

Name: _____
Address: _____
Telephone Number: _____
E-Mail: _____

II. CHILDREN: This parenting plan is for the following child(ren) born to, or adopted by the parties: (*add additional lines as needed*)

<u>Name</u>	<u>Date of Birth</u>	<u>Sex</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. JURISDICTION

The United States is the country of habitual residence of the child(ren).

The State of Florida is the child(ren)'s home state for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act.

This Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. ss 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980, and for all other state and federal laws.

Other: _____.

IV. PARENTAL RESPONSIBILITY AND DECISION MAKING

1. **Parental Responsibility (✓ Choose only one)**

Shared Parental Responsibility.

It is in the best interests of the child(ren) that the parents confer and **jointly** make all major decisions affecting the welfare of the child(ren). Major decisions include, but are not limited to, decisions about the child(ren)'s education, healthcare, and other responsibilities unique to this family.

OR

Shared Parental Responsibility with Decision Making Authority

It is in the best interests of the child(ren) that the parents confer and attempt to agree on the major decisions involving the child(ren). If the parents are unable to agree, the authority for making major decisions regarding the child(ren) shall be as follows:

Education/Academic decisions	[] Mother	[] Father
Non-emergency health care	[] Mother	[] Father
Religion/Religious Training	[] Mother	[] Father
_____	[] Mother	[] Father
_____	[] Mother	[] Father
_____	[] Mother	[] Father

OR

Sole Parental Responsibility:

It is in the best interests of the child(ren) that the [] Mother [] Father shall have sole authority to make major decisions for the child(ren.)

2. **Day-to-Day Decisions**

Each parent shall make decisions regarding day-to-day care and control of each child while the child is with that parent. Regardless of the allocation of decision making in the parenting plan, either parent may make emergency decisions affecting the health or safety of the child(ren) when the child is residing with that parent. A parent who makes an emergency decision shall share the decision with the other parent as soon as reasonably possibly.

3. **Extra-curricular Activities (✓ Choose all that apply)**

- Either parent may register the child(ren) and allow them to participate in the activity of the child(ren)'s choice.
- The parents must mutually agree to all extra-curricular activities.
- The parent with the minor child(ren) shall transport the minor child(ren) to and/or from all mutually agreed upon extra-curricular activities, providing all necessary uniforms and equipment within the parent's possession.
- The costs of the extra-curricular activities shall be paid by:
Mother _____% Father _____%
- The uniforms and equipment required for the extra-curricular activities shall be paid by:
Mother _____% Father _____%
- Other: _____ .

V. INFORMATION SHARING. Unless otherwise indicated or ordered by the Court:

Both parents shall have access to medical and school records pertaining to the child(ren) and shall be permitted to independently consult with any and all professionals involved with the child(ren). The parents shall cooperate with each other in sharing information related to the health, education, and welfare of the child(ren) and they shall sign any necessary documentation ensuring that both parents have access to said records.

Each parent shall be responsible for obtaining records and reports directly from the school and health care providers.

Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren).

Both parents shall have equal and independent authority to confer with the child(ren)'s school, day care, health care providers, and other programs with regard to the child(ren)'s educational, emotional, and social progress.

Both parents shall be listed as "emergency contacts" for the child(ren).

Each parent has a continuing responsibility to provide a residential, mailing, or contact address and contact telephone number to the other parent. Each parent shall notify the other parent in writing within 24 hours of any changes. Each parent shall notify the court in writing within seven (7) days of any changes.

Other: _____
_____.

VI. SCHEDULING

1. School Calendar

If necessary, on or before _____ of each year, both parents should obtain a copy of the school calendar for the next school year. The parents shall discuss the calendars and the time-sharing schedule so that any differences or questions can be resolved.

The parents shall follow the school calendar of: (✓ Choose all that apply)

- the oldest child
- the youngest child
- the school calendar for _____ County
- the school calendar for _____ School

2. Academic Break Definition

When defining academic break periods, the period shall begin at the end of the last scheduled day of classes before the holiday or break and shall start on the first day of regularly scheduled classes after the holiday or break.

3. Schedule Changes (✓ Choose all that apply)

- A parent making a request for a schedule change will make the request as soon as possible, but in any event, except in cases of emergency, no less than _____ before the change is to occur.
- A parent requesting a change of schedule shall be responsible for any additional child care, or transportation costs caused by the change.
- Other _____.

VII. TIME-SHARING SCHEDULE

1. Weekday and Weekend Schedule

The following schedule shall apply beginning on _____ with the [] Mother [] Father and continue as follows:

- A. The child(ren) shall spend time with the **Mother** on the following dates and times:

WEEKENDS: Every Every Other Other (specify) _____

From _____ to _____.

WEEKDAYS: Specify days _____

From _____ to _____.

OTHER: (Specify) _____

_____.

- B. The child(ren) shall spend time with the **Father** on the following dates and times:

WEEKENDS: Every Every Other Other (specify) _____

From _____ to _____.

WEEKDAYS: Specify days _____

From _____ to _____.

OTHER: (Specify) _____

_____.

- C. **Check box if there is a different time sharing schedule for any child. Complete a separate Attachment for each child for whom there is a different time sharing schedule.**

There is a different time-sharing schedule for the following child(ren) in Attachment ____.

_____, and _____.
(Name of Child) (Name of Child)

2. Holiday Schedule (✓ Choose only one)

No holiday time sharing shall apply. The regular time-sharing schedule set forth above shall apply.

Holiday time-sharing shall be as the parties agree.

Holiday time-sharing shall be in accordance with the following schedule. The Holiday schedule will take priority over the regular weekday,

weekend, and summer schedules. Fill in the blanks with Mother or Father to indicate where the child(ren) will be for the holidays. Provide the beginning and ending times. If a holiday is not specified as even, odd, or every year with one parent, then the child(ren) will remain with the parent in accordance with the regular schedule

<u>Holidays</u>	<u>Even Years</u>	<u>Odd Years</u>	<u>Every Year</u>	<u>Begin/End Time</u>
Mother's Day	_____	_____	_____	_____
Father's day	_____	_____	_____	_____
President's Day	_____	_____	_____	_____
Martin Luther King Day	_____	_____	_____	_____
Easter	_____	_____	_____	_____
Passover	_____	_____	_____	_____
Memorial Day Weekend	_____	_____	_____	_____
4 th of July	_____	_____	_____	_____
Labor Day Weekend	_____	_____	_____	_____
Columbus Day Weekend	_____	_____	_____	_____
Halloween	_____	_____	_____	_____
Thanksgiving	_____	_____	_____	_____
Veteran's Day	_____	_____	_____	_____
Hanukkah	_____	_____	_____	_____
Yom Kippur	_____	_____	_____	_____
Rosh Hashanah	_____	_____	_____	_____
Child(ren)'s Birthdays	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This holiday schedule may affect the regular Time-Sharing Schedule. Parents may wish to specify one or more of the following options:

- When the parents are using an alternating weekend plan and the holiday schedule would result in one parent having the child(ren) for three weekends in a row, the parents will exchange the following weekend, so that each has two weekends in a row before the regular alternating weekend pattern resumes.
- If a parent has the child(ren) on a weekend immediately before or after an unspecified holiday or non-school day, they shall have the child(ren) for the holiday or non-school day.

3. **Winter Break**

A. Entire Winter Break (✓ Choose only one)

- The [] Mother [] Father shall have the child(ren) from the day and time school is dismissed until December _____ at ____ a.m./p. m in [] odd-

numbered years [] even-numbered years [] every year. The other parent will have the children for the second portion of the Winter Break. The parties shall alternative the arrangement each year.

The [] Mother [] Father shall have the child(ren) for the entire Winter Break during [] odd-numbered years [] even-numbered years [] every year.

Other: _____

_____.

B. Specific Winter Holidays

If not addressed above, the specific Winter Holidays such as Christmas, New Year's Eve, Hanukkah, Kwanzaa, etc. and shall be shared as follows:

_____.

4. Spring Break (✓ Choose only one)

The parents shall follow the regular schedule.

The parents shall alternate the entire Spring Break with the Mother having the child(ren) during the [] odd-numbered years [] even numbered years.

The [] Father [] Mother shall have the child(ren) for the entire Spring Break every year.

The Spring Break will be evenly divided. The first half of the spring Break will go to the parent whose regularly scheduled weekend falls on the first half and the second half going to the parent whose weekend falls during the second half.

Other: _____.

5. Summer Break (✓ Choose only one)

The parents shall follow the regular schedule through the summer.

The [] Mother [] Father shall have the entire Summer Break from _____ after school is out until _____ before school starts.

The parents shall equally divide the Summer Break. During [] odd-numbered years [] even numbered years, the [] Mother [] Father shall have the children from _____ after school is out until _____. The other parent shall have the child(ren) for the second one-half of the summer break. The parents shall alternate the first and second one-halves each year unless otherwise agreed. During the extended periods of time-sharing, the other parent shall have the child(ren) _____.

Other: _____
_____.

6. Number of Overnights:

Based upon the time-sharing schedule, the Mother has a total of _____ overnights per year and the Father has a total of _____ overnights per year. **Note: The two numbers must equal 365.**

_____ **7. If not set forth above,** the parties shall have time-sharing in accordance with the schedule which is attached and incorporated herein.

VIII. TRANSPORTATION AND EXCHANGE OF CHILD(REN)

1. Transportation (✓ Choose only one)

The [] Mother [] Father shall provide all transportation.

The parent beginning their time-sharing shall provide transportation for the child(ren).

The parent ending their time-sharing shall provide transportation for the child(ren).

Other: _____.

2. Exchange (✓ Choose only one)

Both parents shall have the child(ren) ready on time with sufficient clothing packed and ready at the agreed upon time of exchange. If a parent is more than _____ minutes late without contacting the other parent to make other arrangements, the parent with the child(ren) may proceed with other plans and activities.

Exchanges shall be at Mother's and Father's homes unless both parents agree to a different meeting place.

Exchanges shall occur at _____
_____ unless both parties agree in advance to a different meeting place.

Other: _____.

3. Transportation Costs (✓ Choose only one)

Transportation costs are included in the Child Support Worksheets and/or the Order for Child Support and should not be included here.

The Mother shall pay _____% and the Father shall pay _____ % of the transportation costs.

Other: _____.

4. Foreign and Out-Of-State Travel (✓ Choose only one)

Either parent may travel with the child(ren) during his/her time-sharing. The parent traveling with the child(ren) shall give the other parent at least ____ days written notice before traveling out of state unless there is an emergency, and shall provide the other parent with a detailed itinerary, including locations and telephone numbers where the child(ren) and parent can be reached at least ____ before traveling.

Either parent may travel out of the country with the child(ren) during his/her time-sharing. At least ____ days prior to traveling, the parent shall provide a detailed itinerary, including locations, and telephone numbers where the child(ren) and parent may be reached during the trip. Each parent agrees to provide whatever documentation is necessary for the other parent to take the child(ren) out of the country.

If a parent wishes to travel out of the country with the child(ren), he/she shall provide the following security for the return of the child _____
_____.

Other _____.

IX. EDUCATION

1. **School designation.** For school and school district purposes, the [] Mother [] Father's address shall be designated.

2. (If Applicable) The following provisions are made regarding private or home schooling:

3. **Other.** _____

_____.

X. DESIGNATION FOR OTHER LEGAL PURPOSES

The child(ren) named in this Parenting Plan are scheduled to reside the majority of the time with the [] Mother [] Father. This majority designation is SOLELY for purposes of all other state and federal laws which require such a designation. **This designation does not affect either parent's rights and responsibilities under this parenting plan.**

XI. COMMUNICATION

1. Between Parents

All communications regarding the child(ren) shall be between the parents. The parents shall not use the child(ren) as messengers to convey information, ask questions, or set up schedule changes.

The parents shall communicate with each other by: (✓ Choose all that apply)

- in person
 by telephone
 by letter
 by e-mail
 Other: _____.

2. Between Parent and Child(ren)

Both parents shall keep contact information current. Telephone or other electronic communication between the child(ren) and the other parent shall not be monitored by or interrupted by the other parent. "Electronic communication" includes telephones, electronic mail or e-mail, webcams, video-conferencing equipment and software or other wired or wireless technologies or other means of communication to supplement face-to face contact.

The child(ren) may have [] telephone [] e-mail [] other electronic communication in the form of _____ with the other parent: (✓ Choose only one)

- Anytime
 Every day during the hours of _____ to _____.

- On the following days _____ during the hours of _____ to _____.
- Other: _____.

3. Costs of Electronic Communication shall be addressed as follows:

XII. CHILD CARE (✓ Choose only one)

- Each parent may select appropriate child care providers
- All child care providers must be agreed upon by both parents.
- Each parent must offer the other parent the opportunity to care for the child(ren) before using a child care provider for any period exceeding _____ hours.
- Other _____.

XIII. CHANGES OR MODIFICATIONS OF THE PARENTING PLAN

This Parenting Plan may be modified or varied on a temporary basis when both parents agree in writing. When the parents do not agree, the Parenting Plan remains in effect until further order of the court.

Any substantial changes to the Parenting Plan must be sought through the filing of a supplemental petition for modification.

XIV. RELOCATION

Any relocation of the child(ren) is subject to and must be sought in compliance with s. 61.13001, Fla. Stat.

XV. DISPUTES OR CONFLICT RESOLUTION

Parents shall attempt to cooperatively resolve any disputes which may arise over the terms of the Parenting Plan. The parents may wish to use mediation or other dispute resolution methods and assistance, such as Parenting Coordinators and Parenting Counselors, before filing a court action.

XVI. OTHER PROVISIONS

SIGNATURE OF PARENTS

I certify that I have been open and honest in entering into this Parenting Plan. I am satisfied with this Plan and intend to be bound by it.

Dated: _____

Signature of Mother

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

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

I certify that I have been open and honest in entering into this settlement agreement. I am satisfied with this agreement and intend to be bound by it.

Dated: _____

Signature of Father

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

STATE OF FLORIDA
COUNTY OF

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]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{Wife's name}* _____,
who is the [**one** only] ___ petitioner **or** ___ respondent, fill out this form

ORDER OF THE COURT

IT IS HEREBY ORDERED AND ADJUDGED THAT THE PARENTING PLAN SET FORTH ABOVE IS ADOPTED AND ESTABLISHED AS AN ORDER OF THIS COURT.

ORDERED ON _____.

CIRCUIT JUDGE

COPIES TO:

Father (or his Attorney)
Mother (or her Attorney)
Other

INSTRUCTIONS FOR FILING NOTICE OF RELATED CASES

When should this form be used?

The petitioner in a family case must file a notice of related cases with the initial pleading and serve it on the other parties in the related cases, the presiding judges, and the chief judge or family law administrative judge. The notice of related cases is required even if the case is uncontested.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

A related case may be a separate criminal case, civil case, domestic violence case, juvenile dependency case, juvenile delinquency case, or domestic relations case that:

- A) involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) affects the court's jurisdiction to proceed; or

- C) has an order in the related case may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

For example, a criminal domestic violence case may involve the same parties and even after it is closed, conditions of probation may prohibit contact between the parties; a pending dependency case must be decided by the dependency judge and even after it is closed, the dependency judge may have exclusive jurisdiction over child custody and visitation. These are just two common examples. There are many more.

You must make a reasonable effort to determine if any related cases exist from your own records and from public records available in the clerk's offices or over the internet.

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 mailed or hand delivered to any other party in your case and on the presiding judges, and the chief judge or family law administrative judge.

What should I do next?

Each party, whether the petitioner or the respondent has a **continuing duty** to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Where can I look for more information?

Before proceeding you should read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR LAKE COUNTY, FLORIDA

IN RE:

CASE NO. _____
FAMILY DIVISION

_____,
Petitioner,

and

_____,
Respondent.
_____ /

NOTICE OF RELATED CASES

Pursuant to Fla. R. Jud. Admin. 2.085(d), the Petitioner submits the following Notice of Related Cases:

1. A related case may be an open or closed civil, criminal, or family case which includes all case types defined in Fla. R. Jud. Admin. 2.085(d). 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; or if it affects the court’s jurisdiction to proceed; or 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.

- There are no related cases.**
- The following are the related cases (add additional pages if necessary):**

County/Court Where Related Case Pending	Case Number	Relationship of Case to Instant Case

cont'

County/Court Where Related Case Pending	Case Number	Relationship of Case to Instant Case

2. I do not request coordination of litigation in any of the cases listed above.

I request coordination of litigation in the following cases:

Petitioner states as follows regarding whether assignment to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions: _____

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

DATED this ____ day of _____, 20__.

Petitioner/Attorney for Petitioner

Address: _____

Telephone: _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing Notice of Related Cases has been delivered on this _____ day of _____, 200____ by _____ U.S. Mail, _____ Hand Delivery, or _____ Process Service to _____ (name of opposing party) and to the following:

_____ Honorable Mark J. Hill
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable G. Richard Singeltary
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable Mark A. Nacke
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable William G. Law, Jr.
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ General Magistrate Heidi Davis
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable T. Michael Johnson
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable Michael Takac
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable Don F. Briggs
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Honorable Lawrence J. Semento
550 West Main Street
P.O. Box 7800
Tavares, Florida 32778

_____ Party Related to Cases

Must check one of the following:

_____ Honorable Daniel B. Merritt, Sr.
Chief Judge of Circuit
Hernando County Courthouse
20 North Main Street
Brooksville, FL 34601

_____ Honorable S. Sue Robbins
Administrative Family Law Judge
Marion County Judicial Center
110 NW First Avenue
Ocala, Florida 34475

furnished by _____ U.S. Mail or _____ Hand delivery.

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____