

## **IMPORTANT FACTS ABOUT THE FAMILY FORM A**

The Family Form A is used to request assistance from the Self-Help Office. If your case is a child support case involving Child Support Enforcement/Department of Revenue, you must file a Form C.

The case manager does not know you have filed a case or filed papers in your case, unless you file a Family Form A.

You must fill out a Family Form A every time you have a request or question concerning your case. Read the Family Form A carefully and follow the instructions.

Due to reductions in court funding, you can no longer receive telephone assistance regarding your case from the family court case manager or other court personnel. Business will be conducted by mail only. Return all Family Form A's to the Clerk of Court.

Please visit <http://www.jud12.flcourts.org> for more information regarding the self-help program for pro se litigants.

If you do not have an attorney, you are a pro se litigant.

## FAMILY FORM A

**Use this form when your case has already been filed and you need assistance from the case manager. Use Form C for child support cases involving the Department of Revenue.**

### SELF-HELP REFERRAL FORM FOR OPEN CASE

Due to increases in caseloads and reductions in funding, the Self-Help Program has undergone some changes. The Program is unable to schedule personal interviews or accept personal telephone calls. Most business will be conducted by mail. You must complete the following form to obtain assistance on an open case. You must file a separate Family Form A each time you request assistance from the Self-Help office. You should receive a response within approximately 15 business days. Neither the Clerk's Office nor the Self-Help personnel are allowed to fill out your forms or to provide legal advice. **If Child Support Enforcement is involved in your case, fill out a Form C.**

*Complete all sections that are appropriate:*

**COURT CASE NUMBER:** *(required)* \_\_\_\_\_ Today's Date: \_\_\_\_\_

**DIVISION/JUDGE:** \_\_\_\_\_

**TYPE OF CASE:**            *Check appropriate box*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Divorce-Simplified    | <input type="checkbox"/> Modify Parenting Plan, or Other      | <input type="checkbox"/> Rehearing                  |
| <input type="checkbox"/> Divorce-No Children   | <input type="checkbox"/> Modify Child Support                 | <input type="checkbox"/> Clarification of Order     |
| <input type="checkbox"/> Divorce-With Children | <input type="checkbox"/> Contempt/Enforcement                 | <input type="checkbox"/> Compel-Financial Affidavit |
| <input type="checkbox"/> Name Change-Adult     | <input type="checkbox"/> Contest Driver License Suspension    | <input type="checkbox"/> Abate Child Support        |
| <input type="checkbox"/> Name Change-Child     | <input type="checkbox"/> Contest Impending Judgment           | <input type="checkbox"/> Stepparent Adoption        |
| <input type="checkbox"/> Paternity             | <input type="checkbox"/> Temporary Custody by Extended Family | <input type="checkbox"/> Continuance                |

Other: \_\_\_\_\_

#### **I AM REQUESTING/INFORMING YOU:**

- |  |  |
|--|--|
| <input type="checkbox"/> Hearing Date    | <input type="checkbox"/> All required documents have been filed in Court file  |
| <input type="checkbox"/> File Update     | <input type="checkbox"/> I need to know what additional documents are required to ready my file for a final hearing. |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Other party filed an Answer and doesn't agree with my petition.                             |

Other: \_\_\_\_\_

#### **NAME AND ADDRESS OF PERSON REQUESTING SELF-HELP ASSISTANCE**

**CHECK HERE IF THIS IS A NEW ADDRESS SINCE THE INITIAL FILING**

\_\_\_\_\_  
Name e-mail

\_\_\_\_\_  
Address Daytime phone

\_\_\_\_\_  
Apt. #                      P.O. Box Cell phone

\_\_\_\_\_  
City State/ Zip FAX number

**IF YOU HAVE QUESTIONS, YOU MAY WRITE THEM ON A SEPARATE PAPER AND ATTACH.**