

Form A: Family Case Inquiry/Update

Use this form only when your case has already been filed and you need assistance. This form is used to inquiry about the status of your case, request a hearing date, notify the case manager that you have filed additional documents, or seek information about procedural matters.

Please avoid making the following common mistakes when completing the form.

- Do not use this form to change your address. Case managers cannot update your address for you. Please file your change of address with the clerk of the court.
- Do not use this form to file a motion or pleading. All requests of the court must be filed with the clerk of the court.
- Do not use this form to request legal advice. Case managers cannot provide legal assistance.

Due to increases in caseloads and the Court’s improved responsiveness and accountability, most business will be conducted by email. You must complete the following form to obtain assistance on an open case. **You must submit a separate Form A each time you request assistance from the Case Management office.** You will receive a response as soon as possible but definitely within 3 to 5 business days by email. Please check your spam/junk folders in addition to your inbox in case our response to you has been sent there by your computer program.

Please complete the following sections:

Date this form submitted: _____

County of Case: Check appropriate box

- Indian River
 Martin
 Okeechobee
 Saint Lucie

Court Case Number: *(required)* _____ **Judge/Magistrate:** _____

Type of Case: Check appropriate box

- | | | |
|--|---|---|
| <input type="checkbox"/> Divorce – Simplified | <input type="checkbox"/> Name Change - Adult | <input type="checkbox"/> Contempt/Enforcement |
| <input type="checkbox"/> Divorce – No Children | <input type="checkbox"/> Name Change - Child | <input type="checkbox"/> Rehearing |
| <input type="checkbox"/> Divorce – With Children | <input type="checkbox"/> Modify Timesharing | <input type="checkbox"/> Compel – Financial Affidavit |
| <input type="checkbox"/> Paternity | <input type="checkbox"/> Modify Child Support | <input type="checkbox"/> Continuance |
| <input type="checkbox"/> Abate Child Support | <input type="checkbox"/> Temporary Custody | <input type="checkbox"/> Clarification of Order |
| <input type="checkbox"/> Stepparent Adoption | | |
| <input type="checkbox"/> Other: _____ | | |

I am requesting/informing you:

- Hearing Date
 All required documents have been filed in Court file
 Case Management
 I need to know what additional documents are required before a final hearing can be scheduled
 Other party filed an Answer and does not agree with my Petition
 Other: _____

Information for Person Requesting Assistance (must be completed)
Name:
Daytime Phone:
Other:
Email Address:

If you have questions, you may write them on a separate paper and attach to this form.