

**SHARON R. BOCK
CLERK AND COMPTROLLER
PALM BEACH COUNTY**

SELF SERVICE CENTER

***PACKET INDEX
& FORMS
INFORMATION***



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(18 pages)

NO COST

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SELF SERVICE CENTER PACKETS

(PACKETS ARE LISTED ALPHABETICALLY)

ADOPTION

JOINT PETITION FOR ADOPTION BY STEP-PARENT (MINOR CHILD) \$20.00

PACKET #16

This form should be used when a stepparent is adopting his or her **spouse's** child. Both the stepparent and his or her spouse must sign this **petition**. You must attach all necessary consents or acknowledgments that apply to your case, as listed under the Special Notes section below. Florida Statutes require that consent to adoption be obtained from:

- the mother of the minor.
- the father of the minor if:
 1. the minor was conceived or born while the father was married to the mother;
 2. the minor is his child by adoption;
 3. the minor has been established by a court proceeding to be his child;
 4. he has filed an affidavit of paternity pursuant to section 382.013(2)(c) Florida Statutes; or
 5. in the case of an unmarried biological father, he has acknowledged in writing, signed in the presence of a competent witness, that he is the father of the minor, has filed such acknowledgment with the Office of Vital Statistics of the Department of Health within the required timeframes, and has complied with the requirements of section 63.062(2).

PETITION FOR ADOPTION OF ADULT BY STEP-PARENT \$20.00

PACKET # 56

This form should be used when a stepparent is adopting his or her **spouse's adult** child. You must obtain the written consent of the adult child to be adopted, as well as the written consent of his or her spouse (if married). The name to be given to the adoptee **after** the adoption should be used in the heading of the **petition**. The stepparent is the **petitioner**, because he or she is the one who is asking the court for legal action. You must have your signature witnessed by a **notary public** or **deputy clerk**.

ALIMONY/SUPPORT

SUPPLEMENTAL PETITION FOR MODIFICATION OF ALIMONY \$20.00

PACKET #15

This form should be used when you are asking the court to change a current court-ordered **alimony** obligation. The court can change an alimony order if the judge finds that there has been a **substantial change in the circumstances** of the parties.

PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) \$20.00

PACKET #7

This form may be used to ask the court to enter a support order if you and your spouse are separated, and your spouse has the ability to contribute to you and your minor child(ren), but has failed to do so. You can **only** use this form if a dissolution of marriage has not been filed **and** based upon the time-sharing schedule, you are entitled to support. If a petition for dissolution of marriage has been filed, you should file a **Motion for Temporary Support and Time-Sharing with Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(a), instead of using this petition. Also, if you are requesting that an order be entered for you to pay support to your spouse, you should not file this form. This petition cannot address the issues of property, debts, or parental responsibility and time-sharing with child(ren). It only deals with alimony and child support.

PETITION FOR SUPPORT UNCONNECTED WITH DISSOLUTION OF MARRIAGE WITH NO DEPENDENT OR MINOR CHILD(REN) \$20.00

PACKET #8

This form may be used if you and your spouse are separated, but a **dissolution of marriage** has not been filed, and you are requesting **alimony**. If a petition for dissolution has been filed, you should file a **Motion for Temporary Support with No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.947(c), instead of using this petition. Also, if you are requesting that an order be entered for you to pay support to your spouse, you should not file this form. This petition does not address the issues of property or debts. It only deals with alimony.

MOTION FOR TEMPORARY SUPPORT WITH NO DEPENDENT OR MINOR CHILD (REN) \$4.00

PACKET #31

This form may be used by:

- (1) the **respondent** or the **petitioner** in a pending **dissolution of marriage** action. For you to use this form, a petition for dissolution of marriage must have already been filed. You should use this form to ask the court to award any of the following: temporary use of assets; temporary exclusive use of the marital home; temporary responsibility for liabilities/debts; temporary spousal support (**alimony**); and other relief.

OR

- (2) the petitioner in a pending action for support unconnected with a dissolution. For you to use this form, a petition for support unconnected with a dissolution of marriage must have already been filed. You should use this form to ask the court to award temporary spousal support (alimony).

ANSWERS

ANSWER, WAIVER AND REQUEST FOR COPY OF FINAL JUDGMENT OF DISSOLUTION OF MARRIAGE (UNCONTESTED) \$20.00

PACKET # 2

This form 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. If you file this form, 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.

ANSWER TO PETITION FOR DISSOLUTION OF MARRIAGE. \$20.00

PACKET #18

This form should be used when you are responding to a petition for dissolution of marriage and you wish to admit or deny all of the allegations in the petition but you do not plan to file a counterpetition seeking relief. You can use this form to answer any petition for dissolution of marriage, whether or not there are minor child(ren).

ANSWER TO PETITION AND COUNTERPETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD(REN) \$20.00

PACKET #19

This form 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. The answer portion of this form is used to admit or deny the allegations contained in the petition, and the counterpetition portion of this form is used to ask for whatever you want the court to do for you.

ANSWER TO PETITION TO DETERMINE PATERNITY AND FOR OTHER RELATED RELIEF \$20.00

PACKET #20

This form should be used when you are responding to a petition to determine paternity. You may use this form to admit or deny the 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**, Florida Supreme Court Approved Family Law Form 12.983(c).

ANSWER TO PETITION AND COUNTERPETITION TO DETERMINE PATERNITY \$20.00

PACKET #21

This form 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 answer is used to admit or deny the allegations contained in the petition, and the counterpetition is used to ask for whatever you want the court to do for you. The other party has 20 days to answer your counterpetition after being served with your counterpetition.

ANSWER TO SUPPLEMENTAL PETITION \$20.00

PACKET #22

This form should be used when you are responding to a supplemental petition for modification of Parenting Plan, time-sharing schedule, child support, or alimony. This form is used to admit or deny all of the allegations in the supplemental petition if you do not plan to file a counterpetition. There is no form for a counterpetition to a supplemental petition in these Family Law Forms. If you want to file a counterpetition to a supplemental petition you will need to either seek legal assistance or create a form yourself. You may construct an answer and counterpetition using the pertinent sections contained in the **Answer**

to Petition and Counterpetition for Dissolution of Marriage with Dependent or Minor Child(ren), Florida Supreme Court Approved Family Law Form 12.903(c)(1), or **Answer to Petition and Counterpetition for Dissolution of Marriage with Property but No Dependent or Minor Child(ren)**, Florida Supreme Court Approved Family Law Form 12.903(c)(2).

ANSWER TO COUNTERPETITION \$20.00

PACKET #23

This form may be used by a **petitioner** to respond to the **respondent's counter-petition**. You may use this form to admit or deny the allegations contained in the respondent's counter petition.

CHILD SUPPORT

MOTION FOR CIVIL CONTEMPT/ENFORCEMENT \$4.00

PACKET #24

To initiate a civil contempt/enforcement proceeding against a **party** who is not complying with a prior court order, you must file a **motion** with the court explaining what the party has failed to do.

AFFIDAVIT AND MOTION FOR COMMITMENT \$4.00

PACKET #25

You may use this form to ask the court to enforce a **prior Order Of Contempt**.

**MOTION TO DEVIATE FROM CHILD SUPPORT
GUIDELINES \$4.00**

PACKET #37

Child support in Florida is determined by the child support guidelines found in section 61.30, Florida Statutes. The court, at its discretion, may raise or lower the child support guidelines amount by up to 5%. In addition, the court may raise or lower the guidelines support amount by more than 5%, if written reasons are given for the adjustment. The court may make these additional adjustments based on certain considerations, which are reflected in this form. You should review this form to determine if any of the reasons for adjusting the child support guidelines amount apply to your situation and you should complete this form **only** if you want the court to order **more child support or less child support** than the amount required by the child support guidelines.

**MOTION FOR TEMPORARY SUPPORT WITH DEPENDENT
OR MINOR CHILD(REN) \$4.00**

PACKET #30

This form may be used by:

- (1) The **respondent** or the **petitioner** in a pending **dissolution of marriage** action. For you to use this form, a **petition** for dissolution of marriage must have already been filed. You should use this form to ask the court to award any of the following: temporary use of assets; temporary exclusive use of the marital home; temporary responsibility for liabilities/debts; temporary spousal support (**alimony**); temporary time-sharing schedule with minor child(ren); temporary **child support**; and other relief.

OR

- (2) The petitioner in a pending action for support unconnected with dissolution. For you to use this form, a petition for support unconnected with dissolution of marriage must have already been filed. You should use this form to ask the court to award temporary spousal support (alimony) and/or temporary child support.

**NOTICE OF CHANGE IN OBLIGOR'S EMPLOYMENT/
PAYROLL CYCLE \$4.00**

PACKET #43

This form should be used when you already have an Income Deduction Order and you want to change how you make payments to the clerk. (e.g. weekly, biweekly, monthly)

**NOTICE OF CONTEST OF NOTICE OF DELINQUENCY OF
CHILD SUPPORT OBLIGATION AND INTENT TO SUSPEND
DRIVER'S LICENSE AND REGISTRATION \$4.00**

PACKET #42

This form should be used if you have **received a Notice Of Intent to Suspend Driver's License And Registration** and you wish to contest on the following grounds:

- There is no delinquency
- There is a mistake as to the identity of the obligor. (You are not the person who was ordered to pay support in that case).

**NOTICE OF CONTEST OF CERTIFIED STATEMENT OF
DELINQUENCY AND IMPENDING JUDGMENT \$4.00**

PACKET #41

This form may be used by the Obligor (person obligated to pay) to CONTEST A NOTICE OF DELINQUENCY on the following grounds:

- Error in the amount stated
- There is no delinquency
- Mistake as to Identity

NOTICE TO PAYOR \$4.00

PACKET #53

This form should be used if the court has entered an Income Deduction Order and you are ready to notify the employer to deduct the court ordered amount from the Obligor's wages.

**OBLIGEE'S REQUEST TO SUSPEND DRIVER'S LICENSE
AND MOTOR VEHICLE REGISTRATION \$4.00**

PACKET #40

This form should be used if you want to request the Clerk to suspend the respondent's driver's license and registration.

**STIPULATION AND ORDER FOR DIRECT PAYMENT
CREDIT \$4.00**

PACKET #45

This form should be used if you have a current Child Support case in Palm Beach County and are **NOT** contracted with the **DOR** (Department of Revenue/Child Support Enforcement Unit) and to ask the court to give the obligor **CREDIT** for direct payment made to the obligee.

STIPULATION AND ORDER \$4.00

PACKET #44

This form should be used if you have a current Child Support case in Palm Beach County and are **NOT** contracted with the **DOR** (Department of Revenue / Child Support Enforcement Unit) and to ask the court to relieve the clerk from monitoring, handling, receiving or disbursing any monies.

**SUPPLEMENTAL PETITION FOR MODIFICATION OF
CHILD SUPPORT \$20.00**

PACKET #9

This form should be used when you are asking the court to change a current court-ordered **child support** obligation. The court can change a child support

order if the judge finds that there has been a **substantial change in the circumstances** of the parties and the change is in the **child(ren)'s best interests**.

CUSTODY/PARENTING PLAN

SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/ TIME-SHARING SCHEDULE AND OTHER RELIEF \$20.00

PACKET #10

This form should be used when you are asking the court to change the current Parenting Plan/time-sharing schedule. The court can change the Parenting Plan/time-sharing schedule if the **judge** finds that there has been a **substantial change in the circumstances** of the parties and the change is in the child(ren)'s best interests.

PETITION FOR TEMPORARY LEGAL CUSTODY \$20.00

PACKET #17

This form should be used when you are asking the court to change current custody and you wish to obtain temporary legal custody of a minor child or children and you are:

- A **relative** who has the consent of the legal parents
OR
- A **relative** with whom the child is presently residing
AND

There are no existing Final Judgments either from a dissolution of marriage or support case which references the custody of the child (ren).

DISSOLUTION OF MARRIAGE

PETITION FOR SIMPLIFIED DISSOLUTION OF MARRIAGE \$20.00

PACKET #1

This form should be used when a husband and wife are filing for a simplified **dissolution of marriage**. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for a dissolution in Florida. You may file a simplified dissolution of marriage in Florida if **all** of the following are true:

1. You and your spouse agree that the marriage cannot be saved. You and your spouse have no minor or dependent child(ren) together and the wife is not now pregnant.
2. You and your spouse have worked out how the two of you will divide the things that you both own (your **assets**) and who will pay what part of the money you both owe (your **liabilities**), and you are both satisfied with this division.
3. You are not seeking support (**alimony**) from your spouse, and vice versa.
4. Neither you nor your spouse wish to have any financial information other than that provided in the financial affidavits.
5. You are willing to give up your right to **trial** and **appeal**. (*Continued page 9*)
6. You and your spouse are both willing to go into the clerk's office to sign the petition (not necessarily together).
7. You and your spouse are both willing to go to the **final hearing** (at the same time).

If you do not meet the criteria above, you must file a regular **petition** for dissolution of marriage.

**PETITION FOR DISSOLUTION OF MARRIAGE WITH NO
DEPENDENT OR MINOR CHILD(REN) OR PROPERTY \$20.00**

PACKET #3

This form may be used when a husband or wife is filing for a **dissolution of marriage**, and the husband and wife have no **marital assets** and/or **marital liabilities** and they do not have any dependent children nor is the wife now pregnant. You and/or your spouse must have lived in Florida for at least 6 months before filing for a dissolution in Florida. If you and your spouse agree on all issues and both can attend the hearing, you may want to file a petition for simplified dissolution of marriage, Florida Family Law Rules of Procedure Form 12.901(a). However, you may **file** this form if **all** of the following are true:

- You have no marital assets or marital debts.
- Neither you nor your spouse is seeking support (alimony).

**PETITION FOR DISSOLUTION OF MARRIAGE WITH PROPERTY
BUT NO DEPENDENT OR MINOR CHILD(REN) \$20.00**

PACKET #4

This form may be used when a husband or wife is filing for a **dissolution of marriage**, and the husband and wife have **marital assets** and/or **marital liabilities** but they do not have any dependent children nor is the wife is now pregnant. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for a dissolution in Florida. If you and your spouse agree on all issues and both can attend the hearing, you may want to file a **simplified dissolution of marriage petition**, Florida Family Law Rules of Procedure Form 12.901(a). **However, you cannot file for a simplified dissolution of marriage if any** of the following are true:

- You disagree about property, debts, or other matters and wish to have a judge settle them for you.
- Either you or your spouse is seeking support (**alimony**).
- You would like to ask questions and get documents concerning your spouse's income, expenses, assets, debts, or other matters before having a trial or settlement.
- You would like to reserve your rights to have any matters reconsidered or appeal the judge's decision.

**PETITION FOR DISSOLUTION OF MARRIAGE WITH
DEPENDENT OR MINOR CHILD(REN) \$20.00**

PACKET #5

This form should be used when a husband or wife is filing for a **dissolution of marriage** and you and your spouse have a dependent or minor child(ren) together or the wife is pregnant. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for a dissolution in Florida. You must **file** this form if the following is true:

- You and your spouse have a dependent or minor child(ren) together or the wife is pregnant.

EVICCTIONS

RESIDENTIAL EVICTION (COUNT I POSSESSION ONLY) \$10.00 PACKET #47

This form should be used when a landlord is legally requesting removal of a tenant and possession of the premises for **NONPAYMENT OF RENT**.

RESIDENTIAL EVICTION (COUNT I POSSESSION AND COUNT II DAMAGES) \$10.00 PACKET #48

This form should be used when a landlord is legally requesting removal of a tenant and possession of the premises for **NONPAYMENT OF RENT** and is also requesting monetary damages and/or back rent owed to the landlord.

EJECTMENT \$10.00 PACKET #49

- This form should be used to remove a person or persons who occupy real property with you, but **do not hold title to that property**.
- The individuals(s) occupying the property **are not tenants**. (For **Property Owners Only**)

UNLAWFUL DETAINER \$10.00 PACKET # 59

This form should be used if:

- You have an individual (s) residing at your residence without your consent.
- The individual (s) may have had permission or consent to reside there initially, but consent has been withdrawn. As a result you have been turned out or deprived of possession.
- No more than 3 years have passed since consent was withdrawn.
- No question of title, but only right of possession and damages is involved in this action.

MENTAL HEALTH

BAKER ACT \$4.00 PACKET #58

This form may be used by family members or friends seeking help from the court in order for a person to be taken to a receiving facility for involuntary examination if there is reason to believe that the person has a mental illness and because of his or her mental illness:

- The person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination

OR

- The person is unable to determine for himself or herself whether examination is necessary

AND

- without care and treatment, the person is likely to suffer from neglect or refuse to care for himself or herself; such neglect or refusal poses a real and present threat of substantial harm to his or her well-being; and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services

OR

- there is substantial likelihood that without care or treatment, he or she will cause serious bodily harm to himself or herself or others in the near future as evidenced by recent behavior.

If the respondent is a minor, the petition must be filed by a parent, legal guardian, or legal custodian.

MARCHMAN ACT \$4.00

PACKET #57

This form should be used to get a court order to provide for involuntary assessment, stabilization, and treatment for a person who is in need of substance abuse treatment and has refused services on their own.

A person meets the criteria for involuntary admission if there is good faith reason to believe the person is substance abuse impaired and, because of such impairment:

- Has lost the power of self-control with respect to substance use
AND EITHER
- Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or herself or another
OR
- Is in need of substance abuse services and, by reason of substance abuse impairment, his or her judgment has been so impaired that the person is incapable of appreciating his or her need for such services and of making a rational decision in regard thereto; however, mere refusal to receive such services does not constitute evidence of lack of judgment with respect to his or her need for such services.

The following people may file a petition:

- The person’s spouse or guardian
- Any relative of the person
- Any three (3) responsible adults who have personal knowledge of the person’s substance abuse impairment
- In the case of a minor, the minor’s parent, legal guardian, legal Custodian or licensed service provider

MOTIONS

AFFIDAVIT AND MOTION FOR COMMITMENT \$4.00

PACKET #25

You may use this form to ask the court to enforce a **prior Order Of Contempt**.

MOTION FOR MEDIATION \$4.00

PACKET #38

You may use this form to ask the court to enter an Order Appointing a Certified Family Law Mediator to mediate this cause and to order the parties to submit to mediation.

STANDARD MOTION \$4.00

PACKET #29

You may use this form if you have a Palm Beach County case and want to make a request to the Court.

MOTION FOR PSYCHOLOGICAL EVALUATION \$4.00

PACKET #26

You may use this form to ask the court for a **Psychological Evaluation** for your child(ren) or the other parent.

MOTION FOR APPOINTMENT OF GUARDIAN

PACKET #27

AD LITEM \$4.00

This form may be used by either **party** in a family law case involving parenting, time-sharing, or **paternity** of a minor child(ren) to request that the judge appoint a **guardian ad litem** to represent the best interests of the minor child(ren). You should use this form if you feel that your child(ren) needs someone other than you to ensure that both the judicial system and the other **party**(ies) act(s) in the best interests of the child(ren). A guardian ad litem may be a volunteer who has been trained and certified by the State of Florida Guardian ad Litem Program or an **attorney** who is a member in good standing with The Florida Bar.

**MOTION FOR TEMPORARY SUPPORT WITH NO
DEPENDENT OR MINOR CHILD(REN) \$4.00**

PACKET #31

This form may be used by:

(1) The **respondent** or the **petitioner** in a pending **dissolution of marriage** action. For you to use this form, a **petition** for dissolution of marriage must have already been filed. You should use this form to ask the court to award any of the following: temporary use of assets; temporary exclusive use of the marital home; temporary responsibility for liabilities/debts; temporary spousal support (**alimony**); and other relief.

OR

(2) The petitioner in a pending action for support unconnected with a dissolution. For you to use this form, a petition for support unconnected with a dissolution of marriage must have already been filed. You should use this form to ask the court to award temporary spousal support (alimony).

MOTION FOR SCIENTIFIC PATERNITY TESTING \$4.00

PACKET #28

This form should be used when the mother or alleged father wants the court to order a **Scientific Paternity Test** to DETERMINE the **paternity** of a minor child(ren).

**VERIFIED MOTION FOR TEMPORARY INJUNCTION TO
PREVENT REMOVAL OF MINOR CHILD(REN)
AND/OR DENIAL OF PASSPORT SERVICES \$4.00**

PACKET #32

You should use this form if you want the court to enter an **order** that your minor child(ren) is (are) not to be removed from the State of Florida while a case involving parenting or time-sharing is pending, that passport services for the minor child(ren) be prohibited, and/or that existing passports be turned over to you.

This form should be typed or printed in black ink. If you want the court to enter an **ex parte** order, without giving the other side advance notice of the hearing, you should explain your reasons in paragraph 5 of this form. After completing this form, you should sign the form before a **notary public**. You should **file** the original with the **clerk of the circuit court** in the county where your case is pending and keep a copy for your records. You should also ask the clerk to process your **motion** through their emergency procedures.

**EMERGENCY VERIFIED MOTION FOR CHILD PICK-UP
ORDER \$4.00**

PACKET #33

You may use this form to request that the court enter an **order** directing the sheriff or other law enforcement officer to take a minor child(ren) from the person who currently has physical possession of the child(ren) and deliver the child(ren) to your physical custody or possession. **This form should only be used in an emergency by a person who has a pre-existing legal right to physical possession of a minor child.** This means that you already have a court order awarding you legal custody of or time-sharing with the child(ren) **OR** you are the birth mother of one or more children born out of wedlock and no court order has addressed any other person's parental rights. Before proceeding, you should read **AGeneral Information for Self-Represented Litigants@** found at the beginning of these forms.

**EXCEPTION TO THE REPORT OF THE MAGISTRATE OR
MOTION TO VACATE ORDER OF CONTEMPT \$4.00**

PACKET #34

You should use this form if you have a Palm Beach County case and you disagree with the Magistrate's / Judge's findings on a report / order and would like to request a rehearing **OR** there has been an order of contempt entered in your case and you want to vacate the order.

**MOTION TO MODIFY OR DISSOLVE TEMPORARY
INJUNCTION \$4.00**

PACKET #36

If a temporary **injunction**, either **ex parte** or after a **hearing**, has been entered against you, you may use this form to ask the court to modify or dissolve that injunction.

NAME CHANGE

PETITION FOR NAME CHANGE (ADULT) \$10.00

PACKET #13

This form should be used when an adult wants the court to change his or her name. This form is **not** to be used in connection with a divorce action. If you want a change of name because of a **dissolution of marriage** that is not yet final, the change of name should be done as part of that case. You should file the original with the **Clerk & Comptroller IN THE COUNTY WHERE YOU LIVE** and keep a copy for your records.

- Every petitioner seeking a name change would be required to submit with the petition a set of the petitioner's fingerprints made by a law enforcement agency.
- **NOTE: You may be required to supply the court a certified copy of your birth certificate.**

PETITION FOR NAME CHANGE (FAMILY) \$10.00

PACKET #14

This form should be used when a family wants the court to change its name. This form is **not** to be used in connection with a divorce, **paternity**, or adoption action. If you want a change of name because of a **dissolution of marriage**, paternity, or adoption action that is not yet final, the change of name should be done as part of that case. Petition for Name Change should be filed **IN THE COUNTY WHERE YOU LIVE.**

- **A copy of the fingerprints of each adult person who is petitioning to**

have his or her name changed, taken by a law enforcement agency, must be attached to the petition at the time of filing. There may be a charge for the fingerprinting which you will have to pay.

- NOTE: You may be required to supply the court with a certified copy of the birth certificate(s) for each member of the family.

The petition should only be completed for one adult. If you wish to change the name(s) of another adult and/or child(ren), you should complete and file a Supplemental Form for Petition for Change of Name (Family) for each additional family member and file the supplemental form(s) as an attachment to the petition. **Be sure that the bottom of each child's supplemental form is initialed.**

PETITION FOR NAME CHANGE (MINOR) \$10.00

PACKET #12

This form should be used when parents want the court to change the name of their minor child(ren). For the purposes of this proceeding, a person under the age of 18 is a minor. This form is not to be used in connection with an adoption or paternity action. If you want a change of name for your child(ren) because of an adoption or paternity action that is not yet final, the change of name should be done as part of that case. **This form should be filed in the County where you live.**

NOTE: You must obtain a copy of the petitioner's fingerprints taken by a law enforcement agency and attach it to the petition. There may be a charge for the fingerprinting which you will have to pay.

- **NOTE: You may be required to supply the court with a certified copy of the child(ren)'s birth certificate(s).**

The primary petition should only be completed for one child. If you wish to change the names of more than one child, you should complete and file a Supplemental Form for Petition for Change of Name (Minor Child) for each child. The supplemental form is an attachment to the petition.

Be sure that the bottom of each page of each supplemental form is initialed by the petitioner(s).

OBJECTION / NOTICE

OBJECTION TO THE ORDER OF REFERRAL TO THE MAGISTRATE \$4.00

PACKET #35

This form should be used when you want to object to an Order of Referral to a Magistrate.

- **You have a Palm Beach County Case.**
- **You have received an Order referring your case to the Magistrate.**
- **You want to request that a Judge hear your case instead of the Magistrate.**

NOTICE OF PRODUCTION FROM NON-PARTY \$10.00

PACKET #51

This form should be used if you need a nonparty to produce copies of documents (for a purpose relating to your case).

NOTICE OF VOLUNTARY DISMISSAL \$4.00

PACKET #39

If you are the petitioner in a case and you wish to discontinue (dismiss) the case, you may use this form to request that the court dismiss your petition. If you are

the **respondent** in a case and you have filed a **counter petition**, you may use this form to request that the court dismiss your counter petition.

WARNING: If your case involves both a petition and a counter petition, a notice of voluntary dismissal filed by one party **will NOT dismiss the other party's petition or counter petition**. The other party also must file a notice of voluntary dismissal for the entire case to stop completely.

PATERNITY

PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF \$20.00

PACKET #6

This form should be used by a birth mother or father to ask the court to establish **paternity**, a **time-sharing schedule**, and/or **child support** of a minor child or children. This means that you are trying to legally establish who is the father of the child(ren).

REPLEVIN

REPLEVIN STATEMENT OF CLAIM \$5.00

PACKET #52

This form should be used when you are trying to recover possession of personal property and the value of the property is \$5,000.00 or less.

STATEMENT OF CLAIM FOR RETURN OF STOLEN PROPERTY \$5.00

PACKET #54

This form should be used to recover stolen property from a third party (**Pawn Shops**).

SEAL / EXPUNGE

PETITION TO SEAL/EXPUNGE \$5.00

PACKET #50

There are two different processes within this one packet.

Petition to Seal should be used to request the court to seal a **criminal history record**.

Petition to Expunge should be used to request the court to expunge a **criminal history record**.

Not all criminal history records can be sealed or expunged, please read the back of the FDLE "Application for Certificate of Eligibility" for additional information.

SMALL CLAIM

SMALL CLAIM ACTION \$5.00

PACKET #46

This form should be used for civil actions in the county courts in which the demand or value of property involved does not exceed \$5,000.00 exclusive of costs, interest, and attorneys' fees.

VISITATION/TIMESHARING

SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/TIME-SHARING SCHEDULE AND OTHER RELIEF \$20.00

PACKET #10

This form should be used when you are asking the court to change the current Parenting Plan/Timesharing schedule. The court can change the Parenting Plan/time-sharing schedule if the **judge** finds that there has been a substantial **change in the circumstances** of the parties and the change is in the child(ren)'s best interests.

FILING FEES

**OUTLINED BELOW ARE FEES ASSOCIATED WITH THE FILING OF THE
FORMS LISTED IN THIS BOOKLET**

<u>PACKET</u>	<u>FILING FEE</u>
#1- Petition for Simplified Dissolution.....	\$409.00
#2- Answer, Waiver and Request for Copy of Final Judgment	\$NO COST
#3- Petition for Dissolution with No Property and No Children.....	\$409.00
#4- Petition for Dissolution with Property and No Children.....	\$409.00
#5- Petition for Dissolution with Children and Property.....	\$409.00
#6- Petition for Paternity.....	\$301.00
#7- Petition for Support Unconnected With Divorce with Children.....	\$301.00
#8- Petition for Support Unconnected With Divorce with No Children.....	\$301.00
#9- Supplemental Petition for Modification of Child Support.....	\$50.00
#10- Supplemental Petition for Modification of Parenting Plan/Time Sharing..	\$50.00
#12- Petition for Name Change (Minor).....	\$401.00
#13- Petition for Name Change (Adult).....	\$401.00
#14- Petition for Name Change (Family).....	\$401.00
#15- Supplemental Petition for Modification of Alimony.....	\$50.00
#16- Joint Petition for Stepparent Adoption (Minor Child).....	\$401.00
#17- Petition for Temporary Legal Custody.....	\$401.00
#19- Answer and Counterpetition Dissolution with Children.....	\$295.00
#21- Answer and Counterpetition to Determine Paternity.....	\$295.00
#46- Small Claims.....	Fees vary from \$55.00 to \$300.00
#47- Residential Eviction - Count I.....	(additional fees required) \$185.00
#48- Residential Eviction – Counts I & II.....	(additional fees required) \$185.00

- #49- Complant for Ejectment.....\$401.00
- #50- Petition To Seal / Expunge..... (additional fees required) \$42.00
- #52- Replevin Statement Of Claim... (Claims of not more than \$1000 filed simultaneously with an action for replevin of property that is not subject of the claim).....\$130.00
(additional fees required)
- #56- Petition for Adoption of Adult by Stepparent..... \$401.00

****A \$50.00 Filing Fee May apply to the following packets:**

- #24- Motion for Contempt/Enforcement
- #25- Affidavit and Motion for Commitment
- #26- Motion for Psychological Evaluation
- #27- Motion for Appointment of Guardian Ad Litem
- #28- Motion for Scientific Paternity Testing
- #29- Standard Motion
- #30- Motion for Temporary Support with Minor Children
- #31- Motion for Temporary Support with No Minor Children
- #32- Motion to Prevent Removal of Minor Children and/Or Denial of Passport Services
- #33- Emergency Verified Motion for Child Pick-Up Order
- #34- Exception to the Report of the Magistrate or Motion to Vacate Order Of Contempt
- #35- Objection to the Order of Referral to the Magistrate
- #36- Motion to Modify or Dissolve Temporary Injunction
- #37- Motion to Deviate from Child Support Guidelines
- #38- Motion for Mediation
- #43- Notice of Change in Obligor's Employment/ Payroll Cycle

****No Filing Fees for the following packets:**

- #2- Answer, Waiver and Request for Copy of Final Judgment
- #18- Answer to Petition for Dissolution of Marriage
- #20- Answer to Petition to Determine Paternity and for Related Relief
- #22- Answer to Supplemental Petition
- #23- Answer to Counter Petition
- #39- Notice of Voluntary Dismissal
- #40- Obligee's Request to Suspend Driver's License and Motor Vehicle Registration
- #41- Notice of Contest of Certified Statement of Delinquency and Impending Judgment
- #42- Notice of Contest of Notice of Delinquency of Child Support Obligation and Intent to Suspend Driver's License and Registration
- #44- Stipulation and Order (Child Support Only)
- #45- Stipulation and Order for Direct Payment Credit
- #51- Notice of Production from Nonparty
- #53- Notice to Payor
- #54- Statement of Claim for Return of Stolen Property
- #55- Notice of Service of Standard Family Law Interrogatories
- #57- The Marchman Act
- #58- The Baker Act