

Want to learn more? Attend one of our free online Self Service Center DIY Workshops. Topic varies from month to month. Visit [www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com) for more information.

# Mike Caruso

## Clerk of The Circuit Court & Comptroller

### Self Service Center

### Your Guide Through The Courts



**Packet #58**

Revised 08/2025

**The Baker Act**

File completed forms in Unified Family Court: Room 3.22 (Main Branch)  
Free

## Self Service Center Services

All instructions and forms distributed by the Clerk of the Circuit Court & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist pro se (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Below are a few of the services available at the Self-Service Center:

**(Please review current pricing as fees are subject to change without notice)**

Navigator Appointments (for document preparation assistance)	Free
<b>Navigators do not provide legal advice but will assist you in completing the forms and provide you with procedural information.</b>	
Community Resource Referral- pamphlets	Free
Photocopies prior to filing	\$.15/page
Photocopies after filing	\$1.00/page
Deputy Clerk signing	\$3.50/signature
Notary signing	\$10.00/signature
Single forms	\$1.00-\$2.00/form

For more information, please go to [www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com), email us at [Selfservice@mypalmbeachclerk.com](mailto:Selfservice@mypalmbeachclerk.com), or visit one of the following locations:

Palm Beach County Courthouse 205 N. Dixie Highway, Rm. #1.25 West Palm Beach, FL 33401 Self Service line: 561-355-7048	North County Courthouse 3188 PGA Blvd Palm Beach Gardens, FL 33410 561-624-6650	Royal Palm Beach Branch 200 Civic Center Way, Ste. 400 Royal Palm Beach, FL 33411 561-784-1271
South County Courthouse 200 W. Atlantic Ave. Delray Beach, FL 33444 561-274-1588	West County Courthouse 2950 State Road 15, Rm. #S-100 Belle Glade, FL 33430 561-996-4843	

### Additional Legal Resources:

Florida Rural Legal Services <a href="http://www.frls.org">www.frls.org</a> 561-820-8902	Legal Aid Society of Palm Beach County <a href="http://www.legalaidpbc.org">www.legalaidpbc.org</a> 561-655-8944	Lawyer Referral Service <a href="http://www.palmbeachbar.org">www.palmbeachbar.org</a> 561-687-3266 (to hire a lawyer to represent you in court or give you legal advice)	Palm Beach County Law Library <a href="https://www.15thcircuit.com/services/law-library">https://www.15thcircuit.com/services/law-library</a> 561-355-2928
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## The Baker Act (Packet #58)

### When should this packet be used?

This packet should be used by family members or friends who want help from the court to order an involuntarily assessment of the person because he or she might harm themselves or others. The person who you are claiming needs help must meet the following criteria, per Florida Statute Section 394.467:

The person has refused voluntary examination

**OR**

The person cannot determine for him or herself whether examination is necessary;

**AND**

**(one of the following):**

- Without care or treatment, the person cannot determine if he or she is likely to suffer from neglect or refuse to care for him or herself;
- Such neglect or refusal is a real and present threat of substantial harm to his or her well-being;
- It is not clear to the person that the harm may be avoided through the help of willing family members or friends, or with the intervention of services; **OR**
- There is a high chance that, without care or treatment, he or she will cause serious bodily harm to him or herself or others in the near future as evidenced by recent behavior.

### **Please Note:**

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

### **The Baker Act is a Two-Part Process:**

**(See page 5 of our instructions for a Flowchart of the process)**

#### **Part One:** **Judicial Review**

If your case meets the requirements above, you may file a Petition and Affidavit Seeking Ex Parte Order Requiring Involuntary Examination. If granted, the person who you are claiming to have a mental illness is held in a receiving facility for involuntary examination for up to 72 hours.

#### **Part Two:** **Evaluation and Possible Placement**

Next, based on the results of the examination, the receiving facility may file a Petition for Involuntary Inpatient Placement with the court. **This packet only provides the forms for the first part of the Baker Act Process because the second part is initiated by the mental health facility.**

### **Fees:**

- Filing Free

## ✓ STEP BY STEP FORMS CHECKLIST ✓

**Step One:** Complete and file the following paperwork with the Clerk to start your case.

\_\_\_ **Cover Sheet for Family Court Cases, Form 12.928, (Pages 11-12)**

\_\_\_ **Petition and Affidavit Seeking Ex Parte Order Requiring Involuntary Examination, Form MH 3002, (Pages 13-17):** You must use this form to explain to the Judge what has happened in your case that requires the person to be taken to a mental health facility for involuntary examination.

**Please be as accurate as possible with the description of the person and attach a photo.**

\_\_\_ **Notice of Related Cases, Form 12.900(h), (Pages 19-22)**

\_\_\_ **Date of Birth Form for Unified Family Court, Administrative Order 5.109, (Page 23)**

\_\_\_ **Information/Description Sheet (Pages 24):** You may request that the Sheriff serve the other party in your case with the petition and related papers. This form is used to provide the Sheriff with the necessary information about the other party.

**Please be as accurate as possible with the description of the person and attach a photo.**

\_\_\_ **Notice of Designation of E-Mail Address for E-service, (Pages 26-27):** Use this form to provide an email address to receive notices and documents from the court and the other party to your case or to update your email address of record with the court.

### OR

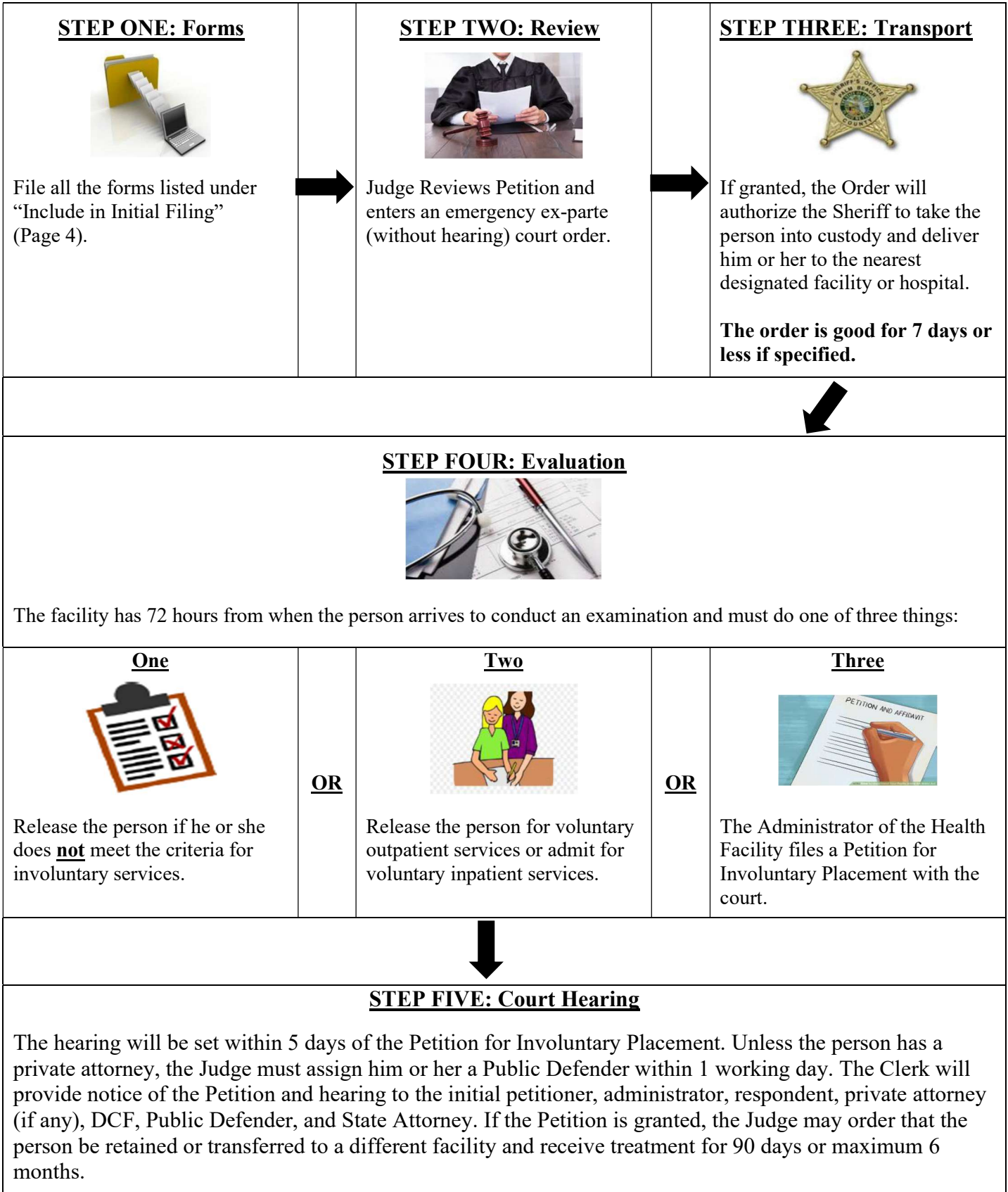
**Request to be Excused from E-Mail Service by a Party Not Represented by an Attorney, Form 2.601, (Pages 29-30):** Use this form to opt out of e-mail service if you do not have an email address or do not have regular access to the internet.

**File if Applicable to Your Case:** Read the instructions for each form to determine if it is applicable to your case. If it is applicable, complete and file the form in your case.

\_\_\_ **Disclosure from Nonlawyer, Form 12.900(a), (Page 32)**

**Step Two - Step Five:** See the *Step-By-Step Case Guide* on the next page for information about the next steps in the process.

# STEP-BY-STEP CASE GUIDE: BAKER ACT – INVOLUNTARY EXAMINATION



## Filing Instructions

- **Paper/ Original Documents:**

- You may file your paperwork either by visiting the Unified Family Court department at one of the Clerk's Office locations listed on page two of the instructions or by U.S. mail to:

**Mental Health  
P.O. Box 3597  
West Palm Beach, FL 33402**

- Make 2 copies of all the documents you complete. One copy is for you and one for the other party.
- Clip all pages of each original document together before filing. For the copies, you may staple each document.
- Next, file all applicable original documents with the Clerk of the Circuit Court & Comptroller's office.
- **If you mail your documents, send the applicable fees using a check or money order, the original documents and copies, and a pre-addressed stamped envelope so that your copies may be returned to you. The envelope must be large enough to mail the copies back to you.**

- **Electronic Documents**

- Self-represented litigants may file petitions or other pleadings or documents electronically, but they are not required to do so. If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525 and the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed. Instructions regarding e-filing are included in this packet.
- To file court documents electronically, you must first register in the Florida E-Filing Portal. Directions, a manual, and a short step-by-step video about e-filing and how to file court documents electronically are available on the Clerk of the Circuit Court & Comptroller's website at: <https://www.mypalmbeachclerk.com/services/self-service-center/how-to-videos-toolboxes/e-courts-workshop-toolbox> and <https://www.mypalmbeachclerk.com/departments/courts/e-filing-how-to-file-court-documents/self-represented-filers>. You may also go to [www.mypalmbeachclerk.com](http://www.mypalmbeachclerk.com) and select **Services**. Then, click **E-Filing and How to File Court Documents**. Under **Self Represented Filers**, select **File Electronically**.

**Please Note:** If you are required to file the original, hard copy of certain documents, they must be submitted in person at one of the Clerk's Office locations or via mail. A list of these documents is available on our website.

**INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE  
FORM 12.928  
COVER SHEET FOR FAMILY COURT CASES (02/24)**

**When should this form be used?**

The Cover Sheet for Family Court Cases and the information contained in it does not replace nor supplement the filing and service of pleadings or other documents as required by law. This form shall be filed by the petitioner/party opening or reopening a case for the use of the **clerk of the circuit court** for the purpose of reporting judicial workload data pursuant to Florida Statutes section 25.075.

This form should be typed or printed in black ink. The petitioner must **file** this cover sheet with the first pleading or motion filed to open or reopen a case in all domestic and juvenile cases.

**What should I do next?**

Follow these instructions for completing the form:

- I. Case Style. Enter the name of the court, the appropriate case number assigned at the time of filing of the original petition, the name of the judge assigned (if applicable), and the name (last, first, middle initial) of the petitioner(s) and respondent(s).
- II. Type of Action /Proceeding. Place a check beside the proceeding you are initiating. If you are filing more than one type of proceeding, (such as a modification and an enforcement proceeding) against the same party at the same time, then you must complete a separate cover sheet for each action being filed.
  - (A) Initial Action/Petition
  - (B) Reopening Case. If you check "Reopening Case," indicate whether you are filing a modification or supplemental petition or an action for enforcement by placing a check beside the appropriate action/petition.
    1. Modification/Supplemental Petition
    2. Motion for Civil Contempt/ Enforcement
    3. Other – All reopening actions not involving modification/supplemental petitions or petition enforcement.
- III. Type of Case. Place a check beside the appropriate case. If the case fits more than one category, select the most definitive. Definitions of the categories are provided below.
  - (A) Simplified Dissolution of Marriage- petitions for the termination of marriage pursuant to Florida Family Law Rule of Procedure 12.105.
  - (B) Dissolution of Marriage - petitions for the termination of marriage pursuant to Chapter 61, Florida Statutes, other than simplified dissolution.

- (C) Domestic Violence - all matters relating to injunctions for protection against domestic violence pursuant to section 741.30, Florida Statutes.
- (D) Dating Violence - all matters relating to injunctions for protection against dating violence pursuant to section 784.046, Florida Statutes.
- (E) Repeat Violence - all matters relating to injunctions for protection against repeat violence pursuant to section 784.046, Florida Statutes.
- (F) Sexual Violence - all matters relating to injunctions for protection against sexual violence pursuant to section 784.046, Florida Statutes.
- (G) Stalking-all matters relating to injunctions for protection against stalking pursuant to section 784.0485, Florida Statutes
- (H) Support - IV-D - all matters relating to child or spousal support in which an application for assistance has been filed with the Department of Revenue, Child Support Enforcement under Title IV-D, Social Security Act, except for such matters relating to dissolution of marriage petitions (sections 409.2564, 409.2571, and 409.2597, Florida Statutes), paternity, or UIFSA.
- (I) Support-Non IV-D - all matters relating to child or spousal support in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (J) UIFSA- IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has been filed under Title IV-D, Social Security Act.
- (K) UIFSA - Non IV-D - all matters relating to Chapter 88, Florida Statutes, in which an application for assistance has **not** been filed under Title IV-D, Social Security Act.
- (L) Support for Dependent Adult Children – all matters related to support of a dependent adult child.
- (M) Other Family Court - all matters involving time-sharing and/or parenting plans relating to minor child(ren), support unconnected with dissolution of marriage, annulment, delayed birth certificates pursuant to Florida Statutes section 382.0195, expedited affirmation of parental status pursuant to Florida Statutes section 742.16, termination of parental rights proceedings pursuant to Florida Statutes section 63.087, declaratory judgment actions related to premarital, marital, post-marital agreements, or other matters not included in the categories above.
- (N) Adoption Arising Out of Chapter 63 - all matters relating to adoption pursuant to Chapter 63, Florida Statutes, excluding any matters arising out of Chapter 39, Florida Statutes.
- (O) Name Change - all matters relating to name change, pursuant to section 68.07, Florida Statutes.
- (P) Paternity/Disestablishment of Paternity – all matters relating to paternity pursuant to Chapter 742, Florida Statutes.
- (Q) Juvenile Delinquency - all matters relating to juvenile delinquency pursuant to Chapter 985, Florida Statutes.
- (R) Petition for Dependency - all matters relating to petitions for dependency.
- (S) Shelter Petition – all matters relating to shelter petitions pursuant to Chapter 39, Florida Statutes.
- (T) Termination of Parental Rights Arising Out of Chapter 39 – all matters relating to termination of parental rights pursuant to Chapter 39, Florida Statutes.

- (U) Adoption Arising Out of Chapter 39 – all matters relating to adoption pursuant to Chapter 39, Florida Statutes.
- (V) CINS/FINS – all matters relating to children in need of services (and families in need of services) pursuant to Chapter 984, Florida Statutes.
- (W) Petition for Temporary or Concurrent Custody by Extended Family-all matters relating to petitions for temporary or concurrent custody pursuant to Chapter 751.
- (X) Emancipation of a Minor-all matters relating to emancipation of a minor pursuant to Chapter 743.

**ATTORNEY OR PARTY SIGNATURE.** Sign the Cover Sheet for Family Court Cases. Print legibly the name of the person signing the Cover Sheet for Family Court Cases. Attorneys must include a Florida Bar number. Insert the date the Cover Sheet for Family Court Cases is signed. Signature is a certification that filer has provided accurate information on the Cover Sheet for Family Court Cases.

**Nonlawyer** 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 **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.

A copy of this form must be filed with the court and served on the other party or his or her attorney. The copy you are serving to the other party must be either mailed, e-mailed, or hand-delivered to the opposing party or his or her attorney on the same day indicated on the certificate of service. If it is mailed, it must be postmarked on the date indicated in the certificate of service.

### **IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of General Practice and Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of General Practice and Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed.

### **IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION**

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of General Practice and Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Florida Rules of General Practice and Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of General Practice and Judicial Administration 2.516.

You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of General Practice and Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by email, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General), Florida Supreme Court Approved Family Law Form 12.914; Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915;** and Florida Rule of General Practice and Judicial Administration 2.516.

### **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.** For further information, see Rule 12.100, Florida Family Law Rules of Procedure.

**COVER SHEET FOR FAMILY COURT CASES**

**I. Case Style**

**IN THE CIRCUIT COURT OF THE 15TH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No.: \_\_\_\_\_

Judge: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**II. Type of Action/Proceeding.** Place a check beside the proceeding you are initiating. If you are filing more than one type of proceeding (such as a modification and an enforcement proceeding) against the same party at the same time, then you must complete a separate cover sheet for each action being filed. **If you are reopening a case, choose one of the three options below it.**

- (A) \_\_\_ Initial Action/Petition
- (B) \_\_\_ Reopening Case
  - 1. \_\_\_ Modification/Supplemental Petition
  - 2. \_\_\_ Motion for Civil Contempt/Enforcement
  - 3. \_\_\_ Other

**III. Type of Case.** If the case fits more than one type of case, select the most definitive.

- (A) \_\_\_ Simplified Dissolution of Marriage
- (B) \_\_\_ Dissolution of Marriage
- (C) \_\_\_ Domestic Violence
- (D) \_\_\_ Dating Violence
- (E) \_\_\_ Repeat Violence
- (F) \_\_\_ Sexual Violence
- (G) \_\_\_ Stalking
- (H) \_\_\_ Support IV-D (Department of Revenue, Child Support Enforcement)
- (I) \_\_\_ Support Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (J) \_\_\_ UIFSA IV-D (Department of Revenue, Child Support Enforcement)
- (K) \_\_\_ UIFSA Non-IV-D (**not** Department of Revenue, Child Support Enforcement)
- (L) \_\_\_ Support for Dependent Adult Children – all matters related to support of a dependent adult children
- (M) \_\_\_ Other Family Court
- (N) \_\_\_ Adoption Arising Out of Chapter 63

- (O) \_\_\_\_\_ Name Change
- (P) \_\_\_\_\_ Paternity/Disestablishment of Paternity
- (Q) \_\_\_\_\_ Juvenile Delinquency
- (R) \_\_\_\_\_ Petition for Dependency
- (S) \_\_\_\_\_ Shelter Petition
- (T) \_\_\_\_\_ Termination of Parental Rights Arising Out of Chapter 39
- (U) \_\_\_\_\_ Adoption Arising Out of Chapter 39
- (V) \_\_\_\_\_ CINS/FINS
- (W) \_\_\_\_\_ Petition for Temporary or Concurrent Custody by Extended Family
- (X) \_\_\_\_\_ Emancipation of a Minor

**IV.** Rule of General Practice and Judicial Administration 2.545(d) requires that a Notice of Related Cases Form, Family Law Form 12.900(h), be filed with the initial pleading/petition by the filing attorney or self-represented litigant in order to notify the court of related cases. Is Form 12.900(h) being filed with this Cover Sheet for Family Court Cases and initial pleading/petition?

\_\_\_\_\_ No, to the best of my knowledge, no related cases exist.  
 \_\_\_\_\_ Yes, all related cases are listed on Family Law Form 12.900(h).

**ATTORNEY OR PARTY SIGNATURE**

I CERTIFY that the information I have provided in this cover sheet is accurate to the best of my knowledge and belief.

Signature \_\_\_\_\_ FL Bar No.: \_\_\_\_\_  
 Attorney or party (Bar number, if attorney)

\_\_\_\_\_ (Type or print name) \_\_\_\_\_ (E-mail Address(es))

\_\_\_\_\_ Date

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:** [fill in **all** blanks]

This form was prepared for the: {choose only one} \_\_\_\_\_ Petitioner \_\_\_\_\_ Respondent

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_,  
 {name of business} \_\_\_\_\_,  
 {address} \_\_\_\_\_,  
 {city} \_\_\_\_\_, {state} \_\_\_\_\_, {zip code} \_\_\_\_\_, {telephone number} \_\_\_\_\_.

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

IN RE: \_\_\_\_\_

Case No.: \_\_\_\_\_

**PETITION AND AFFIDAVIT SEEKING EX PARTE ORDER  
REQUIRING INVOLUNTARY EXAMINATION**

I, \_\_\_\_\_, being duly sworn, am filing this sworn

Print Name of Petitioner

statement requesting a court order for the involuntary examination of \_\_\_\_\_

Print Name of Person

\_\_\_\_\_ (hereinafter referred to as PERSON).

This petition and affidavit will be included in the PERSON's clinical record and may be viewed by the PERSON.

I understand that by filling out this form, the PERSON may be taken by law enforcement to a mental health facility for an examination.

I SWEAR that the answers to the following questions are given honestly, in good faith, and to the best of my knowledge.

1. a. I live at: (Print Your Full Residence Address and Phone Number)

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

b. I work as a: (Occupation) \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Street Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

c. The PERSON lives at, or may be found at, the following address(es):

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

2. I have the following relationship with the PERSON: \_\_\_\_\_

\_\_\_\_\_

3. (Check the one box that applies)

a. I or a family member  have or  have not previously made allegations to law enforcement involving this PERSON on \_\_\_\_\_ (Date) such as domestic violence, trespassing, battery, child abuse or neglect, Baker Act, neighborhood disputes, etc. as described: \_\_\_\_\_

\_\_\_\_\_

b. This PERSON  has or  has not previously made allegations to law enforcement about me or my family on \_\_\_\_\_ (Date) such as domestic violence, trespassing, battery, child abuse or neglect, Baker Act, etc. as described: \_\_\_\_\_

\_\_\_\_\_

4. (Check the one box that applies)

a. I or a family member are not now, and have not in the past, been involved in a court case with the PERSON.

b. I or a family member am now, or was, involved in a court case with the PERSON.

This case is/was a \_\_\_\_\_ in \_\_\_\_\_  
Type of Case When

Explain: \_\_\_\_\_  
\_\_\_\_\_

5. I am on good terms with the PERSON at the present time. (Check one box)  Yes  No  
If "no", please explain: \_\_\_\_\_

\_\_\_\_\_

6. I have known the PERSON for \_\_\_\_\_ (how long).

a. The PERSON has only recently displayed unusual kinds of behavior.

b. The PERSON has, over a period of time, always acted in a strange manner.

c. The PERSON's behavior has developed over a period of time.

**COMPLETE THE FOLLOWING ONLY IF THE SECTION APPLIES TO THIS CASE:**

7. I have seen the following behavior, which causes me to believe that there is a good chance that the PERSON will cause serious bodily harm to himself/herself or others.

On \_\_\_\_\_ at approximately \_\_\_\_\_ am/pm,  
Date Time

I saw the PERSON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Other similar behavior I have personally seen is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9.  To my knowledge or belief,  I do  I do not believe these actions were a result of retardation, developmental disability, intoxication, or conditions resulting from antisocial behavior or substance abuse impairment.

**CHECK AND/OR ANSWER APPLICABLE SECTIONS**

10.  a. I have attempted to get the PERSON to agree to seek assistance for a mental or emotional problem(s). I explained the purpose of the examination (describe when, who was present, and whether you or another person explained the need for the examination):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. I did not try to get the PERSON to agree to a voluntary examination because: \_\_\_\_\_

\_\_\_\_\_

c. The PERSON refused a voluntary examination because: \_\_\_\_\_

\_\_\_\_\_

11. The following steps were taken to get the PERSON to go to a hospital for mental health care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These steps did not work because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. I believe that the PERSON is unable to determine for himself/herself, why the examination is necessary because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. I believe that the PERSON has a mental illness which will keep the PERSON from being able to meet the ordinary demands of living because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. I believe that without care or treatment, the PERSON is likely to suffer from neglect or refuse to care for himself/ herself, because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. I believe that this lack of care or neglect will lead to the PERSON hurting himself or herself because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Can family or close friends now provide enough care to avoid harm to the PERSON?  
 Yes  No. If not, why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Provide the following identifying information about the person (if known) if it is determined necessary to take the person into custody for examination:</b>			
County of Residence:		Age:	
Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female Race: _____ Attach a picture of the PERSON if possible.			
Picture attached: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Height:	Weight:	Hair Color:	Eye Color:
Does the PERSON have access to any weapons? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:			
Is the PERSON violent now? <input type="checkbox"/> No <input type="checkbox"/> Yes Has the person been violent in the recent past? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Describe:			
Does the PERSON have any pending criminal charges against him/her? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:			
<b>GUARDIANSHIP:</b>			
1) Does the PERSON have a legal guardian? <input type="checkbox"/> No <input type="checkbox"/> Yes			
2) Is there a pending petition to determine the PERSON's capacity and for the appointment of a guardian? <input type="checkbox"/> No <input type="checkbox"/> Yes			

If YES to either of the above, provide the name, address and phone number of the current or proposed guardian.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**PHYSICIAN:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICATIONS:** Provide name of medications if known.

**CASE MANAGEMENT:** Provide name and phone number of case manager or case management agency, if known.

**I understand that this sworn statement is given under oath and will be treated as though it was made before a judge in a court of law. I understand that any information in this sworn statement which is not to the best of my knowledge and done in good faith may expose me to a penalty for perjury and other possible penalties under the statutes of the State of Florida.**

**Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.**

Signature of Affiant/Petitioner: \_\_\_\_\_

**STATE OF FLORIDA**

**COUNTY OF** \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  Online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.

[Notary Seal]

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
Name typed, printed or stamped

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_ Personally Known OR \_\_\_\_\_ Produced Identification

Type of Identification Produced \_\_\_\_\_

**A copy of the petition(s) must be attached to an Ex Parte Order for Involuntary Examination and accompany the person to the nearest receiving facility.**

**INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE  
FORM 12.900(h),  
NOTICE OF RELATED CASES (02/24)**

**When should this form be used?**

Florida Rule of General Practice and Judicial Administration 2.545(d) requires the **petitioner** in a family law case to file with the court a notice of related cases, if any. Your circuit may also require this form to be filed even if there are no related cases. A case is considered related if:

- it involves the same parties, children, or issues and is pending when the family law case is filed; or
- it affects the court's jurisdiction to proceed; or
- an order in the related case may conflict with an order on the same issues in the new case; or
- an order in the new case may conflict with an order in the earlier case.

This form is used to provide the required notice to the court.

This form should be typed or printed in black ink. It must be **filed** with the **clerk of the circuit court** with the initial pleading in the family law case.

**What should I do next?**

A copy of the form must be served on the presiding judge, either the chief judge or the family law administrative judge, and all parties in the related cases. You should also keep a copy for your records. **Service** must be in accordance with Florida Rule of General Practice and Judicial Administration 2.516.

**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 and underline**" in these instructions are defined there. For further information, see Florida Rule of General Practice and Judicial Administration 2.545(d).

**Special notes . . .**

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 **must** also 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 FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**NOTICE OF RELATED CASES**

1. Petitioner submits this Notice of Related Cases as required by Florida Rule of General Practice and Judicial Administration 2.545(d). A related case may be an open or closed civil, criminal, guardianship, domestic violence, juvenile delinquency, juvenile dependency, or domestic relations case. 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; if it affects the court's jurisdiction to proceed; 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.

[check **one** only]

**There are no related cases.**

**The following are the related cases (add additional pages if necessary):**

**Related Case No. 1**

Case Name(s): \_\_\_\_\_

Petitioner: \_\_\_\_\_

Respondent: \_\_\_\_\_

Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check **all** that apply]

Dissolution of Marriage

Paternity

Custody

Adoption

Child Support

Support for Dependent Adult Children

Modification/Enforcement/Contempt Proceedings

Juvenile Dependency

Juvenile Delinquency

Termination of Parental Rights

Criminal

Domestic/Sexual/Dating/Repeat

Mental Health

Violence or Stalking Injunctions

Other *{specify}* \_\_\_\_\_

State where case was decided or is pending:  Florida  Other: *{specify}* \_\_\_\_\_

Name of Court where case was decided or is pending (*for example, Fifth Circuit Court, Marion County, Florida*): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_  
Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases check **all** that apply]:

- \_\_\_\_ pending case involves same parties, children, or issues;
- \_\_\_\_ may affect court's jurisdiction;
- \_\_\_\_ order in related case may conflict with an order in this case;
- \_\_\_\_ order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Related Case No. 2**

Case Name(s): \_\_\_\_\_  
Petitioner: \_\_\_\_\_  
Respondent: \_\_\_\_\_  
Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check **all** that apply]

- |  |   |
|--|---|
| ____ Dissolution of Marriage                       | ____ Paternity                            |
| ____ Custody                                       | ____ Adoption                             |
| ____ Child Support                                 | ____ Support for Dependent Adult Children |
| ____ Modification/Enforcement/Contempt Proceedings |   |
| ____ Juvenile Dependency                           | ____ Juvenile Delinquency                 |
| ____ Termination of Parental Rights                | ____ Criminal                             |
| ____ Domestic/Sexual/Dating/Repeat                 | ____ Mental Health                        |
| ____ Violence or Stalking Injunctions              | ____ Other {specify} _____                |

State where case was decided or is pending: \_\_\_\_ Florida \_\_\_\_ Other: {specify} \_\_\_\_\_

Name of Court where case was decided or is pending (for example, Fifth Circuit Court, Marion County, Florida): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_  
Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases check **all** that apply]:

- \_\_\_\_ pending case involves same parties, children, or issues;
- \_\_\_\_ may affect court's jurisdiction;
- \_\_\_\_ order in related case may conflict with an order in this case;
- \_\_\_\_ order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Related Case No. 3**

Case Name(s): \_\_\_\_\_

Petitioner: \_\_\_\_\_

Respondent: \_\_\_\_\_

Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

Type of Proceeding: [check **all** that apply]

- Dissolution of Marriage
- Custody
- Child Support
- Modification/Enforcement/Contempt Proceedings
- Juvenile Dependency
- Termination of Parental Rights
- Domestic/Sexual/Dating/Repeat Violence or Stalking Injunctions
- Paternity
- Adoption
- Support for Dependent Adult Children
- Juvenile Delinquency
- Criminal
- Mental Health
- Other *{specify}* \_\_\_\_\_

State where case was decided or is pending:  Florida  Other: *{specify}* \_\_\_\_\_

Name of Court where case was decided or is pending (*for example, Fifth Circuit Court, Marion County, Florida*): \_\_\_\_\_

Title of last Court Order/Judgment (if any): \_\_\_\_\_

Date of Court Order/Judgment (if any): \_\_\_\_\_

Relationship of cases check **all** that apply]:

- pending case involves same parties, children, or issues;
- may affect court's jurisdiction;
- order in related case may conflict with an order in this case;
- order in this case may conflict with previous order in related case.

Statement as to the relationship of the cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. [check **one** only]

- I **do not** request coordination of litigation in any of the cases listed above.
- I **do** request coordination of the following cases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. [check **all** that apply]

- Assignment to one judge
- Coordination of existing cases will conserve judicial resources and promote an efficient determination of these case because: \_\_\_\_\_  
\_\_\_\_\_

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Signature  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address(es): \_\_\_\_\_

**CERTIFICATE OF SERVICE**

**I CERTIFY** that I delivered a copy of this Notice of Related Cases to the \_\_\_\_\_ County Sheriff's Department or a certified process server for service on the Respondent, and [**check all used**] ( ) e-mailed ( ) mailed ( ) hand delivered, a copy to {name} \_\_\_\_\_, who is the [check all that apply] ( ) judge assigned to new case, ( ) chief judge or family law administrative judge, ( ) {name} \_\_\_\_\_ a party to the related case, ( ) {name} \_\_\_\_\_, a party to the related case on {date} \_\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner/Attorney for Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address(es): \_\_\_\_\_  
Florida Bar Number: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the {choose **only one**}: ( ) Petitioner ( ) Respondent.

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_,  
{name of business} \_\_\_\_\_,  
{address} \_\_\_\_\_,  
{city} \_\_\_\_\_ {state} \_\_\_\_\_, {telephone number} \_\_\_\_\_.

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

and

\_\_\_\_\_  
Respondent.

**Date of Birth Form for Unified Family Court**

**Instructions**

Pursuant to Administrative Order 5.109, this form is to be completed and filed with the Clerk's Office in all new and reopened Unified Family Court ("UFC") cases. UFC case types include but are not limited to all family, juvenile, mental health, domestic violence and guardianship cases. A detailed list of UFC case types can be found in Administrative Order 5.101.

**Sensitive Information in this document (month and day of birth/names of minors) will be redacted by the Clerk and will not appear in a document accessible by the general public.**

**Information**

Petitioner's Name		Petitioner's D.O.B	
Petitioner's Address			
Respondent's Name		Respondent's D.O.B	
Respondent's Address			
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
Child's Name		Child's D.O.B	
*Please attach an additional page for additional Party or Child			

**Filed by:** \_\_\_\_\_  
**Type/Print your name**

**PLEASE PRINT LEGIBLY**

**Division: Probate/Mental Health**  
**INFORMATION / DESCRIPTION SHEET**  
**TO: THE PALM BEACH COUNTY SHERIFF'S OFFICE**

**Case No.:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**RESPONDENT'S NAME:** \_\_\_\_\_

**AKA (also known as):** \_\_\_\_\_

**RESIDENTIAL ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TEMPORARY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**RACE:** \_\_\_\_\_ **SEX:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **HAIR COLOR:** \_\_\_\_\_

**EYE COLOR:** \_\_\_\_\_ **TATTOOS:** \_\_\_\_\_

**DL/STATE ID:** \_\_\_\_\_ **SS#: (ENTIRE #):** \_\_\_\_\_

**DISTINGUISHING MARKS/ FEATURES:** \_\_\_\_\_

**ADDITIONAL INFORMATION THAT WOULD ASSIST WITH SERVICE:** \_\_\_\_\_

\_\_\_\_\_

**BEST TIME TO SERVE:** \_\_\_\_\_

**PETITIONER'S NAME:** \_\_\_\_\_

**D.O.B.** \_\_\_\_\_ **RELATIONSHIP TO RESPONDENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_



THE  
**15TH JUDICIAL CIRCUIT**  
OF FLORIDA  
ADMINISTRATIVE OFFICE OF THE COURT

**E-SERVICE INSTRUCTIONS FOR SELF REPRESENTED PARTIES**

Pursuant to the Florida Rule of Judicial Administration 2.516, self-represented parties involved in any type of case in any Florida court, may, but are not required to, serve on the opposing party's attorney court documents by e-mail.

E-mail Service to/from an Opposing Party: Self-represented parties opting to serve court documents by e-mail may do so by designating a primary e-mail address (and up to 2 secondary e-mail addresses) for receiving service in that proceeding. This designation only informs the other side of your email address. Once a party has filed an e-mail address designation in a proceeding, all court documents required or permitted to be served on a party must be served by e-mail unless the parties otherwise agree or a court orders otherwise.

E-Mail Service from Participating Judges: Self-represented parties who want to receive court orders and other court documents from judges who use e-mail service **MUST** register with the 15th Judicial Circuit's online services system at **[www.15thcircuit.com/html/onlineservices](http://www.15thcircuit.com/html/onlineservices)**. You will NOT receive court documents from participating judges unless and until you register with the 15th Judicial Circuit's online system.

Form of Email: E-mail service is made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail's subject line must state "SERVICE OF COURT DOCUMENT" in all capital letters, followed by the case number of the relevant proceeding. The body of the e-mail must identify the: (1) court in which the proceeding is pending; (2) case number; (3) name of the initial party on each side; (3) title of each document served with that e-mail; (4) sender's name; (5) sender's telephone number. The e-mail and attachments together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line. Documents served by e-mail may be signed by "/s/", "/s" or "s/" as long as the document filed with the Clerk's Office is signed in accordance with the applicable rule of procedure.

Service Dates: Service by e-mail is deemed complete on the date it is sent. E-mail service is treated as service by mail for the computation of time. When, in addition to service by e-mail, the sender also utilizes another means of service provided for in the Rules of Judicial Administration, the computation of time will be based on the method of service that has the shortest response time.

Filing of Documents: The Rules of Judicial Administration require that all documents be filed with the court either before service on the opposing party or immediately thereafter. Documents are deemed filed when they are filed with the clerk of court. If the sender learns that the e-mail did not reach the address of the person to be served, the sender must immediately send another copy by e-mail, or serve by a means authorized by subdivision (b)(2) of the Rules of Judicial Administration.

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

CASE NO.: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff/Petitioner

v.

\_\_\_\_\_,  
Defendant/Respondent

**DESIGNATION OF E-MAIL ADDRESS BY A PARTY NOT  
REPRESENTED BY AN ATTORNEY**

**Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(C),**

I, (full legal name) \_\_\_\_\_, designate the E-mail address(es)  
below for electronic service of all documents related to this case.

Designated E-mail Address: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

Other E-mail Address: \_\_\_\_\_

1. By completing this form, I am authorizing the Court, the Clerk of the Fifteenth Judicial Circuit of Florida, and all parties to send copies of notices, orders, judgments, motions, pleadings, or other written communications to me by e-mail or through the Florida Courts E-filing Portal.
2. I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all copies of notices, orders, judgments, motions, pleadings, or other written communications in this case will be served at the e-mail address(es) on record at the clerk's office.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Phone Number)

## CERTIFICATE OF SERVICE

I certify that a copy of this document was {check all used}: ( ) e-mailed ( ) mailed ( ) faxed ( ) hand-delivered to the person(s) listed below on {date} \_\_\_\_\_.

### **Other party or his/her attorney**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

### **IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: {choose only **one**}

( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_

{name of business} \_\_\_\_\_

{street} \_\_\_\_\_

{city} \_\_\_\_\_, {state} \_\_\_\_\_ {telephone number} \_\_\_\_\_

**Form 2.601, REQUEST TO BE EXCUSED FROM E-MAIL SERVICE BY A PARTY NOT REPRESENTED BY AN ATTORNEY**

Rule 2.516 of the Rules of General Practice and Judicial Administration, SERVICE OF PLEADINGS AND DOCUMENTS, is amended to require self-represented litigants to provide an email address for service of court documents, unless the party is in custody or unless the party is excused by the Clerk because the party declares under penalty of perjury that they do not have an email address or do not have regular access to the Internet. In order for the self-represented litigant to make the declaration of lack of email address or regular Internet access, they must complete this form.

If a pro se litigant is not requesting to be excused from e-mail service, they can use Form 2.602, Notice of Email Designation, to specify up to three (3) email addresses where they would like to receive e-mail service from the court and other parties in their case.

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Plaintiff/Petitioner,

and

\_\_\_\_\_,  
Defendant/Respondent.

**REQUEST TO BE EXCUSED FROM E-MAIL SERVICE FOR A PARTY NOT  
REPRESENTED BY AN ATTORNEY**

(Name) \_\_\_\_\_ requests to be excused pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.516(b)(1)(D) from the requirements of e-mail service because I am not represented by an attorney and:

- I do not have an e-mail account.
- I do not have regular access to the internet.

By choosing not to receive documents by e-mail service, I understand that I will receive all copies of notices, orders, judgments, motions, pleadings, or other written communications by delivery or mail at the following address: \_\_\_\_\_

\_\_\_\_\_  
(Address)

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing address.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing request and that the facts stated in it are true.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Phone number: \_\_\_\_\_

**CLERK'S DETERMINATION**

Based on the information provided in this request, I have determined that the applicant is  
 excused or  not excused from the e-mail service requirements of Fla. R. Gen. Prac. & Jud.  
Admin. 2.516(b)(1)(C).

Dated: \_\_\_\_\_

Signature of the Clerk of Court: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that a copy hereof has been furnished to the Clerk of Court for Palm Beach County  
and (insert name(s) and address(es) of parties used for service) \_\_\_\_\_

\_\_\_\_\_

by (delivery) (mail) \_\_\_\_\_ on (date) \_\_\_\_\_

\_\_\_\_\_  
(Name of party)

**A PERSON, WHO IS NOT EXCUSED, MAY SEEK REVIEW BY A JUDGE BY  
REQUESTING A HEARING TIME.**

Sign here if you want the Judge to review the clerk's determination that you are not excused  
from the e-mail service requirements. You do not waive or give up any right to judicial review of  
the clerk's determination by not signing this part of the form:

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

**INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE  
FORM 12.900(a)  
DISCLOSURE FROM NONLAWYER (06/25)**

**When should this form be used?**

This form must be used when anyone who is **not** a lawyer in good standing with The Florida Bar helps you complete any Florida Family Law Form. Attorneys who are licensed to practice in other states but not Florida, or who have been disbarred or suspended from the practice of law in Florida, are nonlawyers for the purposes of the Florida Family Law Forms and instructions.

The nonlawyer must complete this form and both of you are to sign it before the nonlawyer assists you in completing any Family Law Form.

**In addition**, on any other form with which a nonlawyer helps you, the nonlawyer shall complete the nonlawyer section located at the bottom of the form unless otherwise specified in the instructions to the form. This is to protect you and be sure that you are informed in advance of the nonlawyer's limitations.

**What should I do next?**

A copy of this disclosure, signed by both the nonlawyer and the person on whose behalf the forms will be completed, must be given to the person to retain and the nonlawyer must keep a copy in the person's file. The nonlawyer must also keep copies for at least 6 years of all forms given to the person being assisted.

**Special Notes . . .**

This disclosure form does NOT act as or constitute a waiver, disclaimer, or limitation of liability.

**IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
IN AND FOR PALM BEACH COUNTY, FLORIDA**

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**DISCLOSURE FROM NONLAWYER**

{Name} \_\_\_\_\_ told me that he/she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. {Name} \_\_\_\_\_, informed me that he/she is not a paralegal as defined by the rule and cannot call himself/herself a paralegal.

{Name} \_\_\_\_\_, told me that he/she may only type the factual information provided by me in writing into the blanks on the form. Except for typing, {Name} \_\_\_\_\_, may not tell me what to put in the form and may not complete the form for me. However, if using a form approved by the Supreme Court of Florida, {Name} \_\_\_\_\_, may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

{Choose **one** only}

\_\_\_\_ I can read English.

\_\_\_\_ I cannot read English, but this disclosure was read to me [fill in **both** blanks] by

{Name} \_\_\_\_\_ in {language} \_\_\_\_\_, which I understand.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Signature of **NONLAWYER**

Printed Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_