

MODIFICATION OF PARENTING PLAN, TIME-SHARING SCHEDULE AND OTHER RELIEF

****THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES MAY VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING****

Required forms:

- Civil Coversheet
- Supplemental Petition to Modify Parenting Plan/Time-Sharing Schedule and Other Relief
- Disclosure From A Non- Lawyer
- Notice of Limitations of Services Provided (one for each party)
- Uniform Child Custody Jurisdiction Act Affidavit (UCCJEA)
- Notice of Social Security Number (one for each party)
- Financial Affidavit (one for each party)
- Information for required Parenting Class (This 4 hour class is required if you have not previously completed it; or you may file a copy of your certificate in this case if you completed it for another case.)
- Answer To Supplemental Petition (To be signed by other party if uncontested)
- Summons (Note: You only need this if the other party will not sign the required paperwork)

You will also need the following items:

- Copy of your Driver's License or ID card
- Six (6) regular business size envelopes with Stamps, but no writing on them.
- **MODIFICATION SETTLEMENT AGREEMENT** – (Both parties will sign – there is no form for this Agreement, but you may use the “Marital Settlement Agreement with Children” form at www.flcourts.org (under Self-Help/Family Law Forms), *as a guide to prepare your Modification Settlement Agreement, using the paragraphs relating to the children and to time-sharing and REMOVING the paragraphs related to divorce.*)
- Parenting Plan (must be attached to settlement agreement)

INSTRUCTIONS:

- ✓ Complete the required forms
- ✓ Provide copies of your Driver License/ID Card, envelopes, the Modification Settlement Agreement (if there is one) and Parenting Plan
- ✓ Submit all of these documents to the Clerk with the forms and filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email.

NOTE: If the other party will not sign the paperwork, you should keep a copy of the SIGNED Petition, UCCJEA, and Financial Affidavit to use for service of process AFTER your case manager contacts you. Otherwise, the Clerk charges \$1.00 per page for copying these documents from your file.

Note: Case Managers cannot help you complete the forms.

David L. Holland, Family Court Manager, 850-747-5497 or hollandd@jud14.flcourts.org

Trish Riemer, Case Manager, 850-747-5247 or riemert@jud14.flcourts.org (Bay County)

Jennifer D. Williams, Case Manager, 850-747-5623 or williamsj@jud14.flcourts.org (Bay County)

Cary Godwin, Case Manager, 850-718-0480 or godwinc@jud14.flcourts.org
(Calhoun, Gulf, Holmes, Jackson and Washington Counties)