

**FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY**  
**RESPONDENT - DIVORCE**  
**ANSWER TO PETITION – WITH MINOR CHILDREN**

Self-represented individuals are provided this checklist as part of the Family Law Self-Help program for Charlotte County. This covers the basic procedural requirements for filing the type of RESPONSE noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. This checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES). The forms referenced below may be downloaded free of charge from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG).

Each of the forms should be kept separated to better organize your efforts and to ensure all forms/instructions are included. You may schedule an appointment with a Family Law Case Manager staff to have your documents notarized and copied at no cost.

- General Information for Self-Represented Litigants

**COMPLETE AND FILE:**

- Answer to Petition for Dissolution of Marriage [Form 12.903(B)]
- Financial Affidavit (short form) [Form 12.902(b)] – Used when annual income is under \$50,000.  
OR:  Financial Affidavit (long form) [Form 12.902(c)] - Used when annual income is \$50,000 or more.
- Notice of Social Security Number [Form 12.902(J)]
- Notice of Current Address [Form 12.915]
- Certificate of Compliance with Mandatory Disclosure [Form 12.932]  
(DUE WITHIN 45 DAYS OF SERVICE, unless waived by both Parties...actual documents {tax returns, pay stubs, etc.} should not be filed in the court file, but provided directly to the other Party.)
- Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit [Form 12.902(d)]
- Child Support Guidelines Worksheet [12.902(e)]  
Either Party may file this worksheet after both financial affidavits have been filed.
- Parenting Plan [Form 12.995(a)].  
May be filed as proposed by one Party, or as an agreed plan if both Parties sign.  
OR:  Supervised/Safety Focused Parenting Plan [Form 12.995(b)].  
Used in cases when Child(ren) cannot be safely alone with the other parent.  
OR:  Relocation/Long Distance Parenting Plan [Form 12.995(c)]  
Used when planning to relocate more than 50 miles from the current principal place of residence.

**REQUIRED CLASS:**

- Parent Education and Family Stabilization Course Completion  
Standing Orders provide contact information for enrollment. Each parent MUST attend either in-person or online class.

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In some cases, the following additional documents may be necessary. The forms can be downloaded from WWW.FLCOURTS.ORG. The forms can also be requested from the Family Law Self-Help program, by submitting a blue request form (FLSH-Charlotte Form 2) to the Administrative Office of the Courts.

- Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Children [Form 12.902(f)(1)]  
There is no agreement form specific for cases with no property and no child(ren). This form is acceptable to document the issues which have been agreed to by both Parties; Section III provides space to clarify or add any unique issues not elsewhere addressed in the agreement.
- Motion for Deviate from Child Support Guidelines [Form 12.943]  
Used only when you want the Court to order more/less child support than recommended on the worksheet.