

**New Family Law Pro se Cases – all files will be reviewed and litigants notified by mail within 30 days**

*No dissolution of marriage, paternity, or visitation cases involving children will be set for hearing until parenting class certificates are filed. Online classes must be approved by the division judge through the case manager.*

Please make sure you inform the Clerk of any changes in address by completing a [Notice of Current Address \(Form 12.915\)](#).

**To inquire on the status of your case after service on the respondent you may do so by e-mailing [prose@fljud13.org](mailto:prose@fljud13.org)**

**The respondent in your case must be notified**

- If both parties are in agreement – Respondent files answer and required forms**  
You must both file all of the required forms. If there are children, both parties must take the parenting class. **PARTIES MUST CHECK WITH EACH DIVISION CASE MANAGER TO SEE IF ONLINE PARENTING CLASS IS ACCEPTED.**  
Once you have filed all of the required forms, contact our office at the number above.
- If both parties are not in agreement - Personal service**  
You must have the other party served by a sheriff or private process server in the state or county where the respondent resides. Once you have filed proof of personal service, contact our office at the number above.
- If you are unable to locate the other party - Service by publication**  
You must have service by publication on the other party. You will be required to prove to the court that you have done a diligent search to locate the respondent. Once you have filed the proof of publication and default after date listed on notice of action, contact case management office.

**Required Forms In All Cases**

- Service on respondent as listed above
- Financial affidavits
- Certificate of compliance with mandatory disclose
- Proof of 6 months residency prior to filing (copy of driver's license or affidavit of corroborating witness)
- Marital settlement agreement if property and both agree

**Required on all cases with children**

- |                                 |   |
|---------------------------------|---|
| (1) Parenting class certificate | (3) Notice of Social Security                             |
| (2) Parenting Plan              | (4) UCCJEA (uniform child custody jurisdiction affidavit) |

All self help step-by-step instructions are available in each packet and on the Thirteenth Judicial Circuit website at: <https://www.fljud13.org>

All forms and packets are available for purchase at the Edgecomb Courthouse, Court Business Center, 6<sup>th</sup> floor.

**Legal Information Center - Room 203 - can help with:** (be sure to call for the hours of operation)

**What forms you need and what your next step is 813-864-2280 press 1**

**Understanding legal procedures and processes**

**Family Forms Clinic - Room 207 - volunteer attorneys can help with:** (be sure to call for hours of operation)

**Help you complete forms – you should bring your forms with you 813-864-2280 press 2**

**Spanish speaking volunteers to assist you**