

## INSTRUCTIONS FOR REQUEST TO COMPLETE APPROVED ALTERNATIVE PARENTING COURSE

This request may be used to ask the Court to allow you to attend an alternative (correspondence or on-line) parenting course. You may only make this request if you are unable to attend one of the classroom courses approved by the Department of Children and Families, which are available throughout the State of Florida.

1. Fill out the *Request to Complete Approved Alternative Parenting Course* making sure you **check all** the appropriate boxes. This request may be neatly handwritten. **Provide a copy** of the request to the other party. Complete the *Certificate of Service* at the bottom of the form indicating how and when you provided a copy to the other party.

2. **Type** the information on the *Order on Request to Complete Approved Alternative Parenting Course* being certain to include full names, case number and division (at the top) and the names and addresses of both parties (at the bottom). **Make two additional copies of the Order.**

3. **Return all of the following** to the Clerk of Court, Family Law Division, Santa Rosa County Courthouse, 4025 Avalon Blvd., Milton, FL 32583:

- The original *Request to Complete Approved Alternative Parenting Course*.
- The original and two (2) copies of the *Order on Request to Complete Approved Alternative Parenting Course*.
- Two (2) self- addressed, stamped envelopes (one addressed to each party).

4. You should receive the signed order in the mail within 2-4 weeks. Once you have received the Order, you should proceed immediately to enroll in the course as ordered by the Court.

**IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

IN RE:

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

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

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

and

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

**REQUEST TO COMPLETE APPROVED ALTERNATIVE PARENTING COURSE**

I, the above-named ( )Petitioner ( )Respondent understand that I am required to take an approved Parent Education and Family Stabilization Course to meet the requirements of Chapter 61.21(3) Florida Statute. I further acknowledge that per Administrative Order 2004-11, First Judicial Circuit of Florida, I must obtain approval from the Court to take an alternative/distance learning class instead of an approved classroom course provided by the Department of Children and Families (DCF).

I respectfully request that the Court enter an order approving my attendance in an alternative Parent Education and Family Stabilization Course that is listed on the DCF Distance Learning Statewide Provider List. Grounds for this request would show:

1. I am a party to the following pending case before the Court:  
( ) Dissolution of Marriage with Children  
( ) Paternity involving custody or visitation.  
( ) Other Domestic Relations involving custody or visitation.  
Specify: \_\_\_\_\_
2. I am requesting approval to take the following course from the DCF Statewide Distance Learning List:  
  
Name of course: \_\_\_\_\_
3. The reason I am requesting approval to take an alternative parenting course is as follows:  
( ) I reside outside the state of Florida in {name of state} \_\_\_\_\_, and there is no approved classroom course available.  
( ) I am unable to attend a classroom course due to disability, handicap or other physical impairment.  
Specify Type: \_\_\_\_\_  
( ) I am presently incarcerated at {name of jail or prison} \_\_\_\_\_ and not due to be released until {estimated date} \_\_\_\_\_.  
( ) I am presently in the United States Armed Forces and stationed outside of the country in/on {name of country, ship, etc.} \_\_\_\_\_  
( ) Other {state specific reason not listed above}: \_\_\_\_\_

Petitioner/Respondent respectfully requests the Court enter an order granting approval to complete the alternative course as indicated above.

DATE: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Petitioner's Complete Address

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**CERTIFICATE OF SERVICE**

I certify a copy of the foregoing was ( ) hand delivered, or ( ) mailed by U.S. regular mail to the other party at {address} \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Petitioner's Signature

**IN THE CIRCUIT COURT  
OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR SANTA ROSA COUNTY, FLORIDA**

**IN RE:**

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

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

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

**and**

\_\_\_\_\_, **Respondent**

**ORDER ON REQUEST TO COMPLETE APPROVED  
ALTERNATIVE PARENTING COURSE**

The above-named ( )Petitioner ( )Respondent has requested that the Court enter an Order approving his/her completion of an alternative parenting course approved by the Department of Children and Families. The course is entitled \_\_\_\_\_.

The Court having considered the reasons, facts and circumstances presented by the party as stated in the Motion to Complete an Approved Alternative Parenting Course, hereby makes the following ruling:

( ) **Request is Granted** and the party may enroll in above-referenced course.

( ) **Request is Denied** and the party is required to complete an approved classroom course.

Upon completion of the course, the party will provide a Certificate of Completion to the Clerk of the Court, Family Law Division, 4025 Avalon Blvd., Milton, FL 32583

**DONE AND ORDERED** at Milton, Santa Rosa County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**CIRCUIT JUDGE**

**Copies furnished to:**

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

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

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

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