

**INSTRUCTIONS FOR REQUEST TO WAIVE  
(FINANCIAL DOCUMENTS AND/OR PARENTING COURSE)**

This request may be used to ask the **court to waive** certain requirements of a party in order to proceed to a **final hearing**. The Request to Waive Financial Documents and/or Parenting Class may be used **only if you have complied with the requirements yourself**, but the other party has not.

1. Complete the Motion to Waive 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 indicating how and when you provided a copy to the other party.
2. Neatly mark the information on the Order portion of the request (check each box you are wanting waived).
3. Return the motion/proposed order to the Clerk of Court, Family Law Division, Santa Rosa County Courthouse, 6865 Caroline Street, Milton, Florida 32570.
4. You should receive the signed order in the mail within 2-4 weeks. If the Order Regarding Motion to Waive is signed by the Court and all other requirements have been met, you may file a Request for Hearing. The Request will be forwarded to the Pro Se Coordinator to set for hearing.