

INSTRUCTIONS FOR NOTICE OF INTENT OF PRIMARY RESIDENTIAL PARENT TO RELOCATE WITH CHILD(REN)

This request may be used to notify the non-residential parent, and/or other party entitled to visitation with the child(ren), that you intend to relocate the child(ren) for 60 or more consecutive days, to a principal residence more than 50 miles from your residence at the time of the last order on custody/visitation. This does not include relocation for the purposes of vacation, education or health care for the child.

I. Forms that may be needed for this action:

- (a) *Notice of Intent to Relocate with Child(ren).*
- (b) *Certificate of Filing Notice of Intent to Relocate with Child(ren).*
- (c) *Order on Notice of Intent to Relocate with Child(ren).*
- (d) *Process Service Memorandum (if serving the person through the Sheriff's Office).*
- (e) *Last Order regarding custody/visitation with the child(ren).*
- (f) *Uniform Child Custody Jurisdiction and Enforcement Affidavit (UCCJEA).*
- (g) *Motion for Temporary Order to Relocate with Child(ren).*
- (h) *Supplemental Petition to Relocate with Child(ren).*

Determine whether II or III below applies to you to know the forms needed. Make sure you **complete the forms accurately and completely.** The forms can be neatly handwritten, except the **Order must be typed.** Make two (2) additional copies of the forms and a copy for your records.

II. IF YOU HAVE A PENDING COURT ACTION:

A. If you have a pending court action regarding the child(ren) you must provide a copy of the **Notice of Intent to Relocate** to the other party. You may do this by hand delivery, fax, mail or any combination of these methods. Once you have provided the Notice to the other party, file the **Certificate of Filing the Notice** with the Clerk of Court, Family Law Division, 1st Floor, 6865 S.W. Caroline Street, Milton, Florida 32570.

B. The other party is allowed 30 days from the date of service of the Notice to file and objection. After the 30 have passed, you must file the following with the Clerk:

1. **Motion for Temporary Order to Relocate with Child(ren) (Make sure you provide a copy of this motion to the other party).**
2. **Original and two (2) copies of the Order**
3. **Two (2) self-addressed stamped envelopes** (one addressed to yourself and one to the other party)
4. Proposed **Agreement** concerning relocation of minor child(ren) – if you have one
5. **Request for Hearing.**

C. Your file will be reviewed and sent to the assigned judge for further action. You will

receive the Order or further instructions in the mail.

OR

III. YOU DO NOT HAVE A PENDING CASE WITH THE COURT.

A.. If you do not have a pending court action regarding the child(ren) you must serve the other party through the Sheriff's Office, Civil Division or by certified mail, restricted delivery with return receipt. For service through the Sheriff's Office, take the ***Process Service Memorandum and Notice of Intent to Relocate*** to the Sheriff's Office in Santa Rosa County, Civil Division. If the person does not live in Santa Rosa County, you will need to contact the Sheriff's Office in the county where he/she resides for instructions on service. Once you receive a Return of Service form indicating when the party was served, complete the ***Certificate of Filing*** indicating the date served, and file it with the Clerk of Court, Family Law Division, 1st Floor, 6865 S. W. Caroline Street, Milton, Florida 32570

B. The other party is allowed 30 days from the date of service of the Notice to file an objection. After the 30 days have passed, you must file the following with the Clerk:

1. **Supplemental Petition to Relocate with Child(ren) must serve other party by Sheriff's Office.**
2. **Original and two (2) copies of the Order.**
3. **Two (2) self-addressed stamped envelopes** (one addressed to yourself and one to the other party).
4. Proposed **Agreement** concerning relocation of minor child(ren) – if you have one.
5. **Request for Hearing.**

C. Your file will be reviewed and sent to the assigned judge for further action. You will receive the Order or further instructions in the mail.

NOTICE OF LIMITATION OF SERVICES PROVIDED

This list of forms and procedural information should be considered as a guideline and not legal advice. It is best to consult with your own attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension benefits, assets or liabilities.

The personnel in the selfhelp program are not acting as your lawyer or providing legal advice to you. Selfhelp personnel are not acting on behalf of the Court or any judge. The presiding judge in your case may require amendment of a form or substitution of a different form other than any you may have obtained from the clerk's office, the selfhelp office or a legal forms provider. The form(s) you file are only a request of the Court. The judge is not required to grant the relief requested in a form. The personnel in this selfhelp program cannot tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. Selfhelp services are available to all persons who are or will be parties to a family case. The information you give to and receive from selfhelp personnel is not confidential and may be subject to disclosure at a later date. Nothing you may tell family court personnel is confidential. If another person involved in your case seeks assistance from the selfhelp program, that person will be given the same type of assistance you receive.

Clerk's Office Family Law Division: 850-981-5552
Court Administration Family Law Self Help Office: 850-981-5588

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

Case No.: _____
Division: _____

Petitioner,

and

Respondent

MOTION FOR TEMPORARY ORDER TO RELOCATE WITH CHILD(REN)

I, _____, being sworn, certify the following information to be true.

I. A Notice of Intent to Relocate with Child(ren) was served on the Respondent on {date}_____. An Objection to Notice of Intent to Relocate with Child(ren) () was () was not filed by the Respondent within 30 days of service of the Notice of Intent to Relocate. Petitioner requests the Court allow relocation with the following minor child(ren):

Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____

II. Petitioner intends to relocate with the child(ren) for a period of 60 or more consecutive days, to a location that is greater than 50 miles from the residence at the time of the last order on custody and/or visitation. Petitioner intends to relocate to the following location:

Physical Address: _____

City: _____

State: _____

Mailing Address: _____

Telephone Number: _____

Date of Proposed Relocation/Move: _____

III. The specific reason(s) for the proposed relocation of the child(ren) is/are as follows:

Documentation related to specified reasons is attached to this Petition.

IV. Proposed visitation schedule, transportation, and payment of costs:

A. Proposed Visitation Schedule:

B. Proposed Method of Transportation:

C. Person Responsible for arranging transportation for visitation:

D. Person responsible for payment of transportation costs:

E. Method of Payment/Payment Plan:

Dated: _____

Signature

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing motion was () mailed

() hand delivered () faxed to: {name} _____

at {address} _____

on the _____ day of _____, 20_____.

Signature

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

Case No.: _____
Division: _____

Petitioner,

and

Respondent

**NOTICE OF INTENT OF PRIMARY RESIDENTIAL PARENT TO
RELOCATE WITH CHILD(REN)**

I. Petitioner is the Primary Residential Parent of the following child(ren) per order of the Court dated _____, a copy of which is attached to this Notice. This order pertains to the following minor child(ren):

Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____

II. Petitioner/Primary Residential Parent intends to relocate with the child(ren) for a period of 60 or more consecutive days, to a location that is greater than 50 miles from the residence at the time of the last order on custody and/or visitation. Petitioner intends to relocate to the following location:

Physical Address: _____

City: _____

State: _____

Mailing Address: _____

Telephone Number: _____

Date of Proposed Relocation/Move: _____

III. The specific reason(s) for the proposed relocation of the child(ren) is/are as follows:

Note: If one of the above stated reasons is a written job offer, the written job offer must be attached to this notice.

IV. Proposal for revised visitation schedule, transportation, and payment of costs:

A. Proposed Visitation Schedule:

B. Proposed Method of Transportation:

C. Person Responsible for arranging transportation for visitation:

D. Person responsible for payment of transportation costs:

E. Method of Payment/Payment Plan:

AN OBJECTION TO THE PROPOSED RELOCATION MUST BE MADE IN WRITING, FILED WITH THE COURT, AND SERVED ON THE PARENT OR OTHER PERSON SEEKING TO RELOCATE WITHIN 30 DAYS AFTER SERVICE OF THIS NOTICE OF INTENT TO RELOCATE. IF YOU FAIL TO TIMELY OBJECT TO THE RELOCATION, THE RELOCATION WILL BE ALLOWED, UNLESS IT IS NOT IN THE BEST INTERESTS OF THE CHILD, WITHOUT FURTHER NOTICE AND WITHOUT A HEARING.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Petitioner

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

STATE OF FLORIDA

COUNTY OF SANTA ROSA

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

.....

[Print, type, or stamp commissioned name of notary or deputy clerk.]

___ Personally known

___ Produced identification

Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in **all** blanks]

I, *{full legal name and trade name of non-lawyer}* _____,

a non-lawyer, located at *{street}* _____,

{city} _____, *{state}* _____, *{phone}* _____

helped *{name}* _____, who is the petitioner, fill out this form.

Respondent's current address is _____.
Each party is required to keep the Court informed of any change of address by filing a written notice with the Clerk of Court, Family Law Division, and providing a copy to the other party. Each party will be deemed to have been properly noticed of future proceedings by use of the address that was last provided to the Court.

DONE AND ORDERED at SANTA ROSA County, Florida, this _____ day of _____, 20____.

CIRCUIT JUDGE

Copies to:

Petitioner () Delivered in Court () Mailed

Respondent () Delivered in Court () Mailed

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

Case No.: _____

Division: _____

Petitioner,

and

Respondent

SUPPLEMENTAL PETITION TO RELOCATE WITH CHILD(REN)

I, _____, being sworn, certify the following information to be true.

I. A Notice of Intent to Relocate with Child(ren) was served on the Respondent on {date}_____. An Objection to Notice of Intent to Relocate with Child(ren) () was () was not filed by the Respondent within 30 days of the date of service of the Notice of Intent to Relocate. Petitioner requests the Court allow relocation with the following minor child(ren):

Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____

II. Petitioner intends to relocate with the child(ren) for a period of 60 or more consecutive days, to a location that is greater than 50 miles from the residence at the time of the last order on custody and/or visitation. Petitioner intends to relocate to the following location:

Physical Address: _____

City: _____

State: _____

Mailing Address: _____

Telephone Number: _____

Date of Proposed Relocation/Move: _____

III. The specific reason(s) for the proposed relocation of the child(ren) is/are as follows:

Documentation related to specified reasons is attached to this Petition.

IV. Proposed visitation schedule, transportation, and payment of costs:

A. Proposed Visitation Schedule:

B. Proposed Method of Transportation:

C. Person Responsible for arranging transportation for visitation:

D. Person responsible for payment of transportation costs:

E. Method of Payment/Payment Plan:

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Petitioner

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

STATE OF FLORIDA

COUNTY OF SANTA ROSA

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

.....

.....

[Print, type, or stamp commissioned name of notary or deputy clerk.]

___ Personally known

___ Produced identification

Type of identification produced _____