

PETITION
TO
TERMINATE
CHILD
SUPPORT
AND/OR
ALIMONY

INSTRUCTIONS FOR PETITION TO TERMINATE CHILD
SUPPORT AND/OR ALIMONY WITH A BOTH SIGNATURES

1. Type or print neatly the Petition to Terminate child support and/or Alimony. Please be sure to complete all information and check the appropriate areas.
2. Type or print neatly the case style (names and case number) on the Order to Terminate child support and/or Alimony.
3. File the original Petition to Terminate Child Support and/or Alimony, Notice of Permanent Mailing Address, proposed Order Terminating with self-addressed stamped envelopes for both parties, and Notice and Acknowledgment of Limitation of Services with the Clerk of Court. There will be a \$50.00 filing fee. The Clerk will send the file to the appropriate Judge for review.

Please be advised that these are general instructions and there may be additional forms that you may be required to complete and file. Also be advised that there will be a fee for service of the summons.

INFORMATION ABOUT THIS PACKET

Before you choose to represent yourself in any action, it is strongly recommended that you seek the advice of an attorney.

The forms included in this packet are for those litigants who choose to represent themselves in Court, pro se (without an attorney). The packet may or may not include all the forms you may need for your particular situation. There may be other forms not included in this packet, that are available on request.

It is up to you, the pro se litigant, to determine which forms are appropriate for your situation, if any. It is also your responsibility to fill the forms out completely and properly. If you have any questions concerning your legal rights and remedies, please contact an attorney.

The Clerk of Court's office and the Family Law Pro Se Coordinator cannot give you legal advice. You are representing yourself and you alone are responsible for the correct completion and filing of the forms. It is also your decision whether or not you choose to use these forms.

For a complete list of forms that are available through the Clerk of Court's office, please refer to the Family Law Forms, Commentary, and Instructions Book. For other information, refer to the Florida Statutes and the Florida Family Law Rules of Procedure.

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

Petitioner

Case No.: _____
Division: _____

and

Respondent

PETITION TO TERMINATE CHILD SUPPORT AND/OR ALIMONY

The undersigned Petitioners, being under a Court Order to pay and receive child support/alimony payments through the designated depository, request the Court to terminate the child support/alimony provisions of the order to be effective the ____ Day of _____, 20____.

1. The reason for this request is as follows:

- ____ On that date the Petitioners were married.
- ____ On that date the Petitioners began co-habitation without marriage.
- ____ On that date the child(ren) _____
_____, began residing with the payor.
- ____ On that date the only remaining minor child receiving the benefit of support reached the age of 18. Said child has (____)/has not (____) graduated from high school.
- ____ On that date the only remaining minor child receiving the benefit of support married, a copy of the marriage license is attached.
- ____ On that date the only remaining minor child receiving the benefit of support was adopted in case number _____ In _____ County, _____
(State) on _____, 20____.
- ____ On that date the only remaining minor child receiving the benefit of support became self-supporting in the following manner:
- ____
- ____ As of that date the only remaining minor child receiving the benefit of support is deceased, a copy of the death certificate is attached.
- Other: _____

2. Petitioners ____ Are ____ Are not currently receiving Aid to Families with Dependent Children (AFDC) or other public assistance benefits from the State of Florida.
3. Petitioners ____ Have ____ Have not in the past received Aid to Families with Dependent Children (AFDC) or other public assistance benefits from and no arrearage is owed to the State of Florida.

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

_____ Signature of party	_____ Signature of party
Printed Name: _____	Printed Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Telephone Number: _____	Telephone Number: _____

STATE OF FLORIDA
COUNTY OF SANTA ROSA

The foregoing instrument was acknowledged before me this ____ Day of _____, 20____,
By _____ Who is either personally known to me or who
produced _____ As identification, and who did take an oath.

NOTARY PUBLIC OR DEPUTY CLERK

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

STATE OF FLORIDA
COUNTY OF SANTA ROSA

The foregoing instrument was acknowledged before me this ____ Day of _____, 20____,
By _____ Who is either personally known to me or who
produced _____ As identification, and who did take an oath.

NOTARY PUBLIC OR DEPUTY CLERK

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

NAME: _____

CASE NO.: _____

NOTICE AND ACKNOWLEDGMENT OF LIMITATION OF SERVICES PROVIDED

By signing this disclaimer, the undersigned self-represented litigant acknowledges he/she understands the limitation of services that can be provided by Family Court Self Help personnel.

1. The personnel in this self-help program are not acting as your lawyer or providing legal advice to you.
2. Self-help personnel are not acting on behalf of the Court or any Judge.
3. 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 self-help office or a legal forms provider.
4. 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.
5. The personnel in this self-help program cannot tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court.
6. Self-help services are available to all persons who are or will be parties to a family case.
7. The information you give to and receive from self-help personnel is not confidential and may be subject to disclosure at a later date. Nothing you may tell family court personnel is confidential.
8. If another person involved in your case seeks assistance from this self-help program, that person will be given the same type of assistance you receive.
9. I understand that in all cases, 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.

() I can read English

() I cannot read English, this notice was read to me by:

_____ in _____
(NAME) (LANGUAGE)

Signature (Litigant)

Date

Signature (Family Law or Clerk Staff)

Date

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW
FORM 12.915
DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS
(08/23)**

When should this form be used?

This form should be used to inform the clerk and the other **party** of your current mailing and e-mail address(es) or **any change of address**. It is very important that the court and the other party in your case have your correct address.

A party not represented by an attorney is required to designate a primary e-mail address for **service** unless excused pursuant to Florida Rule of General Practice and Judicial Administration 2.516(b)(1)(D). A primary and up to two secondary e-mail addresses can be designated. If you do so and the other party is represented by an attorney or has also designated e-mail address(es) for service, e-mail will be the **exclusive means of service**.

If there is any change in your mailing or e-mail address(es), you must complete a new form, file it with the clerk, and serve a copy on any other party or parties in your case.

What should I do next?

This form should be typed or printed in black ink. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of this form must be served on any other party in your case. **Service** must be in accordance with Florida Rule of General Practice and Judicial Administration 2.516.

IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of General Practice and Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of General Practice and Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of General Practice and Judicial Administration now require that all

documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of General Practice and Judicial Administration** and you **must** review Florida Rule of General Practice and Judicial Administration 2.516. You may find this rule at www.flcourts.org through the link to the Rules of General Practice and Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

SELF-REPRESENTED LITIGANTS MUST SERVE DOCUMENTS BY E-MAIL UNLESS EXCUSED BY THE CLERK.

If a self-represented litigant has been excused from serving documents by e-mail and then elects to serve and receive documents by e-mail, the procedures must always be followed once that election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of General Practice and Judicial Administration 2.516.

Where can I look for more information?

Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms. The words that are in **bold underline** in these instructions are defined there.

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

I, *{full legal name}*, _____, certify that:

MAILING ADDRESS:

My current mailing address is:

{Street or Post Office Box} _____

{Apartment, lot, etc.} _____

{City}, _____, *{State}*, _____, *{Zip}* _____.

{Telephone No.} _____ *{Fax No.}* _____.

E-MAIL ADDRESS:

The following is/are my e-mail address(es) for purposes of serving and receiving documents:

Primary e-mail address:

Secondary e-mail address No.1:

Secondary e-mail address No. 2:

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.

I certify that a copy of this document was [check all used] () e-mailed () mailed () faxed () hand-delivered to the person(s) listed below on {date}_____.

Other party or his/her attorney:

Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address(es): _____

I HAVE READ EVERY STATEMENT MADE IN THIS DOCUMENT AND EACH STATEMENT IS TRUE AND CORRECT. I UNDERSTAND THAT THE STATEMENTS MADE IN THIS DOCUMENT ARE BEING MADE UNDER PENALTY OF PERJURY, PUNISHABLE AS PROVIDED IN SECTION 837.02, FLORIDA STATUTES.

Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-Mail Address(es): _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in all blanks] This form was prepared for the: {choose only one} _____ Petitioner _____ Respondent

This form was completed with the assistance of:

{name of individual} _____,
{name of business} _____,
{street} _____,
{city} _____, {state} _____, {zip code} _____, {telephone number} _____

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SELF-REPRESENTED LITIGANTS MUST SERVE DOCUMENTS BY E-MAIL UNLESS EXCUSED BY THE CLERK.

If a self-represented litigant has been excused from serving documents by e-mail and then elects to serve and receive documents by e-mail, the procedures must always be followed once that election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of General Practice and Judicial Administration 2.516.

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Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

DESIGNATION OF CURRENT MAILING AND E-MAIL ADDRESS

I, *{full legal name}*, _____, certify that:

MAILING ADDRESS:

My current mailing address is:

{Street or Post Office Box} _____

{Apartment, lot, etc.} _____

{City}, _____, *{State}*, _____, *{Zip}* _____.

{Telephone No.} _____ *{Fax No.}* _____.

E-MAIL ADDRESS:

The following is/are my e-mail address(es) for purposes of serving and receiving documents:

Primary e-mail address:

Secondary e-mail address No.1:

Secondary e-mail address No. 2:

I understand that I must keep the clerk's office and the opposing party or parties notified of my current mailing and e-mail address(es) and that all future papers in this lawsuit will be served at the address(es) on record at the clerk's office.

I certify that a copy of this document was [check all used] () e-mailed () mailed () faxed () hand-delivered to the person(s) listed below on {date}_____.

Other party or his/her attorney:

Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
E-mail Address(es): _____

I HAVE READ EVERY STATEMENT MADE IN THIS DOCUMENT AND EACH STATEMENT IS TRUE AND CORRECT. I UNDERSTAND THAT THE STATEMENTS MADE IN THIS DOCUMENT ARE BEING MADE UNDER PENALTY OF PERJURY, PUNISHABLE AS PROVIDED IN SECTION 837.02, FLORIDA STATUTES.

Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____
Designated E-Mail Address(es): _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:

[fill in all blanks] This form was prepared for the: {choose only one} _____ Petitioner _____ Respondent

This form was completed with the assistance of:

{name of individual} _____,
{name of business} _____,
{street} _____
{city} _____, {state} _____, {zip code} _____, {telephone number} _____

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

IN RE:

_____, Petitioner Case No. _____

and

Division: _____ " " _____

_____, Respondent

ORDER TERMINATING CHILD SUPPORT AND/OR ALIMONY PAYMENTS

1. That the child support and/or alimony provision of the previous Order dated the ____ Day of _____, 20____, is canceled and the payor's obligation thereunder is terminated as of the ____ Day of _____, 20____.
2. The Court reserves jurisdiction to reinstate the payor's obligation if the situation or any of the facts alleged in the petition should change.
3. () The Court reserves jurisdiction to establish any arrearage in child support and/or alimony that may have accrued prior to the entry of this Order, or
() The arrearage in child support and/or alimony is established at \$ _____
As of _____ Of which \$ _____ Is due and owing to
the State of Florida and/or \$ _____ Is due and owing directly to
the payee/custodial parent.
4. The above arrearage, if established, shall be paid as follows:
() In a lump sum to be paid on or before the ____ Day of _____, 20____.
() At the rate of \$ _____ Per _____, with a payment beginning and continuing in a like manner until such time as paid in full. Said payments shall be made () to the State Disbursement Unit, P.O. Box 8500, Tallahassee, Florida 32314-8500, and shall include the appropriate processing fee, or () directly to the payee/custodial parent:

DONE AND ORDERED in chambers at Milton, Santa Rosa County, Florida this ____ day of _____, 200____.

CIRCUIT JUDGE

Copies To:

Petitioner: _____

Respondent: _____

This ____ Day of _____, 20____

By: _____ Deputy Clerk

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

Petitioner
Street Address _____
City, State, Zip _____
Email _____

Case No: _____

Division: _____

Vs.

Respondent
Street Address _____
City, State, Zip _____
Email _____

Check only one:

Type of Case: () Dissolution of Marriage () Modification of Custody/Visitation () Enforcement
() Modification of Alimony/Child Support () Establish Visitation () Paternity () Stepparent Adoption
() Temporary Custody () Other Domestic Relations

Check all that apply

Other pending cases of final judgments: () Child Support Enforcement/Department of Revenue case
() Dependency/ Department of Children and Families case () Domestic Violence case
() Other: _____

Case Number(s) _____

REQUEST FOR HEARING

I, _____, Petitioner in this case, affirm to the best of my
Knowledge and belief that all necessary requirements for a hearing have been met as follows:

(Initial each item below)

_____ All required forms and documents that were listed in the instructions provided to me were filed
with the Clerk of Court. All forms and documents were filled out completely, signed and notarized where
required.

_____ The Petition and forms were properly served on the other party by () Service by Sheriff
() Service by Publication or Posting () Hand Delivery () An Acceptance & Waiver of Service was filed with
the case.

_____ The Respondent has filed all the required forms or I have followed the instructions to request a
Default, and/or Waive or Compel the other party. If an Order to Compel was issued, the time given the other
party to comply has passed.

***I understand that my file will be reviewed by court staff within the next 90 days. A Case Status Report will be
provided to me with a court date or further instructions to proceed.***

Date Signed

Petitioner's Signature

Daytime Telephone Number