PRO SE INSTRUCTIONS FOR RESPONDENTS

- You are being served with a petition on a family law matter that has been filed with the Clerk of the Circuit Court in the county named in your summons.

- Since legal matters can be both serious and complex, it is recommended that you talk to an attorney about the case. There are also forms providers in the yellow pages under *Legal Forms* who may be able to assist you with forms and procedures.

- If you choose not to obtain an attorney, you should know that you are required to file certain documents with the Clerk of Court within certain time periods.

All Documents should be filed with the Clerk of Court, Family Law Division, Santa Rosa County Courthouse, 6865 S.W. Caroline Street, Milton, Florida, 32570. Telephone: (850) 981-5552. You may also review or get copies of anything that is filed in your case file from the Clerk's Office.

The following enclosed documents are required to be filed in the case:

(1) **Answer to Petition** – you have 20 days from the date you are served with the Petition to file an answer/response. This is your opportunity to agree or disagree with what the petitioner is requesting the court to order. An **Answer and Counterpetition** form is also available from the Clerk of Court or can be downloaded from website www.flcourts.org.

(2) **Family Law Financial Affidavit** – this document must be filed within forty-five days of the date you were served with this petition. It must be filed by both parties so that property, debt, alimony, child support and/or other monetary issues can be considered by the Court. Please note that if your income is over $50,000, a different form is required. This form is available from the Clerk of Court or at www.flcourts.org.

(3) **Certificate of Compliance with Mandatory Disclosure** – must be filed within 45 days of the date of service of the petition. This requirement can be waived ***only if both parties sign*** an **Agreement to Waive Mandatory Disclosure** (form available from Clerk's Office.)

(4) **Notice of Social Security Number** – should be filed with your answer.

(5) **Certificate of Completion of parenting course for divorcing parents** (if there are children of the marriage or the wife is pregnant). You should receive a court order stating how much time you have to complete the parenting course (usually 60 days). See the DCF Approved Parenting Course List attached to your **Order to Attend** the parenting class.

IMPORTANT: If you do not file these documents or complete the required parenting course, the other party may get the Judge to order you to do so, or risk possible negative consequences. It is in your best interest to read all documents thoroughly and respond on your own behalf.

For questions you may call Family Law at (850) 981-5552. Please Note: Family Law staff can answer questions about procedures, but cannot give you legal advice.