

DEPENDENCY CASES
**PROCEDURE FOR FILING A VERIFIED PRO SE REQUEST FOR REVIEW
HEARING, MOTION FOR MODIFICATION OF CUSTODY AND/OR VISITATION,
OR MOTION FOR ENFORCEMENT**

If the Court has entered an order, and the following criteria apply, you may use this form to modify and/or enforce custody, visitation and child support:

- (1) The Court Order adjudicated the minor child(ren) dependent
- (2) The minor child(ren) have been removed from the natural parent(s) custody
- (3) Protective service supervision has been terminated
- (4) You are not represented by legal counsel
- (5) There has been a substantial change in circumstances**

If you have any questions as it relates to completing this form, you may need to consult an attorney.

You must comply with the following:

1. Complete the Verified Pro Se Request for Review Hearing, Motion for Modification of Custody and/or Visitation, or Motion for Enforcement. (The document must be notarized.)
- 2. Provide proof of completing the Court Ordered Case Plan and provide proof of the substantial change in circumstances.**
3. Complete the Cover Sheet for Family Court Cases
4. File the completed forms and documentation with the Clerk of Court/Dependency Division.

After paperwork is filed with the clerk's office, it will be forwarded to the Unified Family Court case manager's office for review and summary. The case will then be forwarded to the judge's office for review. Once the judge has reviewed your case, correspondence will be mailed to you and all parties involved. Please allow 4 weeks for this process. If this matter is an emergency and the children are in imminent danger of abuse, neglect, or abandonment, you must report the information to the Abuse Hotline at (800) 962-2873.

The Unified Family Court Case Manager can be contacted at the following telephone number. Emily Hopkins, Case Manager, Unified Family Court, Phone Number: (850) 981-5589

The forms and documentation can be mailed to the address listed below. **NOTE: There is a \$50 filing fee for filing a motion in a Dependency Case.** For information regarding the filing fee, contact the Clerk of Court at (850) 981-5576.

**Santa Rosa County Courthouse
P. O. Box 472
Milton, FL 32572
Attn: Dependency Clerk of Court**