



## ***Stacy M. Butterfield, CPA***

*Clerk of the Circuit Court and County Comptroller  
Polk County, Florida*

Welcome to the Clerk's Self-Help resources. I am pleased to provide access to forms for the most commonly requested self-help packets. If you do not find the packet that fits your needs, many more forms are available on the Florida Supreme Court website, [www.flcourts.org](http://www.flcourts.org).

Clerk's employees are not permitted to give legal advice, which includes identifying which forms should be used in any particular situation. You may want to research the Florida Statutes, which can be accessed at [www.leg.state.fl.us/statutes/index.cfm](http://www.leg.state.fl.us/statutes/index.cfm). It is also advisable to consult an attorney if you are unsure of how to proceed. If you do not know a lawyer, you may contact Lawyer Referral at 1-800-342-8011.

When you are ready to file your documents, please bring your original completed packet along with two copies of the entire packet to the Polk County Clerk of Courts in Bartow, Lakeland Branch, or Winter Haven Branch. Certain forms must be notarized. You may do this prior to filing, or we will be happy to acknowledge/attest to your signature at the time of filing for a fee of \$3.50 per document. If you choose to have the clerk attest to your signature, please do not sign the forms ahead of time.

I hope you will find this information to be useful. We are committed to customer service excellence!

Stacy M. Butterfield, CPA

# Additional Miscellaneous Family Law Forms

State Form Number	Description	Link to form on Florida State Courts - Self-Help Family Law Forms or Local 10 <sup>th</sup> Judicial Circuit web site
N/A	General Information for Self-Represented Litigants	<a href="http://www.flcourts.org/core/fileparse.php/293/urlt/geninfo.pdf">http://www.flcourts.org/core/fileparse.php/293/urlt/geninfo.pdf</a>
N/A	Application for Determination of Civil Indigent Status	<a href="http://www.flcourts.org/core/fileparse.php/293/urlt/indigent_application.pdf">http://www.flcourts.org/core/fileparse.php/293/urlt/indigent_application.pdf</a>

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12.910(a) Summons: Personal Service on an Individual <http://www.flcourts.org/core/fileparse.php/293/urlt/910a.pdf>

12.910(b) Process Service Memorandum <http://www.flcourts.org/core/fileparse.php/293/urlt/910b.pdf>

This form should be used to obtain personal service on the other party when you begin your lawsuit. Service is required for all documents filed in your case. Service means giving a copy of the required papers to the other party using the procedure that the law requires. Generally, there are two ways to make service: (1) personal service, or (2) service by mail or hand delivery. A third method for service is called constructive service; however, the relief a court may grant may be limited in a case where constructive service has been used.

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12.922(a) Instructions and forms 922 a and b / Motion for Default and <http://www.flcourts.org/core/fileparse.php/533/urlt/922a.pdf>  
12.922(b) Default

If the other party has failed to file or serve any documents within 20 days after the date of service of your petition, you may ask the clerk of the circuit court to enter a default against him or her by filling out this form and filing it with the court. Generally, a default allows you to obtain an earlier final hearing to finish your case. Once the default is signed by the clerk, you can request a trial or final hearing in your case.

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12.915 Designation of Current Mailing and Email Address <http://www.flcourts.org/core/fileparse.php/293/urlt/915.pdf>

This form should be used to inform the clerk and the other party of your current mailing and email 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.

## Additional Miscellaneous Family Law Forms (continued)

State Form Number	Description	Link to form on Florida State Courts - Self-Help Family Law Forms or Local 10 <sup>th</sup> Judicial Circuit web site
N/A	Acceptance of Service	<a href="http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/AcceptanceOfServiceForm.pdf">http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/AcceptanceOfServiceForm.pdf</a>
N/A	Motion (General Form)	<a href="http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/Motion_GeneralForm.pdf">http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/Motion_GeneralForm.pdf</a>
N/A	Instructions for Filing Objection to Notice of Delinquency and/or Intention to Suspend Driver's License & Motor Vehicle Registration	<a href="http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/Instructions_ContestingDelinqDLSusp.pdf">http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/Instructions_ContestingDelinqDLSusp.pdf</a>
N/A	Parenting Education and Family Stabilization Course Providers List	<a href="http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/ParentEdAndFamilyStabilizationCourseProviders.pdf">http://www.jud10.flcourts.org/sites/all/files/docs/ProSe/ParentEdAndFamilyStabilizationCourseProviders.pdf</a>

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12.981(d)(1) Petition for Adoption Information

<http://www.flcourts.org/core/fileparse.php/293/urlt/981d1.pdf>

This form is used to request release of relevant medical or social information on an adoptee. You cannot use this form to find out the identity of birth parent(s).