



The above-referenced forms can be obtained on the Internet at [www.flcourts.org](http://www.flcourts.org) - Self Help - Family Law Forms or purchased from the Family Law Clerk's office.

1. Prepare paperwork.
2. File with Clerk.
3. If no agreement or if answer has not been filed, ask Clerk to prepare summons and attach copies of paperwork.
4. Sheriff to serve.
5. The respondent has 20 days from the date of service to answer your petition.
6. When the respondent answers you may request the Family Law Clerk to send the file to the Judge's office for referral to the General Magistrate.
7. If the respondent does not answer your petition after 20 days from the date of service you may file a Motion for Default (form 12.922 (a) and (b) with the Family Law clerk.

It is your responsibility as a Self-represented litigant to move the case through the system by following these steps.