

FAMILY FORM A
SELF-REPRESENTED LITIGANT ASSISTANCE FORM

Instructions

Please use this form *each* time you file a document with the Clerk of Court or need assistance from a Case Manager for any family issue other than Department of Revenue/IV-D child support. For all inquiries regarding DOR cases, use a Form C.

Without this form, your case will not come to the attention of a Case Manager or the Court. Case Managers are not allowed to provide legal advice. You should receive a response by mail approximately 15 days after you submit this form.

Helpful Information

Sarasota Clerk of Court	Sarasota Clerk of Court Venice Branch	Manatee Clerk of Court	DeSoto Clerk of Court
<i>www.SarasotaClerk.com</i>	<i>www.SarasotaClerk.com</i>	<i>www.ManateeClerk.com</i>	<i>www.DeSotoClerk.com</i>
2000 Main Street Sarasota, FL 34237	4000 S. Tamiami Trail Room 222 Venice, FL 34293	1115 Manatee Avenue W. Bradenton, FL 34205	115 East Oak Street, Room 101 Arcadia, FL 34266
(941) 861-7400	(941)861-7400	(941) 749-1800	(863) 993-4876

- See each clerk’s web site for directions on how to view your file online.
- File your documents on line, using Florida’s E-Portal <https://www.myflcourtagency.com/>
- Do not send original documents to the Court.
- File all documents with the Clerk of Court
- Keep a copy of everything you file with the Clerk for yourself.
- When filing documents with the Clerk of Court, copies must also be provided to the other party.

Legal Aid

Gulfcoast Legal Services: *GulfCoastLegal.org*; (941) 366-1746

Legal Aid Manasota: *LegalAidOfManasota.org/get-help/*; (941) 366-0038 or (941) 952-9899

Florida Free Legal Answers: *Florida.FreeLegalAnswers.org*

Florida Courts App: <https://help.FlCourts.org/download-the-app>

Where to Get Family Law Forms

File a Form A every time you file documents with the Clerk of Court. The Twelfth Judicial Circuit’s Form A is the “routing form” for self-represented litigants that must be filed with every group of documents to ensure they come to the Court’s attention. The Case Manager’s Office does not know if you have filed documents with the Clerk’s office unless they are accompanied by a Form A.

<http://www.jud12.flcourts.org/Portals/0/Documents/Divisions/Family/Forms/ProSe/family-form-A.pdf>

Florida Supreme Court Family Law Forms

<http://www.flcourts.org/resources-and-services/family-courts/family-law-self-help-information/family-law-forms.shtml>

Twelfth Judicial Circuit – Family Information & Forms

Judge Lee E. Haworth Self Help Center and Law Library, Sarasota - Located in the Judge Lynn N. Silvertooth Judicial Center, 2002 Ringling Blvd, 1st floor

<http://www.jud12.flcourts.org/ProgramsServices/FamilyInformation.aspx>

<http://www.jud12.flcourts.org/About/Divisions/Family/Pro-Se-Forms-Instructions/Approved-Forms>

CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT

NORTH SARASOTA SOUTH SARASOTA (Venice) MANATEE DESOTO COUNTY, FL

_____, Petitioner, And _____, Respondent.	Case Number _____ Family Division _____ Judge (if known) _____
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FAMILY FORM A – SELF-REPRESENTED LITIGANT ASSISTANCE FORM

PRINT CLEARLY - Your Current Contact Information - PRINT CLEARLY	
<i>I understand that I must keep the Clerk's office and opposing parties notified of my current mailing and email 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>	Signature _____
Full Name	Date of Birth
Mailing Address	Email
City / State / Zip	Telephone
Has your contact information changed since your case was filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Request and/or Documents filed with Clerk <i>This form is not a substitute for a motion. All pleadings & motions must be submitted in writing.</i>	
<input checked="" type="checkbox"/>	CHECK THE REASON ACTION YOU WANT TO TAKE ON YOUR CASE
	I believe my file is complete and would like to schedule a final hearing.
	Please let me know what required documents are missing from my file.
	I would like a Case Management Conference to discuss the issues described below.
	I would like to attend mediation (a <i>Financial Affidavit</i> must be filed prior to mediation).
	I need an interpreter Language: <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Other _____ Authorized English speaking person who may discuss the case: Name _____ Phone Number _____
	I have filed a sworn emergency motion that requires immediate attention (a child has been harmed or is threatened with real imminent harm or is about to be removed from the state; or a real, imminent danger or crisis or situation exists that required immediate or extraordinary action).
Other / Additional Information:	

PRINT CLEARLY - The Other Party's Contact Information - PRINT CLEARLY	
Full Name	Date of Birth
Mailing Address	Email
City / State / Zip	Telephone
If represented by counsel, counsel's name	I Do NOT know the whereabouts of other party <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the other party's contact information changed since your case was filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	