

**DEPENDENCY CASES
PROCEDURES FOR FILING A REQUEST FOR A REVIEW HEARING, MOTION FOR
ENFORCEMENT, MODIFICATION OF CUSTODY AND/OR VISITATION**

THESE INSTRUCTIONS ARE FOR ACTIONS RELATED TO CHILDREN THAT THE COURT HAS ADJUDICATED DEPENDENT AND PLACED IN THE CUSTODY OF SOMEONE OTHER THAN THE NATURAL PARENTS. THE CHILDREN MAY NOT BE ON SUPERVISION BY THE DEPARTMENT OF CHILDREN AND FAMILIES.

Through this action you may ask the Court to:

- Reunite you with the child(ren)
- Enforce the court order regarding the child(ren)
- Modify the custody and/or visitation with the child(ren)
- Review the case

Definition:

Petitioner: Individual making a written request (you are the petitioner)

Respondent: Individual receiving or answering written request (the person who has custody)

****Please read *Important Information and Instructions for Pro se Litigants* before proceeding.****

- **You must have the respondent's current home or employment address to be able to serve him/her with your pleadings.**
- **You must get your case number and division from the Clerk of Court and write it on the front of each document you file.**

Below is a list of documents and other requirements to be ~~to~~ completed and filed with the Clerk of Court.

- _____ 1. ***Verified Pro Se Request for Review Hearing, Motion for Enforcement, Modification of Custody and/or Visitation.*** This form should be typed or neatly printed, filling in every blank and indicating *n/a* in the blanks that do not apply to your case.
(Your signature on the document must be notarized in front of a Notary Public or by the Clerk of Court at the time of filing.)
- _____ 2. **You will need the date the child(ren) were adjudicated dependent and the date Protective Services supervision was terminated (if applicable).** These dates may only be obtained by the natural parent from the Clerk of Court. This information is required on the forms.
- _____ 3. **Request for Hearing Form** (obtain this form from the Clerk of Court and follow the instructions carefully. You will file this form with your motion per the instructions below under number 2 of procedures).

PROCEDURES:

1. _____ **READ INSTRUCTIONS CAREFULLY AND COMPLETE THE FORMS.**

2. _____ **File forms with the Clerk of Court.** Take the following to the Clerk of Court at 1800 St. Mary Avenue, Pensacola, Florida, ☎ (850) 595-3780.

- a. Original Motion plus four (4) copies - one (1) copy for each respondent involved. Pro Se will forward two (2) copies to DCF. **You must provide a copy of your Motion to each respondent and maintain a copy for your record. IMPORTANT NOTE: IF YOU ARE A NON-RELATIVE SEEKING CUSTODY OR VISITATION, YOU MUST PROVIDE A COPY OF YOUR MOTION TO BOTH BIOLOGICAL PARENTS.**
- b. Request for Hearing Form
- c. A self-addressed envelope for you and envelopes addressed to each of the respondents. The envelopes should include a **first class** stamp.
- d. Keep copies of all forms for your records.
- e. Your statement certifying the service of your motion to the respondent(s) **must** be notarized in front of a Notary Public or by the Clerk of Court at the time of filing.

If your paperwork is correct, an **Order Setting Hearing** will be sent to you and the respondent(s), in the envelopes you have provided. Copies will also be provided to the Department for Department of Children and Families' Legal and Protective Service Departments. If your paperwork is not complete and correct, you will receive further instructions by mail.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding you are entitled to certain assistance (at no cost to you). Call (850) 595-4400 or fax a written request to (850) 595-0360 at least seven (7) days prior to the hearing. If you are hearing or voice impaired please call 1-800-955-8771 for assistance.