

**Case Management Office
Main Number 813-272-5173**

New Family Law Cases

Your file **will not** be reviewed by the case management office unless you have had service on the other party. You will not be contacted by our office until you have done so. If you need legal assistance on what you need to do, see below.

The respondent in your case must be notified.

1. **If both parties are in agreement** – Respondent files answer and required forms
You must both file all of the required forms. If there are children, both parties must take the parenting class. (Online classes are not accepted unless the respondent is out of state). Once you have filed all of the required forms, contact our office at the number above.
2. **If both parties are not in agreement** – Personal service
You must have the other party served by a sheriff or private process server in the state or county where the respondent resides. Once you have filed proof of personal service contact our office at the number above.
3. **If you are unable to locate the other party** – Service by publication
You must have service by publication on the other party. You will be required to prove to the court that you have done a diligent search to locate the respondent. Once you have begun your publication, please contact our office at the number above.

All self help step-by-step instructions are available in each packet and on the Thirteenth Judicial Circuit website at:

<http://www.fljud13.org/pdfs/fiu/packetlist.pdf>

The Legal Information Center and Forms Clinic can assist you with the following

Legal Information Center Room 203 – can help with: (be sure to call for hours of operation)

- What forms you need and what your next step is **813-864-2280 x 204**
- Understanding legal procedures and processes

Family Forms Clinic Room 207 – volunteer attorneys can help with: (Be sure to call for hours of operation)

- Help you complete forms – you should bring your forms with you **813-864-2280 x 205**
- Spanish speaking volunteers to assist you

You must also file these required forms before your case will be set for hearing

- Copy of your Driver's license to prove 6 months residency or an Affidavit of Corroborating Witness
- Certificate of Compliance with Mandatory Disclosure
- Financial Affidavit
- Notice of Social Security
- Parenting class on cases involving children – online classes not accepted

Once the Case Manager has reviewed your file, you will be contacted by mail regarding the status of your case or notify you of your court date. If you move you **must notify the court** of any change of address by filing a Notice of Current Address for 12.915. You can get this form and any additional forms you may need from: **www.flcourts.org** or **www.fljud13.org**

You can view the docket entries and progress of your case online at:

http://publicrecord.hillsclerk.com/oridev/criminal_pack.ins