

INSTRUCTIONS FOR THIRTEENTH JUDICIAL CIRCUIT FORM
PETITION TO ESTABLISH PARENTAL RESPONSIBILITY AND A PARENTING
PLAN/TIME-SHARING SCHEDULE

When should this form be used?

This form should be used by a birth parent to ask the court to establish a parental responsibility and a parenting plan/time-sharing, if child support has already been ordered in another case and the parties are not married.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public or deputy clerk**. You should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records.

Where can I look for more information?

Before proceeding, you should read “General Information for Pro Se Litigants” found at the beginning of the Florida Family Law forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see chapter 742, Florida Statutes.

With this petition, you must file the following and provide a copy to the other party:

- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**, Florida Supreme Court Approved Family Law Form 12.902(d).
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j). (to be filed by both parties)
- **Parenting Plan**, Florida Supreme Court Approved Family Law Form, 12.995(a), or **Supervised/Safety Focused Parenting Plan**, Florida Supreme Court Approved Family Law Form 12.995(b). If the parents have reached an agreement, a signed and notarized Parenting Plan should be attached. If the parents have not reached an agreement, a proposed Parenting Plan **may** be filed.

Parental Responsibility... The judge will decide the parenting arrangements based on the child(ren)’s best interests. Regardless of whether there is an agreement between the parties, the court reserves jurisdiction to modify issues relating to minor or dependent child(ren).

The judge may request a **parenting evaluation** or appoint a **guardian ad litem** in your case. This means that a neutral person will review your situation and report to the judge concerning parenting issues. The purpose of such intervention is to be sure that the best interests of the child(ren) are being served. For more information, you may consult sections 61.401–61.405, Florida Statutes.

Listed below are some terms with which you should become familiar before completing your petition. **If you do not fully understand any of the terms below or their implications, you should speak with an attorney before going any further.**

- **Shared Parental Responsibility**
- **Sole Parental Responsibility**
- **Supervised Time-Sharing**
- **No contact**
- **Parenting Plan**
- **Parenting Plan Recommendation**
- **Time-Sharing Schedule**

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH COUNTY, FLORIDA**

_____,
Petitioner,

Case No. _____

and

Division: _____

_____,
Respondent.

**PETITION TO ESTABLISH PARENTAL RESPONSIBILITY AND A PARENTING
PLAN/TIME-SHARING SCHEDULE**

Petitioner, *{full legal name}* _____, being sworn, certify that the following information is true:

This is an action to determine parental responsibility and a parenting plan/time-sharing schedule under chapter 742, Florida Statutes.

SECTION I.

1. The Petitioner is the () mother () father of the following minor child(ren):

	Name	City/State of Birth	Birth Date	Sex
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____
(6)	_____	_____	_____	_____

2. Petitioner currently lives at: *{street address, city, state}* _____
_____.

3. Respondent currently lives at: *{street address, city, state}* _____
_____.

4. () Petitioner () Respondent has been ordered to pay child support for the above named child(ren) in *{county}* _____, *{state}* _____, *{case number}* _____. **A copy of the child support order is attached.**

5. Both parties are over the age of 18, and neither is, nor has been within a 30-day period immediately prior to this date, a person in the military service of the United States as defined by the Amended Sailors' and Soldiers' Civil Relief Act of 1940.

6. Neither Petitioner nor Respondent is mentally incapacitated.

7. A completed Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit, Florida Supreme Court Approved Family Law Form 12.902(d), is filed with this petition.

SECTION II. PARENTING PLAN ESTABLISHING PARENTAL RESPONSIBILITY AND TIME-SHARING

1. The minor child(ren) currently reside(s) with Mother Father Other: *{explain}* _____

2. **Parental Responsibility.** It is in the child(ren)'s best interests that parental responsibility be: **[one only]**

a. shared by both Father and Mother.

b. awarded solely to Father Mother. Shared parental responsibility would be detrimental to the child(ren) because: _____

3. **Parenting Plan and Time-Sharing.** It is in the best interests of the child(ren) that the family be ordered to comply with a Parenting Plan that includes does **not** include parental time-sharing with the child(ren). The Petitioner states that it is in the best interests of the child(ren) that:

[one only]

a. The attached proposed Parenting Plan should be adopted by the court.

The parties have have **not** agreed to the Parenting Plan.

b. The court should establish a Parenting Plan with the following provisions:

No time-sharing for the Father Mother

Limited time-sharing with the Father Mother

Supervised time-sharing for the Father Mother.

Supervised or third-party exchange of the child(ren).

Time-sharing schedule as follows:

Explain why this schedule is in the best interests of the child(ren): _____

PETITIONER'S REQUEST

1. Petitioner requests a hearing on this petition and understands that he or she must attend the hearing.

2. Petitioner requests that the Court enter an order that:

[all that apply]

a. adopts or establishes a Parenting Plan containing provisions for parental responsibility and time-sharing for the minor or dependent child(ren);

b. other relief as follows: _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Petitioner
Printed Name: _____
Address: _____
City, State, Zip _____
Telephone Number _____
Fax Number _____

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization, this ____ day of _____, _____ (year), by _____
_____.

NOTARY PUBLIC or DEPUTY CLERK

_____ [Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known

____ Produced identification / Type of identification produced: _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in all blanks]

I, *{full legal name and trade name of nonlawyer}* _____
_____, a nonlawyer, located at *{street}* _____
_____, *{city}* _____, *{state}* _____, *{phone}* _____
helped *{name}* _____, who is the petitioner, fill out this form.