

IMPORTANT INFORMATION FOR PRO SE LITIGANTS

If you wish to represent yourself, please visit the Eighteenth Judicial Circuits Website at www.flcourts18.org or the Florida Supreme Courts website at www.flcourts.org. You may also visit the Fred R. Wilson Memorial Law Library located at 112 N Hood Ave Sanford, FL 32771-1382.

PLEASE NOTE: The Case Manager cannot act as your lawyer, provide legal service/advice, or with completing forms. Please contact an attorney for legal assistance.

FLORIDA BAR LAWYER REFERRAL SERVICE – 1-800-342-8011 OR 800-342-8060 EXT 5844

www.flabar.org

- The Florida Bar's Lawyer Referral Service will provide you with the names of three (3) attorneys in your local area and you can select the one(s) you wish to contact.
- The referral service also provides names and contact information for attorneys who are willing to provide assistance under the indigent/low fee assistance panel but you must make inquiries.
- The referral service **does not** provide referrals for **Pro Bono** (free legal service).
- You can inquire about an attorney for limited representation.

SEMINOLE COUNTY BAR ASSOCIATION'S LEGAL AID SERVICE

407-834-1660 <http://www.scbalas.org>

- The services are provided to indigent parties who must qualify based on the income guidelines. The requesting party must complete an application and provide his/her financial information as requested. An application for services is not a guarantee of acceptance for representation. The application process normally takes three (3) weeks or more so parties seeking assistance must ensure that they allow ample time to complete the process.

COMMUNITY LEGAL SERVICES OF MID FLORIDA, INC. (CLSMF)

407-322-8983 (4) <http://www.clsmf.org>

- This legal service agency is located throughout the State of Florida with its main office in Daytona Beach. They offer a wide variety of legal services to the public who meets certain income criteria. There is no guarantee that they will be able to provide assistance with your particular legal need or that you will be accepted as a client. It is based on income and you will be required to follow their procedures to determine eligibility. Please contact the local number or the website for further directives.

Request for Action - Civil Matter (Pro Se)

Today's Date: _____

Case Number: _____

TYPE OF CASE: *Check appropriate box below*

- Uncontested Divorce (agreed upon)
- Contested Divorce (no agreement)
- Paternity/Visitation
- Supplemental Petition
- Motion Temporary Relief
- Motion Contempt/Enforce
- Motion to Compel
- Child Support (If this is a DOR please contact the DOR)
- Adoption
- Name Change
- Modification
- OTHER _____

YOU ARE REQUESTING:

- A Hearing Date:
- Case Management Conference:
- File Review:
- Other: _____

PLEASE NOTE: It can take up to thirty (30) days for a response to your inquiry. We do not schedule personal interviews or accept telephone calls. Please do not contact the Clerk of the Court prior to the thirty (30) day time period to inquire about the status of your case. All completed forms must be returned to the Clerk of Court located at the Downtown Civil Courthouse or may be mailed to P.O. Box 819, Sanford, FL 32772.

PLEASE PROVIDE YOUR CONTACT INFORMATION

Printed Name (required)

Email Address (required)

Signature **

Daytime Phone (required)

Address (required)

Cell Phone

City (required) State/Zip (required)

****by signing this form you consent to the matter being heard by the General Magistrate and you will not be able to file an objection at a later date**

Additional Info:

For additional information see reverse