

**RESPONDENT'S INSTRUCTIONS FOR REPLYING TO A SUPPLEMENTAL PETITION
TO MODIFY PARENTAL RESPONSIBILITY, CHILD SUPPORT, OR ALIMONY**

This packet is to be used when you have been served with papers to modify an existing court order that pertains to parental responsibility, child support, or alimony. The case number on the summons should be reflected on these documents.

Procedure:

1. Complete and notarize the forms in this packet. You will need *only one* Financial Affidavit, [Florida Supreme Court form 12.902(b) **OR** 12.902(c)]. *Do not leave anything blank.* If a line does not apply put N/A.
2. Once the forms are completed and notarized, make 2 copies of each form.
3. Retain one set of copies for your records.
4. File **ALL** originals with the Clerk of Court. You may submit the paperwork either by U.S. mail to P.O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

NORTH BREVARD SERVICE COMPLEX
400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE
51 S. Nieman Avenue
Melbourne, Florida

**MOORE JUSTICE CENTER
Viera Complex**
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE
2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE
450 Cogan Drive S. E.
Palm Bay, FL

5. Mail one set of copies to the other party.
6. You will be notified in writing of a mediation date and a trial date.

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email prosecoordinator@brevardclerk.us to set an appointment.