

**THE ELEVENTH JUDICIAL CIRCUIT
MIAMI-DADE COUNTY, FLORIDA**

**CASE NO. 08-1
(Court Administration)**

**ADMINISTRATIVE ORDER
NO. 08-09
(Amending AO No. 00-11)**

**IN RE: INCREASING THE COST OF
ELEVENTH JUDICIAL CIRCUIT
FORMS PACKETS AND SERVICES
PROVIDED BY THE SELF-HELP
PROGRAM**

WHEREAS, pursuant to the Local Rule for Family Division approved by the Supreme Court of Florida on March 11, 1997, procedures were established that required pro se parties in the Family Division of the Circuit Court to acquire and utilize the Eleventh Judicial Circuit Forms Packet and to coordinate their pleadings and papers with the Family Court Self-Help Program at the time of filing the case and prior to obtaining a final hearing date; and

WHEREAS, pursuant to Rule 12.750, Family Law Rules, adopted subsequent to the Local Rule, it was established that in order to assist self-represented litigants to achieve fair and efficient resolution of their family law case, self-help personnel may provide certain services to such litigants; and

WHEREAS, Rule 12.750 further provided that self-help programs may require self-represented litigants to pay the cost of services provided for thereunder; and

WHEREAS, pursuant to Administrative Order No. 00-11, pro se parties were charged fifty dollars (\$50.00) to acquire and utilize the Circuit's Forms Packet and Forms; and

WHEREAS, additionally, said Administrative Order provided that the charges for indigents were to be substantially reduced or waived; and

WHEREAS, in order to continue to provide the Forms Packet, Forms and quality services by the self-help personnel, it has been determined that there is a need to increase costs;

NOW, THEREFORE, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, under Rule 2.215, Judicial Administration Rules,

and Rule 12.750, Family Law Rules, it is hereby **ORDERED** that:

1. The costs to acquire and utilize the Eleventh Judicial Circuit Forms Packet and Forms and the cost of services provided to self-represented litigants are increased as set forth on Attachment "A", attached hereto, which increases may be adjusted from time to time. Such Forms Packet and Forms shall only be available through the Self-Help Program.
2. The effective dates of the increases are set forth on Attachment "A".
3. Self-represented persons who are indigent must continue to submit the "Affidavit Requesting Waiver of Cost of the Family Court Self-Help Packet", attached hereto as Attachment "B", in order to have such cost substantially reduced or waived.
4. Except as amended herein, Administrative Order No. 00-11 shall remain in full force and effect until further order of the Court.

DONE AND ORDERED in Chambers at Miami-Dade, Florida, this _____ day of April, 2008.

JOSEPH P. FARINA, CHIEF JUDGE
ELEVENTH JUDICIAL CIRCUIT OF FLORIDA

ATTACHMENT “A”

ELEVENTH JUDICIAL CIRCUIT FORMS PACKET, FORMS AND SERVICES COSTS

FORMS PACKET/FORMS	STANDARD AMOUNT	INDIGENT AMOUNT ¹	EFFECTIVE DATE
• Dissolution of Marriage	\$65.00		May 1, 2008
• Paternity, Custody, etc.	\$65.00		May 1, 2008
• Temporary Custody	\$65.00		May 1, 2008
• Change of Name	\$40.00		May 1, 2008
• Fingerprint Card	\$ 7.00		May 1, 2008
• Modification	\$65.00		May 1, 2008
• Issues Unconnected With Dissolution	\$65.00		May 1, 2008
• Motions	\$25.00		May 1, 2008

SERVICE	STANDARD AMOUNT	INDIGENT ² AMOUNT	EFFECTIVE DATE
• Administrative Processing	\$15.00		July 1, 2008 ³
• Workshop	\$25.00		July 1, 2008 ⁴

¹ Persons who are indigent will either be charged substantially less or have the cost waived as determined by the Court based upon the “Affidavit Requesting Waiver of Cost of the Family Court Self-Help Packet.”

² See footnote 1.

³ The Administrative Processing Cost would be charged to those individuals who brought their own completed packet.

⁴ The Workshop Cost would be charged to those individuals who did not purchase a packet from the Self-Help Program and need additional assistance in completing their packets.

ATTACHMENT "B"

**IN THE CIRCUIT COURT OF THE
ELEVENTH JUDICIAL CIRCUIT IN AND
FOR MIAMI-DADE COUNTY, FLORIDA**

FAMILY DIVISION

CASE NO.:

IN RE:

_____,
Petitioner,
and

_____,
Respondent.

_____/

**AFFIDAVIT REQUESTING WAIVER OF
COST OF THE FAMILY COURT SELF-
HELP PACKET**

I, _____, swear or affirm to the following:

1. That I am indigent or temporarily unable to pay full cost of the FCSH Packet.
2. That my total gross income, from all sources, last year was \$_____.
3. That I anticipate my total gross income, from all sources, this year to be \$_____.
4. That I am responsible for _____ dependent(s), of which _____ is/are under the age of 18 years.
5. I own the following real estate property: _____.
6. I own the following motor vehicle(s): _____.
7. The value of my personal property, other than my vehicle, is \$_____.
8. That I have a checking, savings, or other account with a present total balance of \$_____.

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

Dated: _____

Signature of Party: _____
Printed Name: _____
Street Address: _____
City, State, Zip: _____
Telephone No.: _____
Fax Number: _____

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

Sworn to or affirmed and signed before me on _____
by _____.

_____ Personally known

NOTARY PUBLIC or DEPUTY CLERK