
Non-Parent Custody Case Finalization Checklist

In order to submit Agreed or Default Final Non-Parent Custody Orders for review by a Judge or Commissioner, you must fill out the following information, and attach all necessary documents to this coversheet. Additionally, you must confirm that you have previously filed other necessary information.

| | |
|-------------------|--|
| Today's Date: | |
| Your Name: | |
| Case Number: | |
| Telephone Number: | |
| E-mail Address: | |

Please indicate that you have attached the following documents to this coversheet by initialing next to each document:

- Order on Adequate Cause Decision [FL Non-Parent 417] (not needed if previously filed) _____
- Findings and Conclusions on Non-Parent Custody Petition [FL Non-Parent 430] _____
- Final Non-Parent Custody Order [FL Non-Parent 431] _____
- Residential Schedule (Non-Parent Custody) [FL Non-Parent 405] _____
- Child Support Order [FL All Family 130] _____
- Child Support Worksheets [WSCSS – Worksheets] _____
- JIS Background Check Coversheet _____

Additionally, if you are asking the Court for a finding of default against one or more respondents, please indicate that you have attached the following documents to this coversheet by initialing next to each document:

- Motion for Default [FL All Family 161] _____
- Order on Motion for Default [FL All Family 162] _____
- Motion for Adequate Cause Decision [FL Non-Parent 416] _____

Please indicate that you have previously filed or had filed the following documents by initialing next to each document:

- Order to DCYF to Release CPS Information [FL Non-Parent 407] _____
- Criminal History Record Coversheet [FL Non-Parent 406] _____