

IN THE THIRD JUDICIAL CIRCUIT OF FLORIDA

Administrative Order No.: 2019-001

**ADMINISTRATIVE ORDER APPROVING FAMILY LAW SELF-HELP FORM
PETITION TO ESTABLISH PARENTING PLAN WITH TIME-SHARING SCHEDULE
WITH MINOR CHILD(REN) OF PARENTS WHO WERE NEVER MARRIED**

WHEREAS, pursuant to §409.25633, Florida Statutes, Title IV-D Standard Parenting Time Plans, which became effective January 1, 2018, specifically subsections (4) and (7) require that the Department of Revenue (DOR) create and provide a form for a petition to establish a parenting plan for parents who have never been married, and who have not agreed on a parenting time-sharing schedule at the time of the child support administrative hearing. Further, this Administrative Order directs DOR to refer the parents to a court of appropriate jurisdiction for the establishment of a parenting plan with a time-sharing schedule; and

WHEREAS, a policy is needed locally to adopt uniform procedures, and to ensure that all parties adhere to the statutory requirements for establishing parental responsibility and a parenting plan with a time-sharing schedule for minor child(ren) of parents who have never been married, but where paternity has been previously established by a court of appropriate jurisdiction.


THEREFORE; this Court enters this administrative order adopting uniform procedures for establishing a parenting time-sharing schedule for minor child(ren) of parents who have never been married. Effective immediately, the following procedures will be adhered to in all cases in which either parent seeks to establish a parenting time-sharing schedule for minor child(ren) of parents who have never been married.

1. When a petition is filed seeking entry of a parenting plan with time-sharing schedule for minor child(ren) of parents who have never been married, it will be considered a new filing in the Family Law division and will be assigned a "DR" designation.
2. If paternity has been established by final judgment in a child support enforcement proceeding filed by the Department of Revenue or other IV-D child support enforcement agency, or by an acknowledgement of paternity signed in conformity with §742.10(1), Florida Statutes, a parent who was never married to the other parent

may use the local form adopted by the Third Judicial Circuit of Florida to establish parental responsibility and to obtain a parenting plan with a time-sharing schedule.

3. If paternity has not been established, the parent must file a Petition to Determine Paternity and for Related Relief, Florida Supreme Court approved Family Law Form 12.983.
4. The Clerk of Circuit Court is directed to file a copy of the Administrative Support Order in the court file containing the Petition to Establish Parenting Plan with Time-Sharing Schedule with Minor Child(ren) of Parents Who Were Never Married.
5. Pending approval of the final or revised interim forms, the attached forms are approved for use in the Third Judicial Circuit.

DONE AND ORDERED in Columbia County, Florida on March 6, 2019.



WESLEY R. DOUGLAS, CHIEF JUDGE
Third Judicial Circuit

cc (with enclosure):

Judges – Third Judicial Circuit
Clerks of Court – Third Judicial Circuit
Family Court Support Unit
John Lake – Court Technology Officer (web posting)