



MICHELLE R. MILLER

CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. LUCIE COUNTY, FLORIDA

Clerk's Main Office

201 S. Indian River Drive
Fort Pierce, FL 34950
772-462-6900

Mailing Address

Clerk and Comptroller
P.O. Box 700
Fort Pierce, FL 34954

Disclaimer: The use of this form is not intended as a substitute for legal advice from an attorney. This form is meant to serve as a guide and to assist pro se (self-represented) litigants in preparing documents. The use of this form does not mean that a judge will accept your document. You may be required to re-do your document or obtain and file additional documents once the judge has reviewed your case. Each case has its own particular set of circumstances, and an attorney may advise you of what is best for you in your individual situation. If you have questions or concerns regarding your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you may request a copy of the Legal Resources brochure or find a copy here: [Legal Resources Brochure](#).

We encourage the electronic filing (e-filing) of all court related forms. Through e-filing, the court system has become more efficient and accessible to the citizens of the State of Florida. In addition to dramatically reducing paperwork in Florida's courts, the portal allows for immediate access to case information and the ability for you to file documents from the comfort of your home.

To register for an E-Filing Portal account which allows you to electronically file your forms please visit www.myfloridacourtaccess.com

INSTRUCTIONS FOR FILING:

- Please make sure all documents are signed and properly filled out before filing with the Clerk's office.
- Make sure to serve all parties and complete the certificate of service verifying that you have served the parties with a copy as required either electronically by email or through the e-portal. You may also choose to serve the parties by mail but make sure to include the address on the petition.
- Submit your filings with the appropriate filing fees. The filing fee to Re-open a Dependency case is \$50 if the court still has jurisdiction in that case.
- Once your filing has been received by our office, it will be sent to the Judge's office for processing. The Judge has the discretion to set your case for a hearing, and if set you will receive an order from the Judge's office.

- **Electronic Submission:** If you choose to electronically file, please e-file through the Florida Courts E-Filing Authority at [Florida Courts E-Filing Portal | File Court Documents Online](#). Please refer to the disclaimer for more information.
 - The options for e-filing payments are:
 - Credit cards (Visa, Master Card, American Express, and Discover). Please note, there is an additional service fee.

- **Mailing Submission:** If you choose to mail your filings, documents can be mailed to:
 - Clerk & Comptroller, St. Lucie County
Attention: (Optional, ex. Juvenile)
P.O. Box 700
Fort Pierce, FL 34954
 - Money orders are made payable to: Michelle R. Miller, Clerk & Comptroller.

- **In-Office Submission:** If you choose to submit your filings at our office, you may come in person to the Juvenile Division on the 3rd floor at 201 S Indian River Dr, Fort Pierce, FL 34950.
 - The options for in-office payments are:
 - Cash
 - Credit cards (Visa, Master Card, American Express, and Discover). Please note, there is an additional service fee.
 - Money orders are made payable to: Michelle R. Miller, Clerk & Comptroller.

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT
IN AND FOR ST. LUCIE COUNTY, FLORIDA

In the Interest of:

CASE NO(s): 5620 __ DP _____

_____ DOB _____

_____ DOB _____

Minor Child(ren)

**PRO SE PETITION ASKING THE COURT TO REOPEN CASE FOR:
CUSTODY VISITATION RIGHTS *(Mark one)***

Petitioner, _____, *(print Petitioner's name)* petitions the court to modify or vacate the last order or judgment filed in this case regarding the custody or visitation rights for the child(ren) named above. If the court has terminated jurisdiction over the child(ren), Petitioner asks the court to reassert jurisdiction and hear this petition.

Petitioner is related to the child(ren) as *(mark one)* Mother Father Other

Petitioner states there have been substantial changes in circumstances since the last order regarding custody or visitation was entered. The substantial changes in circumstances are described as follows ***(describe the facts showing substantial changes in circumstances since the last order – attach additional pages if needed)***: _____

Petitioner is asking the court to order the following *(briefly describe what you are asking the court to order – use additional pages if needed)*: _____

It is in the best interest of the child(ren) that this petition be granted.

Petitioner states, under penalty of perjury, that all the facts stated above are true and correct.

(Signature of Petitioner)

Date: _____

Email: _____

Petitioner's Mailing Address: _____

Petitioner must serve a copy of this petition on Children's legal services and any parent or legal guardian/custodian of the child(ren) by mail or electronically by email or E-Portal and fill out the Certificate of Service below verifying that it was served. The court will not set a hearing if the Certificate of Service is not properly filled out. There will be a \$50 fee to reopen the case once the petition is filed with the Clerk of the Circuit Court.

CERTIFICATE OF SERVICE

Petitioner certifies that on _____, 20____, a true and correct copy of the petition was served on all parties listed below by E-Portal Email US Mail (*mark one*)

(Be sure that the address includes the street address, apartment number, if necessary, town, state and zip code.)

Children's Legal Services (Department of Children and Families)

337 North U.S. Highway 1, Suite 327

Fort Pierce, FL 34950

Email: C19.Saintlucie.CLS.Eservice@myflfamilies.com

Mother:

Name: _____

Address: _____

Email: _____

Father:

Name: _____

Address: _____

Email: _____

Legal Custodian/Guardian:

Name: _____

Address: _____

Email: _____

Father:

Name: _____

Address: _____

Email: _____