

## Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

### When should this form be used?

**Rule of Judicial Administration 2.085(d)** requires the **petitioner** in a family case to file with the court a **notice of related cases**, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

## **Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County**

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. **You must do this and show the date that you did it.**

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,  
Administrative Office of the Courts, Criminal Justice  
Center, 14250 49<sup>th</sup> Street North, Clearwater, FL 33762  
Fax: \_\_\_\_\_.

### **What should I do next?**

**Each party, whether the petitioner or the respondent** has a **continuing duty** to inform the court of any cases in this or any other state that could affect the current case.

### **Where can I look for more information?**

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA, IN AND FOR PINELLAS COUNTY  
FAMILY LAW DIVISION**

UCN: 52-200\_\_DR0\_\_\_\_\_XX\_\_\_\_FD

Ref. No.: \_\_\_\_\_ Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

**NOTICE OF RELATED CASES**

I, *{full legal name}* \_\_\_\_\_, certify the following:

I am aware of the following case(s) which are or may be related to the current case above:

(Attach additional sheets as necessary.)

**Related Case**

Case No.: \_\_\_\_\_

Case Name: \_\_\_\_\_  
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency  
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS  
{ } Other Petition: \_\_\_\_\_

How are the cases related? { } Same Parties { } One Party the Same: \_\_\_\_\_ { } Same Children  
{ } Same Issues

**Related Case**

Case No.: \_\_\_\_\_

Case Name: \_\_\_\_\_  
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency  
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS  
{ } Other Petition: \_\_\_\_\_

How are the cases related? { } Same Parties { } One Party the Same: \_\_\_\_\_ { } Same Children  
{ } Same Issues

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Case Name: \_\_\_\_\_  
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency  
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS  
{ } Other Petition: \_\_\_\_\_

How are the cases related? { } Same Parties { } One Party the Same: \_\_\_\_\_ { } Same Children  
{ } Same Issues

[√any that apply.]

- I believe assignment of the cases to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions.
- I believe assignment of the cases to one judge or another method of coordination will not conserve judicial resources nor promote an efficient determination of the actions because \_\_\_\_\_
- I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THAT THE CIRCUIT COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW TO COORDINATE FILED CASES.**

**I UNDERSTAND THAT I HAVE A CONTINUING DUTY TO INFORM THE COURT OF ANY CASES IN THIS OR ANY OTHER STATE THAT COULD AFFECT THE CURRENT CASE.**

**THIS FORM SHALL BE USED FOR CASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY THE CLERK OF CIRCUIT COURT IF IT IS DETERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN THIS FORM.**

I certify that a copy of this document was [ one only]:  mailed  faxed and mailed  
 hand-delivered to the person(s) listed below on {date} \_\_\_\_\_

Other party or his/her attorney:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Other party or his/her attorney:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Party: \_\_\_\_\_

## Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

### When should this form be used?

**Rule of Judicial Administration 2.085(d)** requires the **petitioner** in a family case to file with the court a **notice of related cases**, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

## **Instruction Sheet For Filing A Notice Of Related Cases, Pasco County**

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. **You must do this and show the date that you did it.**

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

In West Pasco: \_\_\_\_\_, Unified  
Family Court, Administrative Office of the Courts,  
West Pasco Judicial Center, 7530 Little Road, New  
Port Richey, FL, 34654  
Fax: \_\_\_\_\_.

In East Pasco: \_\_\_\_\_, Unified  
Family Court, Administrative Office of the Courts,  
West Pasco Judicial Center, 38053 Live Oak Avenue,  
Dade City, FL, 33525  
Fax: \_\_\_\_\_.

### **What should I do next?**

**Each party, whether the petitioner or the respondent** has a **continuing duty** to inform the court of any cases in this or any other state that could affect the current case.

### **Where can I look for more information?**

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA, IN AND FOR PASCO COUNTY  
FAMILY LAW DIVISION**

UCN: 51-200 \_\_\_\_\_

Pasco Case No.: \_\_\_\_\_ Division: \_\_\_\_\_

\_\_\_\_\_,  
**Petitioner,**

**and**

\_\_\_\_\_,  
**Respondent.**

**NOTICE OF RELATED CASES**

I, *{full legal name}* \_\_\_\_\_, certify the following:

I am aware of the following case(s) which are or may be related to the current case above:

(Attach additional sheets as necessary.)

**Related Case**

Case No.: \_\_\_\_\_

Case Name: \_\_\_\_\_  
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency  
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS  
{ } Other Petition: \_\_\_\_\_

How are the cases related? { } Same Parties { } One Party the Same: \_\_\_\_\_ { } Same Children  
{ } Same Issues

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Case No.: \_\_\_\_\_

Case Name: \_\_\_\_\_  
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency  
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS  
{ } Other Petition: \_\_\_\_\_

How are the cases related? { } Same Parties { } One Party the Same: \_\_\_\_\_ { } Same Children  
{ } Same Issues

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Case No.: \_\_\_\_\_

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How are the cases related? { } Same Parties { } One Party the Same: \_\_\_\_\_ { } Same Children  
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[✓any that apply.]

I believe assignment of the cases to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions.

I believe assignment of the cases to one judge or another method of coordination will not conserve judicial resources nor promote an efficient determination of the actions because \_\_\_\_\_.

I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)  
\_\_\_\_\_  
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**I UNDERSTAND THAT THE CIRCUIT COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW TO COORDINATE FILED CASES.**

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I certify that a copy of this document was [✓ one only]:  mailed  faxed and mailed  
 hand-delivered to the person(s) listed below on {date} \_\_\_\_\_.

Other party or his/her attorney:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Other party or his/her attorney:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Party: \_\_\_\_\_



**Attorney Instruction Sheet For Filing A Notice Of Related Cases,**  
**Pinellas County**

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

**Attorney Instruction Sheet For Filing A Notice Of Related Cases,**  
**Pinellas County**

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,  
Administrative Office of the Courts, Criminal Justice  
Center, 14250 49<sup>th</sup> Street North, Clearwater, FL 33762  
Fax: \_\_\_\_\_.

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**Pasco County**

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Family Court, Administrative Office of the Courts,  
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Port Richey, FL, 34654  
Fax: \_\_\_\_\_.

In East Pasco: \_\_\_\_\_, Unified  
Family Court, Administrative Office of the Courts,  
West Pasco Judicial Center, 38053 Live Oak Avenue,  
Dade City, FL, 33525  
Fax: \_\_\_\_\_.