The Legal Aid Foundation’s Family Pro Se Program provides staff assistance in completing the Florida Supreme Court approved family law forms. The forms cover the areas of simple dissolution, contested dissolutions with and without children, paternity, modifications to child support, parenting plans and alimony, and step-parent adoption. **PLEASE DO NOT BRING CHILDREN TO YOUR APPOINTMENT.**

**How does the program work?**

You schedule an initial 45-minute appointment where the staff will interview you, provide you with the appropriate family law forms, briefly explain how to fill out the forms, and answer any questions that you may have. Staff will not fill out the forms for you during the first appointment. **Please bring a valid Florida driver’s license with you and if applicable, any legal forms you have been served with. If you have not been served with forms and/or are instead filing new forms yourself, please do not bring your own forms. We will provide them to you.**

After the initial appointment, you will fill out the forms on your own and file them with the Clerk of Courts, fill out the forms on your own and schedule a 45-minute second appointment. During the second appointment, staff will review your completed forms, make any necessary changes/corrections, and notarize the forms for filing with the Clerk of Court. You must fill out as much of the forms as you can before your second appointment.

**What is the cost for this service?**

If you schedule the recommended two appointments, the total cost of the program is based on income qualification:

- $65 ($30 for the first appointment and $35 for the second appointment if you qualify for indigent status)
- $95 ($40 for the first appointment and $55 for the second appointment if you don’t qualify for indigent status).

When you schedule your appointment, you must prepay for your reserved time with cash, money order, or a Visa or MasterCard credit card. If you do not show up for your appointment and do not cancel **24 hours prior** to the appointment, you will be charged the appointment fee. **WE DO NOT ACCEPT CHECKS.**

**Are there any limitations on the program’s services to you?**

Yes. The only assistance involved is in selecting the correct family law forms, recommendations for filling them out correctly and completely, and notarizing the family law forms. **There is no staff appearance or representation of you at any hearing or court proceeding that takes place in your family law case. The program does not provide legal consultation or legal advice on your case.**

**Where is the program located?**

Legal Aid Foundation of the Tallahassee Bar Association, Inc.
Leon County Courthouse
301 South Monroe Street, Suite #108
Tallahassee, Florida 32301

**Who qualifies for this program?**

This program is available to all Florida residents regardless of income.

**How can you schedule an appointment?**

Contact the Tallahassee Bar Association’s Legal Aid Foundation at (850) 222-3292 ext. 2 or stop by the TBA LAF offices Monday through Friday 9:00AM-4:30PM.

updated 7/28/14