

SELF-HELP PACKET REVIEW VIA MAIL

The Family Self Help Program provides you the option to either drop off or mail your completed packet at either Self-Help location for paralegal review without having to make an appointment. This service also includes the Self-Help Program filing your approved packet with the Clerk of Court after paralegal review. Please carefully read the instructions in your packet regarding packet completion and the instructions below to mail or drop off your packet for paralegal review.

Mail or drop off your completed packet at one of the following locations:

Self-Help Program

Lawson E. Thomas Courthouse Center

175 NW 1st Ave Suite 2441

Miami, FL 33128

Self-Help Program

South Dade Government Center

10710 SW 211th St Room 1400

Miami, FL 33189

- Make sure all forms are completed in full, that they are legible, and have each form that requires notarization to be notarized.
- You will only provide for review the original completed and notarized packet accompanied with money orders for all the fees associated with the type of packet you are submitting. See below for applicable fees for your case. Please note that there are different agencies to whom the money orders need to be made out to.
- **Make sure to include a clear copy of the driver's license or valid ID along with any of the required supporting documents.** (Packet Instructions include the required supporting documents needed)
- **IMPORTANT:** A Self-Help Paralegal will contact you either via phone or email to confirm THAT YOUR PACKET HAS BEEN received and THAT PROCESSING IS UNDERWAY. (Please allow about two to three weeks FROM THE MAILING DATE of your packet to receive notification from the Self-Help Paralegal.)

SELF HELP SERVICE FEE

- **\$105** Dissolution of Marriage (Divorce), Paternity, Modifications, Relocation, Parental Responsibility, Temporary Custody, Disestablishment of Paternity, and Administrative Support cases (**\$20.00 Processing fee included**)
- **\$60** Name Changes (**\$20.00 Processing fee included**)
- **\$45** Motions, Amend Death Certificate, and Answers to Petitions (**\$20.00 Processing fee included**)

MAKE MONEY ORDER PAYABLE TO: MIAMI DADE COUNTY

***Processing Fee includes Copies, Postage and any additional documents required for your remote hearing with the Judge or receive Administrative Final Judgement without a hearing.**

Select one of the following options below regarding filing type to determine additional applicable fees:

Agreement (Both parties complete and sign all required forms)

FEES DUE IF BOTH PARTIES ARE IN AGREEMENT

- Self-Help Service Fee (see Self-Help service fee section)
- Clerk of Court Filing Fee see fee schedule on our Self-Help website or in packet instructions.

MAKE MONEY ORDER PAYABLE TO: CLERK OF COURT AND COMPTROLLER

Summons (Not in agreement serving other party via Personal Service)

FEES DUE IF NO AGREEMENT VIA PERSONAL SERVICE (SUMMONS)

- Self-Help Service Fee (see Self-Help service fee section)
- Clerk of Court Filing Fee see fee schedule on our Self-Help website or fee schedule section in our packet instructions.
MAKE MONEY ORDER PAYABLE TO: **CLERK OF COURT AND COMPTROLLER**
- Summons Issue Fee \$10
MAKE MONEY ORDER PAYABLE TO: **CLERK OF COURT AND COMPTROLLER**
Select one of the options below to serve the other party:
- **Option 1:** Miami-Dade Sheriff Serving Fee \$40
MAKE MONEY ORDER PAYABLE TO: **The Office of the Sheriff of Miami Dade County**
- **Option 2:** Use a certified process server. You may use a certified process server and pay the processing fee directly to the process server. Certified Process Server list: <https://www.jud11.flcourts.org/Process-Servers>

Publication (Not in agreement address unknown for other party)

FEES DUE IF NO AGREEMENT VIA PUBLICATION

- Self-Help Service Fee (see Self-Help service fee section)
- Clerk of Court Filing Fee see fee schedule on our Self-Help website or fee schedule section in our packet instructions.
FILING FEE: MAKE MONEY ORDER PAYABLE TO: **CLERK OF COURT AND COMPTROLLER**
- Publication Fee: **\$140.00**
MAKE **\$140.00** MONEY ORDER PAYABLE TO: **COMMUNITY NEWS**