




# FLORIDA COURT FORMS

Legal Forms for the Self Represented

 (800) 868-3010

## PDF Fillable Family Law Form 12.914 Certificate of Service

### TABLE OF CONTENTS

- ✓ Instructions for Form 12.914
- ✓ Form 12.914
- ✓ Appendix



**FLORIDA COURT  
FORMS**

 (800) 868-3010

[Visit Florida Court Forms for more PDF Forms and Packets](#)

#### LEGAL DISCLAIMER

This website, its forms, and other products contain general information about legal matters. The information is not advice, and should not be treated as such. The legal information on this website, its forms, and other products are provided "as is" without any representations or warranties, express or implied. Florida Court Forms makes no representations or warranties in relation to the legal information on this website, its forms, and other products. Florida Court Forms does not warrant that the legal information on this website, its forms, and other products will be constantly available, or available at all; or the legal information on this website, its forms, and other products are complete, true, accurate, up-to-date, or non-misleading. You must not rely on the information on this website, its forms, and other products as an alternative to legal advice from your attorney or other professional legal services provider. If you have any specific questions about any legal matter you should consult your attorney or other professional legal services provider. You should never delay seeking legal advice, disregard legal advice, or commence or discontinue any legal action because of information on this website, its forms, and other products. Nothing in this legal disclaimer will limit any of our liabilities in any way that is not permitted under applicable law, or exclude any of our liabilities that may not be excluded under applicable law.

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW  
FORM 12.914  
CERTIFICATE OF SERVICE (11/15)**

**When should this form be used?**

After a petition or supplemental petition has been properly served (through either **personal service** or **constructive service**), both parties **must** serve copies of all additional documents or papers they **file** with the clerk on the other **party**, or his or her attorney, if he or she has one. Each time you file a document, you must certify that you provided the other party with a copy. Many of the Florida Family Law Forms already have a place above the signature line for this certification. It looks like this:

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

**Other party or his/her attorney:**

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

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

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

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

Designated E-mail Address(es): \_\_\_\_\_

\_\_\_\_\_

If a form you are filing has a certificate, you do not need to file a separate **Certificate of Service**, Florida Supreme Court Approved Family Law Form 12.914. However, **each time** you file a document that does **not** have a certificate like the one above, you must file a **Certificate of Service**, Florida Supreme Court Approved Family Law Form 12.914, and serve a copy of the document on the other party.

This form should be typed or printed in black ink. After completing this form (giving the name of each form, document, or paper filed), you should sign the form before a **notary public** or **deputy clerk**. You should file the original with the **clerk of the circuit court** in the county where your case was filed and keep a copy for your records.

**IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

## What should I do next?

The copy you are providing to the other party must be either mailed, e-mailed, or hand-delivered to the opposing party or his or her attorney on the same day indicated on the certificate of service. If it is mailed, it must be postmarked on the date indicated in the certificate of service.

### IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

## Where can I look for more information?

**Before proceeding, you should read General Information for Self-Represented Litigants found at the beginning of these forms.** For more information, see rule 1.080, Florida Rules of Civil Procedure and rule 12.080, Florida Family Law Rules of Procedure.

## Special notes

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

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

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

and

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

### CERTIFICATE OF SERVICE

I certify that a copy of *{name of document(s)}*

was ( ) mailed ( ) faxed and mailed ( ) e-mailed ( ) hand-delivered to the person listed below on  
{date} .

**Other party or his/her attorney:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-mail Address(es): \_\_\_\_\_

\_\_\_\_\_  
Signature of Party  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-mail Address(es): \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in all blanks] This form was prepared for the: *{choose only one}* ( ) Petitioner ( ) Respondent

This form was completed with the assistance of:

*{name of individual}*

*{name of business}*

*{address}*


*{city, state, zip}*

*{telephone }*



# FLORIDA COURT FORMS

Legal Forms for the Self Represented

 (800) 868-3010

## Related Forms

- [Form 12.900\(a\) Disclosure From Nonlawyer](#)
- [Form 12.915 Designation of Current Mailing and E-mail Address](#)

[Application for Determination of Civil Indigent Status](#)

[General Information for Self-Represented Litigants](#)

[Supreme Court Approved Family Law Forms](#)

## Resources for Pro Se Litigants

[Self Help Centers](#)

[Links to Florida's Circuit Courts](#)

[Florida Statutes](#)



**FLORIDA COURT  
FORMS**

 (800) 868-3010

[Visit Florida Court Forms for more PDF Forms and Packets](#)

### LEGAL DISCLAIMER

This website, its forms, and other products contain general information about legal matters. The information is not advice, and should not be treated as such. The legal information on this website, its forms, and other products are provided "as is" without any representations or warranties, express or implied. Florida Court Forms makes no representations or warranties in relation to the legal information on this website, its forms, and other products. Florida Court Forms does not warrant that the legal information on this website, its forms, and other products will be constantly available, or available at all; or the legal information on this website, its forms, and other products are complete, true, accurate, up-to-date, or non-misleading. You must not rely on the information on this website, its forms, and other products as an alternative to legal advice from your attorney or other professional legal services provider. If you have any specific questions about any legal matter you should consult your attorney or other professional legal services provider. You should never delay seeking legal advice, disregard legal advice, or commence or discontinue any legal action because of information on this website, its forms, and other products. Nothing in this legal disclaimer will limit any of our liabilities in any way that is not permitted under applicable law, or exclude any of our liabilities that may not be excluded under applicable law.