

INSTRUCTIONS TO REQUEST LEAVE OF THE COURT TO AMEND YOUR PETITION FOR DISSOLUTION OF MARRIAGE

IMPORTANT: If you need to amend your Petition for Dissolution of Marriage and the other party has already filed a response/answer to that Petition, you must get permission from the Court to amend the petition. You will need to follow these instructions carefully and wait until you receive an order or further correspondence from the Court before filing an Amended Petition.

1. **Type or neatly print** the *Request for Leave to Amend Petition for Dissolution of Marriage* (be sure to complete all information and fill in every blank). Names and addresses at the bottom must be printed or typed except the signature. You must provide a copy of the request to the other party. Complete the *Certificate of Service* indicating how and when you provided a copy to the other party.
2. **Type** the *Order* including the full names, case number and section at the top and the names and addresses of the parties at the bottom. **Make two additional copies** of the Order.
3. **Submit the following to Clerk of Court, Family Law Division, 1st Floor, M. C. Blanchard Building, 190 Governmental Center, Pensacola, FL 32502:**
 - The original *Request for Leave to Amend Petition for Dissolution of Marriage* and *Certificate of Service*.
 - The original and two (2) copies of the *Order* (must be completely and accurately typed).
 - Two (2) self-addressed, stamped envelopes (one addressed to each party).

Once the judge has signed the order, a copy will be mailed to each party in the envelopes that you provided. You should expect to receive a copy of the order within four (4) to six (6) weeks of submission. Once you receive the Order Granting Request For Leave To File Amended Petition, you may file your amended petition with the Clerk of Court. **Make certain that you serve the Amended Petition on the other party through the Sheriff's Office.**