

INSTRUCTIONS FOR DILIGENT SEARCH

Because you do not know the other Respondent's address, you are required to conduct a diligent search for his or her address before filing your Petition with the Miami-Dade Clerk of Court. You must inquire about the whereabouts of the Respondent from all sources and attach your findings from all sources to your Affidavit of Diligent Search and Inquiry. Please use the following resources below to conduct your diligent search:

Step 1: Complete the three Diligent Search Letters and follow the instructions provided below.

Step 2: You will conduct a Search for your spouse using the Internet.

Step 3: You will conduct a Service Member (Military) search using the provided link.

Step 4: Complete the Affidavit of Search Inquiry on the Relatives of the Respondent and follow the instructions below. **(Make sure to print legibly when completing the forms)**

Please note: You must have a valid last known address to conduct the diligent search process. If the last known address is in another State, you must conduct your diligent search using the same diligent search resources from the State. In a case where the last known address is in a foreign country you must contact the consulate or embassy to help you conduct your diligent search.

STEP 1: DILIGENT SEARCH LETTERS (FORM B)

1. Completely fill out all three (3) Diligent Search Letters (**Form B**) with your information, the other Respondent's information and have them **NOTARIZED**.
2. Follow the highlighted instructions on each letter, some of them require a fee and/or self-addressed stamped envelope.
3. Make a copy of each completed letter for your records, mail them, and wait for the responses. (You may send the letters via certified mail)
4. If you learn of an old address from your diligent search inquiry you will need to show the court proof via return receipt from a certified letter with that address to confirm that it's not a current address for the Respondent.
5. If you find a valid address for the Respondent, immediately proceed to **step 5**.
If last known address is in another State make sure to obtain the proper diligent search letter from that State.

STEP 2: INTERNET SEARCH

1. You will be required to search for the Respondent using the internet.
2. You can use www.switchboard.com or any other people finder searches using the internet.
3. The report results must include the spouse's **Full Name, Address History, Age, Date of Birth, Phone Numbers and Possible Relatives. (Attach Report Results to your packet)**
4. If you learn of an old address from your diligent search inquiry you will need to show the court proof via return receipt from a certified letter with that address to confirm that it's not a current address for the Respondent.
5. If you find a valid address for your Respondent, immediately proceed to **step 5**.

STEP 3: ARMED SERVICES MEMBER SEARCH USING PROVIDED LINK

Because you do not know the other Respondent's address, you will also be required to determine whether the Respondent is now a member of the military service.

1. Using a computer with internet capability, go to the following link:

<https://scra-e.dmdc.osd.mil/scra/#/home>

2. For the Military to do the online search, you must enter the Respondent's last name, first name AND either their social security number (twice) or their date of birth.

3. Once this information is entered, click on “Look Up”.
4. Print the document, which will include two pages to file with the clerk. If you find a valid address for your spouse, immediately proceed to **step 5**.

STEP 4: AFFIDAVIT OF SEARCH INQUIRY ON RELATIVES OF THE RESPONDENT (Form B-2)

Because you do not know the Respondent’s address, you will also be required to inquire with his or her relatives, before filing your petition, by following these steps: **(Make sure to print legibly when completing the forms)**

5. You must complete, in full, the Name of the Relative, Relation to Respondent, Relatives Address, Relatives Phone Number and the result of the inquiry of the Respondent’s address.
6. After you complete your relative inquiry, have the affidavit **Notarized**.
7. If you obtain an address from your Affidavit of Search Inquiry from the Relatives of the Respondent you may need to serve the spouse at that address or show the court proof, such as the return receipt from a certified letter with that address, to confirm that it’s not a current address for your spouse.
8. If you find a valid address for your spouse, immediately proceed to **step 5**.

Step 5: Make your appointment with Self-Help

If during any of the above searches you obtain a valid address, immediately make an appointment with the Self-Help Program to have the other party served via summons.

If after completing all of the above 4 steps you do NOT have a valid address, you should also contact the Self-Help Program to make an appointment for you next step in the process. BRING all of your documentation to this appointment. For example, you should have received your three **(3)** responses from the Diligent Search Letters **(Form B)**, your completed Affidavit of Search Inquiry on Relatives of the Spouse **(Form B-2)**, the **printed** Armed Services response to your inquiry and your completed internet search.

Please note: If you were able to obtain a valid physical address for the Respondent then a Summons will be filed to conduct personal service via a Sheriff or Process Server.

Make your appointment online <https://www.jud11.flcourts.org/Family-Court-Self-Help-Program> to review and notarize your documents. Please read the Self-Help Appointment Types sheet before scheduling your appointment.

Form B The Postal Service suggests the following format to be used in conjunction with regulations at 39 CFR 265.6(d)(4)(ii) by persons empowered by law to serve legal process when requesting change of address or **boxholder information**.

You will need to write to the Postmaster that is nearest to the last known address of the person you are trying to locate. To find this Postmaster address, you need to call 1-800-275-8777 and tell the person the last known address of the person you are trying to locate. The person will give you the address of this nearest Postmaster to mail this form. The request should be mailed to the Postmaster's address that you write below.

Postmaster Address: _____ Date: _____

City _____, State _____, ZIP Code _____

REQUEST FOR CHANGE OF ADDRESS OR BOXHOLDER INFORMATION NEEDED FOR SERVICE OF LEGAL PROCESS

Please furnish the new address or the name and street address (if a boxholder) for the following:

Name (other party) you are trying to find _____

Last Known Address of this person _____

Note: Only one request may be made per completed form. The name and last known address are required for change of address information. The name, if known and Post Office box address are required for boxholder information.

The following information is provided in accordance with 39 CFR 265.6(d)(4)(ii). **There is no fee charged** for change of address or boxholder information.

1. Capacity of requester (process server, attorney, party representing self): **Party Representing Self**
2. Statute or regulation that empowers me to serve process (not required for attorney's or a party acting pro se—except a corporation acting pro se must cite statute: N/A)
3. The names of all known parties to the litigation: _____
4. The court in which the case has been or will be heard: Eleventh Judicial Circuit, Family Division
5. The docket or other identifying number (**a or b must be completed**)
____ a. Docket or other identifying number: _____
X b. Docket or other identifying number has not been issued.
6. The capacity in which this individual is to be served (petitioner, respondent or witness)
☐ Respondent ☐ Petitioner

WARNING: THE SUBMISSION OF FALSE INFORMATION TO OBTAIN AND USE CHANGE OF ADDRESS INFORMATION OR BOXHOLDER INFORMATION FOR ANY PURPOSE OTHER THAN THE SERVICE OF LEGAL PROCESS IN CONNECTION WITH ACTUAL OR PROSPECTIVE LITIGATION COULD RESULT IN CRIMINAL PENALTIES INCLUDING A FINE OF UP TO \$10,000 OR IMPRISONMENT OF NOT MORE THAN 5 YEARS, OR BOTH (TITLE 18 U.S.C. SECTION 1001).

I certify that the above information is true and that the address information is needed and will be used solely for service of legal process in conjunction with actual or prospective litigation.

Signature

Address

Printed Name

City, State, ZIP Code

FOR POST OFFICE USE ONLY

____ No change of address on file	New Address or Boxholder Name and Street Address
____ Moved and left no forwarding address	_____
____ No such address	_____

The Family Court Self-Help Program
Self Help ID #: _____

Form B

Division of Motorist Services
2900 Apalachee Parkway
Room # B231, Mail Stop 57
Neil Kirkman Building
Tallahassee, Florida 32399

Date: _____, 20____

To Whom It May Concern:

I am filing a legal action in the 11th Judicial Circuit in Miami-Dade County and I do not know the whereabouts of the other party. I need to conduct a search to see if my spouse is living in the State of Florida. Therefore, I need your Department to advise me as to whether there are any motor vehicles in Florida titled or registered to my spouse's address and if so, the address on the title or registration.

This request is made under **Driver Privacy Protection Act Exemption number five (5)**

For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.

Listed below is the information of the other party:

Full Name: _____

Last Known Address: _____

Date of Birth: _____

Driver License/ID #: _____

Social Security #: _____

I am enclosing a Check / Money Order for \$1.00 made out to "Florida Division of Motor Vehicles" to pay for a non-certified computer printout. Thank you for your cooperation.

Dated: _____

Signature of Party: _____

Printed Name: _____

Street Address: _____

City, State, Zip: _____

Telephone No.: _____

Email Address: _____

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Sworn to or affirmed and signed before me on _____ by

_____.

NOTARY PUBLIC or DEPUTY CLERK

_____ Personally known

_____ Produced identification: _____

Form B

Department of Corrections
501 South Calhoun Street
Tallahassee, Florida 32399-2500

Date: _____, 20____

To Whom It May Concern:

I am filing a legal action in the 11th Judicial Circuit in Miami-Dade County and I do not know the whereabouts of my spouse. I need to conduct a search to see if the other party is living in the State of Florida. Therefore, I need your Department to advise me as to whether the other party is incarcerated in Florida and if so, the address to which mail be sent. Listed below is the information on my spouse:

Full Name: _____

Social Security Number: _____

Date of Birth: _____

Enclosed please find a self-addressed, stamped envelope. Thank you for your cooperation.

Sincerely:

Signature of Party: _____

Printed Name: _____

Street Address: _____

City, State, Zip: _____

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Sworn to or affirmed and signed before me on _____ by
_____.

NOTARY PUBLIC or DEPUTY CLERK

_____ Personally known

_____ Produced identification: _____

IN THE CIRCUIT COURT OF THE ELEVENTH
JUDICIAL CIRCUIT
IN AND FOR MIAMI-DADE COUNTY,
FLORIDA

FAMILY DIVISION

IN RE:

_____,
Petitioner,
and

CASE NO.:

FC

_____,
Respondent.

**AFFIDAVIT OF SEARCH INQUIRY ON
RELATIVES OF THE SPOUSE**

Please list names, addresses and phone number of relatives and contacts with those relatives, and inquiry as to Respondent's last known address. You are to follow up any leads of any address where the Respondent may have moved. The other party's relatives include, but are not limited to: parents, brothers, sisters, aunts, uncles, cousins, nieces, grandparents, great-grandparents, stepparents, stepchildren.

Name of relative: _____
Relation to Respondent: _____
Relatives Address: _____
Relatives phone number: _____
Result of inquiry: _____

Name of relative: _____
Relation to Respondent: _____
Relatives Address: _____
Relatives phone number: _____
Result of inquiry: _____

Name of relative: _____
Relation to Respondent: _____
Relatives Address: _____
Relatives phone number: _____
Result of inquiry: _____

Form

CASE # _____

Name of relative: _____

Relation to Respondent: _____

Relatives Address: _____

Relatives phone number: _____

Result of inquiry: _____

Under penalties of perjury, I declare that I have read this document and the facts stated in it are true.

Dated: _____

Signature of Petitioner: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

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: *{choose only one}* _____ Petitioner _____ Respondent

This form was completed with the assistance of:

{name of individual} _____,

{name of business} _____,

{address} _____,

{city} _____, *{state}* _____, *{zip code}* _____, *{telephone number}* _____.