FAMILY COURT SERVICES - ROOM 2150 501 WEST ADAMS STREET, JACKSONVILLE, FL 32202 (904) 255-1060

CHECKLIST FOR:

PETITION FOR TEMPORARY CUSTODY OF MINOR CHILD (REN) BY EXTENDED FAMILY

An Extended Family Member is: A relative of a minor child within the third degree by blood or marriage to the parent; OR The stepparent of a minor child if the stepparent is currently married to the parent of the child and is not a party in a pending dissolution, domestic violence, or other civil or criminal proceeding in any court of competent jurisdiction involving one or both of the child(ren)'s parents as an adverse party; OR An individual who qualifies as "fictive kin." As defined in section 39.01, Florida Statutes, fictive kin mean a person unrelated by birth, marriage, or adoption who has an emotionally significant relationship, which possesses the characteristics of a family relationship, to a child.

INSTRUCTIONS:

- Go to <u>www.flcourts.org</u> (select) Self Help, Family Law Forms for the forms.
 Fully complete the forms below.
- 2. Make sure the appropriate forms are **notarized**.
- **3.** After notarizing make **2 copies** of each from.
- 4. File your original documents with the Family Law Clerk of Courts Room 1191 1st floor.
- **5.** The Clerk's Office will issue the **Summons** (instructions on next page).

ALL FORMS MUST BE COMPLETED TO START YOUR CASE Form 12.970(a) Petition for Temporary Custody of Minor Child (ren) by Extended Family Form 12.900(h) (Must be Filed) Notice of Related Cases Form 12.902(b) or (c) Family Law Financial Affidavit (Short/Long) Only complete if Petitioner is requesting child support Form 12.902(d) Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA) COPIES Copy(ies) of birth certificate(s) of the child(ren), if available Copy of parent's birth certificate(s), if available Copy of death certificate if parent(s) is/are deceased

	□ Form 12.970(c) Use this form only if the other party is agreeing to give temporary custody ○ Waiver of Service of Process & Consent for Temporary Custody • Mother Father
HOW TO SERVE THE OTHER PARTY	
	Proof of Service using the Jacksonville Sheriff's Office in DUVAL COUNTY
	Bring the following forms COMPLETED to Room 1191 Family Law Clerk's Office for a clerk to sign: - Form 12.910(a) Personal Summons - Form 12.910(b) Process Service Memorandum
	Once the forms are signed by the clerk, take the following: - Copies of Filed Forms - Summons - Process Service Memorandum - \$40.00 service fee to the Sheriff's Civil Process Unit
	Sheriff's Civil Process Unit 5th Floor, Duval County Courthouse Room 5141 (Exit out of elevators, turn left; JSO Badge on door) Office Hours 8AM-330PM Office Phone Number: 904-255-2470
	Proof of Service using Sheriff's Office <u>OUTSIDE</u> of Duval County
	IF the other party lives outside of Duval County, YOU MUST mail or physically take your copied documents <u>including</u> the Summons; to the Sheriff's Office in the city/county/state where the <u>other party</u> lives.
	You should contact the Sheriff's Office to determine the service fee, number of copies

needed, and any other items they may require such as a self-addressed stamped

envelope.