

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

**CHECKLIST FOR:
PETITION FOR ADOPTION OF ADULT BY STEPPARENT**

You may obtain the following forms at:

www.flcourts.gov - (select) - Self Help, Family Law Forms

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.981(c)(1)
 - Joint Petition for Adoption of Adult by Stepparent
- Form 12.981(c)(2)
 - Stepparent Adoption: Consent of Adoptee's Spouse (if married)
- Form 12.981(b)(2)
 - Final Judgment of Stepparent Adoption
- Form 12.900(h)
 - Notice of Related Cases (**Must be Filed**)
- Birth Certificate
 - Certified copy of adult's birth certificate
- Proof of Florida Residency
 - (Florida Driver's License/Identification, Voter Registration Card)
- Proof of Service to Biological Parents or Consent or Death Certificate
 - Must provide Proof of Service to Biological Parents
 - **COPY** of Death Certificate if parent(s) are deceased

INSTRUCTIONS:

1. **Fully complete** the above forms.
2. Make sure your forms are **notarized**.
3. Make **two (2) copies** of each form.
4. File your **original documents**, completed and notarized to:
Room 1191 - Clerk of Court Family Law
5. The Clerk's Office will issue the Summons documents.

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
- Three (3) copies of the forms you are filing

Once the forms are signed by the clerk, take the following:

- (1) Copies of Filed Forms
- (2) Summons
- (3) Process Service Memorandum
- (4) \$40.00 service fee to the Sheriff's Civil Process Unit

Sheriff's Civil Process Unit

The Civil Unit Public Window is located inside the Duval County Courthouse at **501 W. Adams Street, 5th Floor, Room 5141, Jacksonville, FL 32202.**

The window is open Monday - Friday, 8 a.m. - 4 p.m., *excluding holidays.*

Proof of Service using Sheriff's Office OUTSIDE of Duval County

IF the other party lives outside of Duval County, **YOU MUST** mail or physically take your copied documents **including** the Summons; to the Sheriff's Office in the city/county/state where the other party 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.