

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

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**CHECKLIST FOR:**  
**JOINT PETITION FOR ADOPTION BY STEPPARENT**

**INSTRUCTIONS:**

1. Go to [www.flcourts.gov](http://www.flcourts.gov) - (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 form.
  4. File your **original documents** with the **Family Law Clerk of Courts Room 1191 – 1<sup>st</sup> floor**.
  5. The Clerk’s Office will issue the **Summons** (instructions on next page).
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**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.928
  - Cover Sheet for Family Court Cases
- Form 12.981(b)(1) Joint Petition for Adoption by Stepparent  
*Use the following form(s) if it applies to your situation*
  - Form 12.981(a)(1) – Stepparent Adoption: Consent and Waiver by Parent  
\*Service, Waiver, or Death Certificate of other Parent
  - Form 12.981(a)(2) – Stepparent Adoption: Consent of Adoptee
  - Form 12.981(a)(3) – Affidavit of Nonpaternity
- Form 12.981(b)(2)
  - Final Judgment of Stepparent Adoption
- Form 12.981(a)(5)
  - Indian Child Welfare Affidavit
- Form 12.981(a)(6)
  - Motion for Search of Putative Father Registry
  - Form DH1963 (07/2012) – Florida Putative Father Registry  
– Application for Search (must be typed)  
(Available at Fla. Dept. of Health – Florida Vital Statistics website or Google Search)
- Form 12.981(a)(7)
  - Order Granting Motion for Search of Putative Father Registry
- Form 12.900(h) (Must be Filed)
  - Notice of Related Cases
- Form 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Birth Certificate Certified copy of child’s birth certificate
- Proof of Florida Residency (Florida Driver’s License/Identification, Voter Registration Card)

## 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

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.*

Phone Number 904.255.2470

### 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.