

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

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**CHECKLIST FOR ANSWERING:  
PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF**

Please be aware that if you have been served with a Petition, you have 20 calendar days from the date you were served to file an Answer. If you do not file an Answer within that time, a Default can be entered against you. This means everything the opposing party requested in his/her Petition can be awarded by the Judge without your input.

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**INSTRUCTIONS FOR ANSWERING TO PETITION AND COUNTER PETITION:**

1. Go to [www.flcourts.org](http://www.flcourts.org) - (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 2474 - 2<sup>nd</sup> floor**.
  5. Complete **Form 12.914 Certificate of Service** – **you must send a copy to the other party**
  6. **Register for Court Approved Parenting Class** (options on next page)
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**You may choose from the following on how to respond:**

- Form 12.983(b)
  - Answer to Petition to Determine Paternity and for Related Relief
- Form 12.983(c)
  - Answer to Petition and Counterpetition to Determine Paternity and for Related Relief

**If you choose to file a Counterpetition you must complete the following forms:**

- ✓ Form 12.900(h) (Must be Filed)
  - Notice of Related Cases
- ✓ Form 12.902(b) or (c)
  - Family Law Financial Affidavit (Short/Long)
- ✓ Form 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- ✓ Form 12.902(j)
  - Notice of Social Security Number
- ✓ Form 12.995(a)
  - Parenting Plan
- ✓ CERTIFICATE OF COMPLETION FOR PARENTING CLASS
- ✓ COPY - Birth Certificate
  - English translation must accompany documents written in language other than English

**YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:**  
**YOU MUST REGISTER FOR ONE OF THE FOLLOWING IN-CLASS PARENTING CLASSES:**

**Hope Haven – ‘Children First’ Parent Education and Family Stabilization Course**

**ONLINE** at [www.hope-haven.org](http://www.hope-haven.org) or **IN PERSON** at 4600 Beach Blvd, Jacksonville, FL 32207

**First Coast Behavior Solutions – ‘Separate Yet Together’ Parent Education and Family Stabilization Course**

2317 Blanding Blvd Suite 102 Jacksonville, FL 32210

**EMAIL** [parenting.fcbs@gmail.com](mailto:parenting.fcbs@gmail.com) or **CALL** 904-200-7979

**Jewish Family & Community Services – ‘Great Kids through Great Co-Parenting’ Parent Education and Stabilization Course**

8540 Baycenter Road Jacksonville, FL 32256

**ONLINE** [www.ifcsjax.org/coparenting](http://www.ifcsjax.org/coparenting) **CALL** 904-394-5865 or **EMAIL** [coparenting@ifcsjax.org](mailto:coparenting@ifcsjax.org)