

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

**CHECKLIST FOR:
PETITION TO DOMESTICATE FOREIGN ORDER**

- ❖ A foreign judgment is a judgment or order issued by a court of another state or country
 - ❖ A court of this state shall agree to full faith and credit to an order issued by another state
 - ❖ Full faith and credit is the requirement that judicial proceedings, (as well as public acts and records) shall be extended the same effect by the courts of another state that they have in the state of origin
 - ❖ An order of final judgment can only be modified by the court issuing the order or final judgment, unless it has been registered and/or recognized by another state court
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INSTRUCTIONS:

1. Go to 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 - 2nd floor.**
 5. The Clerks Office will issue the **Summons** (instructions on next page).
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Local Form (attached)
 - Petition to Domesticate Foreign Order

- Form 12.900(h) (Must be Filed)
 - Notice of Related Cases

- Form 12.902(d) (Complete this form if children are involved only)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)

- Copy of Certified Foreign Order or Judgment
 - Original order or judgment must be certified within 30 days of filing

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 2474 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-4PM

Office 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.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,
IN AND FOR DUVAL COUNTY, FLORIDA

CASE NO.: _____

DIVISION: _____

_____,
Petitioner,

And

_____,
Respondent.

PETITION TO DOMESTICATE FOREIGN ORDER

Comes now the Petitioner _____, and moves the Court to accord full faith and credit to the attached certified/exemplified () Order or () non-money Judgment issued by *{name of court}* _____ on *{date}* _____, located in *{name of city, county, and state}* _____.

WHEREFORE, the Petitioner requests this Court to assume jurisdiction of the case since it is a more convenient or appropriate forum for Petitioner to resolve pending issues between the parties, and enforcement of prior court orders and judgments.

Date: _____

Signature of Party

Printed Name: _____

Address: _____

Tel. No.: _____

E-Mail: _____