

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

**CHECKLIST FOR:
EMERGENCY PICK UP ORDER**

This motion is used to request that the court enter an **Order** directing the sheriff or other law enforcement officer to take a minor child(ren) from the person who currently has physical possession of the child(ren) and deliver the child(ren) to the physical custody/possession of the petitioner.

AUTHORITY

This action should only be used in an emergency by a person who has an established legal right to physical custody and possession of a minor child through:

1. **A COURT ORDER that awards legal custody or time-sharing to the petitioner;**
OR
 2. **OPERATION OF LAW – Petitioner is the birth mother of the child(ren), born out of wedlock, and no court has addressed any other person’s parental rights.**
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INSTRUCTIONS:

1. **Fully complete** the forms below.
Go to www.flcourts.org - **(select)** – Self Help, Family Law Forms for the forms.
 2. Make sure the appropriate forms are **notarized**.
 3. After notarizing make **1 copy** for you to keep.
 4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2nd floor**.
You will receive a call from a Family Court Services Case Coordinator on the status of your request.
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.941(d)**
 - Emergency Verified Motion for Child Pick-Up Order
 - *Make sure you answer all questions properly and completely**
- Form 12.900(h) (Must be Filed)**
 - Notice of Related Cases
- Form 12.902(d)**
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Other Required Documents**
 - **Current Photo of Child(ren)** – must be a clear picture for scanning purposes
 - **Certified Birth Certificate** of child(ren) - copies will be acceptable if certified documents are not available *[if necessary]*
 - **Certified Copy of court order**, if any, showing you have legal custody or time-sharing with the child(ren) *[if necessary]*
 - **Certified Copy of any court judgment or order** establishing paternity, time-sharing with, or custody of the minor child(ren) *[if necessary]*