

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

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**CHECKLIST FOR:  
SUPPLEMENTAL PETITION FOR MODIFICATION OF ALIMONY**

**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** from.
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 12.905(c)
  - Supplemental Petition for Modification of Alimony
  
- Form 12.900(h) (Must be Filed)
  - Notice of Related Cases
  
- Form 12.902(b) or (c)
  - Family Law Financial Affidavit (Short or Long)
  
- Form 12.902(j)
  - Notice of Social Security Number

## 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
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### **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.