

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

**CHECKLIST FOR:
SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT**

You may obtain the following forms at:

www.flcourts.org - (select) – Self Help, Family Law Forms

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.905(b)
 - Supplemental Petition for Modification of Child Support

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

- Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)

- PRINTOUT of your ‘**Pay History**’ from the **Domestic Relations Depository (DRD) (1st Floor - Room 1053)**

INSTRUCTIONS:

1. **Fully complete** the above forms.
2. Make sure the appropriate forms are **notarized**.
3. Make **three (3) 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** documents (instructions on next page).
NEXT the (3) copies you made ...

- (1) COPY – YOU TO KEEP

- (1) COPY – SUMMONS: PERSONAL SERVICE to the other party

- (1) COPY – SUMMONS: PERSONAL SERVICE to: **(If DOR/CSE is involved)
DEPARTMENT OF REVENUE/CHILD SUPPORT ENFORCEMENT UNIT
ATTN: Service Center Manager
Bldg. A – Room 150
921 N. Davis Street, Jacksonville, FL 32209**

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.