

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

**CHECKLIST FOR:
SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/TIME-
SHARING SCHEDULE AND OTHER RELIEF**

INSTRUCTIONS:

1. Go to 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 – 1st floor**.
5. The Clerks Office will issue the **Summons** (instructions on next page).

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.928
 - Cover Sheet for Family Court Cases

- Form 12.905(a)
 - Supplemental Petition to Modify Parenting Plan/Time-Sharing Schedule and Other Relief

- 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(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)

- Form 12.995(a)
 - Parenting Plan

- CERTIFICATE OF COMPLETION FOR PARENTING CLASS

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

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.

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 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

Register Online: FCBSJAX.ORG

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

8540 Baycenter Road Jacksonville, FL 32256

ONLINE www.jfcsjax.org/coparenting **CALL** 904-394-5865 or **EMAIL** coparenting@jfcsjax.org