

**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**

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(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

INSTRUCTIONS:

1. **Fully complete** the above forms.
2. Make sure the appropriate forms are **notarized**.
3. Make **two (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** documents (instructions on next page).

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.