

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

**CHECKLIST FOR:
PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF**

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 **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** (instructions on next page).
 6. **Register for Court Approved Parenting Class** (options on next page)
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.983(a)
 - Petition to Determine Paternity and for Related Relief

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

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

- Form 12.902(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)

- Form 12.902(j)
 - Notice of Social Security Number

- Form 12.995(a)
 - Parenting Plan

- COPY - Birth Certificate
 - English translation must accompany documents written in language other than English

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.

YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:
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

EMAIL parenting.fcb@gmail.com or **CALL** 904-200-7979

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

8540 Baycenter Road Jacksonville, FL 32256

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