

FAMILY COURT SERVICES
76347 Veterans Way Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
 2. **Fully complete** the forms below.
 3. File your **original documents** with the **Civil Department Clerk of Courts 1st floor**. *Filing fee required*
 4. The Clerk's Office will issue the **Summons** (instructions on next page).
 5. **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
- ☐ Form 12.915
 - Designation of Current Address and E-mail Address **(one for each party)**
- ☐ Form 12.928 Civil Cover Sheet for Family Court Cases
- ☐ CERTIFICATE OF COMPLETION FOR PARENTING CLASS (You will sign up for the class AFTER you file your case) See class information below

HOW TO SERVE THE OTHER PARTY...

☐ Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server

Bring the following forms **COMPLETED** to **Civil 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
- Service fee to be paid to the certified approved process server.
- Request a copy of the currently approved Certified Process Servers when you file your case.

☐ Proof of Service using Sheriff's Office OUTSIDE of Nassau County

IF the other party lives outside of Nassau 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:

Online Course – Nassau

Hope Haven – 'Children First' Parent Education and Family Stabilization Course

Register Online at www.hope-haven.org or **IN PERSON** at 4600 Beach Blvd, Jacksonville, FL 32207

o Note: Pursuant to §61.21(4)(a) If the parties have children who have identified special needs or emotional concerns, the parties must select a Parent Education and Family Stabilization Course that is tailored to education relating to children who have special needs or emotional concerns. One option is: **'Children First' Parent Education and Family Stabilization Course: Special Needs.** REGISTER ONLINE: at www.hope-haven.org, OR CALL: 904-346-5100