

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

CHECKLIST FOR:
JOINT PETITION FOR ADOPTION BY STEPPARENT

INSTRUCTIONS:

Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.

1. **Fully complete** the forms below.
2. File your **original documents** with the **Civil Department Clerk of Courts- 1st floor.**
Filing fee required

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- ☐ Form 12.981(b)(1) Joint Petition for Adoption by Stepparent
Use the following form(s) if it applies to your situation.
 - ☐ Form 12.981(a)(1) – Stepparent Adoption: Consent and Waiver by Parent
*Service, Waiver, or Death Certificate of other Parent
 - ☐ Form 12.981(a)(2) – Stepparent Adoption: Consent of Adoptee
 - ☐ Form 12.981(a)(3) – Affidavit of Nonpaternity
- ☐ Form 12.981(b)(2)
 - ☐ Final Judgment of Stepparent Adoption
- ☐ Form 12.981(a)(5)
 - ☐ Indian Child Welfare Affidavit
- ☐ Form 12.981(a)(6)
 - ☐ Motion for Search of Putative Father Registry
 - ☐ Form DH1963 (07/2012) – Florida Putative Father Registry
– Application for Search (must be typed)
(Available at Fla. Dept. of Health – Florida Vital Statistics website or Google Search)
- ☐ Form 12.981(a)(7)
 - ☐ Order Granting Motion for Search of Putative Father Registry
- ☐ Form 12.902(d)
 - ☐ Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- ☐ Form 12.900(h) Notices of Related Cases
- ☐ Form 12.915 Designation of Current Address and E-Mail Address
- ☐ Form 12.928 Civil Cover Sheet for Family Court Cases
- ☐ Birth Certificate Certified copy of child's birth certificate

- ☐ Proof of Florida Residency (Florida Driver's License/Identification, Voter Registration Card)

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 Department 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.