

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

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**CHECKLIST FOR:**

**PETITION FOR TEMPORARY CUSTODY OF MINOR CHILD (REN) BY EXTENDED FAMILY**

An Extended Family Member is: A relative of a minor child within the third degree by blood or marriage to the parent; OR The stepparent of a minor child if the stepparent is currently married to the parent of the child and is not a party in a pending dissolution, domestic violence, or other civil or criminal proceeding in any court of competent jurisdiction involving one or both of the child(ren)'s parents as an adverse party; OR An individual who qualifies as "fictive kin." As defined in section 39.01, Florida Statutes, fictive kin mean a person unrelated by birth, marriage, or adoption who has an emotionally significant relationship, which possesses the characteristics of a family relationship, to a child.

**INSTRUCTIONS:**

1. Go to [www.flcourts.org](http://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 1<sup>st</sup> floor**. \*Filing fee required\*
  4. The Clerk's Office will issue the **Summons** (instructions on next page).
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**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- ☐ Form 12.970(a)
  - Petition for Temporary Custody of Minor Child (ren) by Extended Family
- ☐ Form 12.900(h) (Must be Filed)
  - Notice of Related Cases
- ☐ Form 12.902(b) or (c)
  - Family Law Financial Affidavit (Short/Long)- **Only complete if Petitioner is requesting child support**
- ☐ Form 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- ☐ COPIES
  - Copy(ies) of birth certificate(s) of the child(ren), if available
  - Copy of parent's birth certificate(s), if available
  - Copy of death certificate if parent(s) is/are deceased
- ☐ Form 12.970(c)

**Use this form only if the other party is agreeing to give temporary custody**

  - Waiver of Service of Process & Consent for Temporary Custody
    - \_\_\_\_\_ Mother                      \_\_\_\_\_ Father
- ☐ Form (Local Form Attached)
  - Motion for Search of the Putative Father Registry -If father unknown or no birth father on the child's birth certificate

- ☐ Form 12.915
  - Designation of Current Address and E-mail Address
- ☐ Form 12.928 Civil Cover Sheet for Family Court Cases

## 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.

IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT,  
IN AND FOR NASSAU COUNTY, FLORIDA

Case No.: \_\_\_\_\_  
Division: \_\_\_\_\_

IN THE MATTER OF

\_\_\_\_\_,  
Minor Child(ren).

**MOTION FOR SEARCH OF THE PUTATIVE FATHER REGISTRY**

Petitioner, *full legal name* \_\_\_\_\_, files this Motion for Search of the Putative Father Registry, and states:

1. This is an action for Temporary Custody by Extended Family, by the minor child(ren's) \_\_\_\_\_ (*state relationship to child(ren)*), who is the Petitioner.
2. The Florida Putative Father Registry - Application for Search is completed and attached to this Motion.

**WHEREFORE**, I request that this Court enter an Order Granting Motion for Search of the Putative Father Registry.

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this motion and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Party  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
*{Print, type, or stamp commissioned name of notary or clerk.}*

\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was prepared for the petitioner.

This form was completed with the assistance of:

*{name of individual}* \_\_\_\_\_,  
*{name of business}* \_\_\_\_\_,  
*{address}* \_\_\_\_\_,  
*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_, *{zip code}* \_\_\_\_\_, *{telephone number}* \_\_\_\_\_.