

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

CHECKLIST FOR:
SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT
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 may be required*
4. The Clerk's Office will issue the **Summons to serve other party** (instructions on next page).

An additional **Summons** needs to be issued to DOR/CSE:

DEPARTMENT OF REVENUE/CHILD SUPPORT ENFORCEMENT UNIT

ATTN: Service Center Manager

Bldg. A – Room 150

921 N. Davis Street, Jacksonville, FL 32209

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- ☐ Form 12.905(b)
 - Supplemental Petition for Modification of Child Support
- ☐ Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- ☐ Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)
- ☐ PRINTOUT of your '**Pay History**' from the **Civil Department Child Support Clerk 1st Floor**.
- ☐ 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 a 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 (you will need 2 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 you will pay directly to the certified approved process server.
- Request a copy of the current 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.