

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

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**CHECKLIST FOR:**  
**SUPPLEMENTAL PETITION FOR MODIFICATION OF ALIMONY**  
**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 1st floor.**  
\*Filing fee may be 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 12.905(c)**
  - Supplemental Petition for Modification of Alimony
- ☐ **Form 12.900(h) (Must be Filed)**
  - Notice of Related Cases
- ☐ **Form 12.902(b) or (c)**
  - Family Law Financial Affidavit (Short or Long)
- ☐ **Form 12.902(j)**
  - Notice of Social Security Number
- ☐ **Form 12.915**
  - Designation of Current Address and E-mail Address
- ☐ **Form 12.928 Civil Coversheet**

## 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.