

**FAMILY COURT SERVICES - ROOM 2150
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202
(904) 255-1060**

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.

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
Fully complete the forms below.
 2. Make sure the appropriate forms are **notarized**.
 3. After notarizing make **2 copies** of **each** from.
 4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2nd floor**.
 5. The Clerks 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)

- 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 parents 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

- Local Form (Attached) - 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)

- Local Form (Attached) - Order Granting Motion for Search of Putative Father Registry

HOW TO SERVE THE OTHER PARTY...

Proof of Service using the Jacksonville Sheriff's Office in DUVAL COUNTY

Bring the following forms COMPLETED to Room 2474 Family Law 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
- \$40.00 service fee to the Sheriff's Civil Process Unit

Sheriff's Civil Process Unit

5th Floor, Duval County Courthouse

Room 5141 (Exit out of elevators, turn left; JSO Badge on door)

Office Hours 8AM-4PM

Office Phone Number: 904-255-2470

Proof of Service using Sheriff's Office OUTSIDE of Duval County

IF the other party lives outside of Duval 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 DUVAL 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}* _____.

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

Case No.: _____
Division: _____

IN THE MATTER OF

_____,
Minor Child(ren).

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

Upon consideration of Petitioner's Motion for Search of the Putative Father Registry, this Court finds:

1. This is an action for Temporary Custody by Extended Family, Petitioner, who is proceeding pro se.

NOW, THEREFORE, IT IS ORDERED THAT:

1. The Office of Vital Statistics, Department of Health shall conduct a search of the Putative Father Registry upon receipt of a completed application and payment of any authorized fee.
2. The State Registrar shall issue a certificate indicating the results of such search which shall be filed in this proceeding by transmitting the certificate to the clerk of court.

DONE and ORDERED on: _____ in _____, Florida.

Circuit Judge

I certify that a copy of the *{name of document(s)}*

_____ was () mailed () faxed and mailed () e-mailed () hand-delivered to the parties and to any other persons or entities listed below on *{date}* _____.

By: Clerk of Court, Designee, or Judicial Assistant

Petitioner (or his or her attorney)
State Registrar, Office of Vital Statistics