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

CHECKLIST FOR:

SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT

INSTRUCTIONS:

1. Go to www.flcourts.gov - **(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 **3 copies** of **each** from.
4. File your **original documents** with the **Family Law Clerk of Courts Room 1191 – 1st floor**.
5. The Clerk's Office will issue the **Summons** (instructions on next page).
6. 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 12.928
 - Cover Sheet for Family Court Cases

- 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)

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- PRINTOUT of your 'Pay History' from the
Domestic Relations Depository (DRD)
(1st Floor - Room 1053)
(Send request via email to DRDINFO@DUVALCLERK.COM email must contain
name, case number and contact number)

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 1191 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

The Civil Unit Public Window is located inside the Duval County Courthouse at
501 W. Adams Street, 5th Floor, Room 5141, Jacksonville, FL 32202.

The window is open Monday - Friday, 8 a.m. - 4 p.m., *excluding holidays*.

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.