

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

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**CHECKLIST FOR:  
PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF**

**INSTRUCTIONS:**

1. **Fully complete** the forms below.  
Go to [www.flcourts.gov](http://www.flcourts.gov) - (**select**) – Self Help, Family Law Forms for the forms.
  2. Make sure the appropriate forms are **notarized**.
  3. After notarizing make **2 copies** of each form.
  4. File your **original documents** with the **Family Law Clerk of Courts Room 1191 – 1<sup>st</sup> floor**.
  5. The Clerk's Office will issue the **Summons** (instructions on next page).
  6. **Register for Court Approved Parenting Class** (options on next page).
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**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- ☐ Form 12.928
  - Cover Sheet for Family Court Services
- ☐ Form 12.983(a)
  - Petition to Determine Paternity and for Related Relief
- ☐ 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)
- ☐ Form 12.902(j)
  - Notice of Social Security Number
- ☐ Form 12.995(a)
  - Parenting Plan
- ☐ COPY - Birth Certificate
  - English translation must accompany documents written in language other than English
- ☐ CERTIFICATE OF COMPLETION FOR PARENTING CLASS

## 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.

**YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:**  
**YOU MUST REGISTER FOR ONE OF THE FOLLOWING IN-CLASS PARENTING CLASSES:**

**Hope Haven – ‘Children First’ Parent Education and Family Stabilization Course**

**ONLINE** at [www.hope-haven.org](http://www.hope-haven.org) or **IN PERSON** at 4600 Beach Blvd, Jacksonville, FL 32207

**First Coast Behavior Solutions – ‘Separate Yet Together’ Parent Education and Family Stabilization Course**

2317 Blanding Blvd Suite 102 Jacksonville, FL 32210

**Register Online: FCBSJAX.ORG**

**Jewish Family & Community Services – ‘Great Kids through Great Co-Parenting’ Parent Education and Stabilization Course**

8540 Baycenter Road Jacksonville, FL 32256

**ONLINE** [www.ifcsjax.org/coparenting](http://www.ifcsjax.org/coparenting) **CALL** 904-394-5865 or **EMAIL** [coparenting@ifcsjax.org](mailto:coparenting@ifcsjax.org)