

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

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**CHECKLIST FOR:  
PETITION TO DISESTABLISH PATERNITY AND/OR  
TERMINATE CHILD SUPPORT OBLIGATION**

**This form should be used by a man who wishes to disestablish paternity or terminate a child support obligation because he is not the biological father of the child(ren).**

**INSTRUCTIONS:**

1. Go to [www.flcourts.gov](http://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 – 1<sup>st</sup> floor**.
5. The Clerk's Office will issue the **Summons** (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

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**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- ☐ **Form 12.928**
  - Cover Sheet for Family Court Cases
- ☐ **Form 12.951(a)**
  - Petition to Disestablish Paternity and/or Terminate Child Support Obligation
- ☐ **Form 12.900(h) (Must be Filed)**
  - Notice of Related Cases
- ☐ **Form 12.902(d)**
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- ☐ **COPY - Birth Certificate**
- ☐ **English translation must accompany documents written in language other than English**

- ☐ COPY PRIOR ORDER - Order Establishing Paternity/Child Support Obligation
- ☐ PRINTOUT of your '**Pay History**' from the **Domestic Relations Depository (DRD)**  
**(1<sup>st</sup> Floor - Room 1053)**  
**(Send request via email to [DRDINFO@DUVALCLERK.COM](mailto:DRDINFO@DUVALCLERK.COM), email must contain name, case number and contact number)**
- ☐ Proof of Disestablishing Paternity:
  - TEST RESULTS
    - Scientific test results administered by acceptable lab within 90 days prior to filing **OR**  
AFFIDAVIT - Petitioner's Affidavit re: newly discovered evidence

## 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.