

**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**

This form should be used by an **extended family member** to obtain temporary custody of a child or children pursuant to Chapter 751, Florida Statutes. This form **should not** be used if you are a parent seeking to establish parental responsibility or time-sharing with a child or children.

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, separate maintenance, domestic violence, or other civil or criminal proceeding in any court of competent jurisdiction involving one or both of the children's parents as an adverse party;

OR

An individual who qualifies as "fictive kin." As defined in section 39.01, Florida Statutes, fictive kin means a person unrelated by birth, marriage, or adoption who has an emotionally significant relationship, which possesses the characteristics of a family relationship, to a child.

You may file a Petition for Temporary Custody if:

You have the signed, notarized consents of the children's legal parents;

OR

You are an extended family member who is caring full time for the children in the role of a substitute parent and with whom the children are presently living.

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 **2 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).

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)
-Only complete if Petitioner is requesting child support
- ☐ **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 parent's 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

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.