

**FAMILY COURT SERVICES**  
**825 North Orange Avenue, Room 103**  
**Green Cove Springs, FL 32043**

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**CHECKLIST FOR:**  
**SUPPLEMENTAL PETITION FOR MODIFICATION OF CHILD SUPPORT**

You may obtain the following forms at:

[www.flcourts.org](http://www.flcourts.org) - (**select**) - Self Help, Family Law Forms

Or

Purchase this packet in the Clerk's Office Room 1049

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

- Form 12.905(b)
  - Supplemental Petition for Modification of Child Support
- Form 12.900(h)
  - Notice of Related Cases
- Form 12.902(b) or (c)
  - Family Law Financial Affidavit
- Proof of Service to Other Party by Sheriff Return/Private Process Server
  - Form 12.910(a) - Summons: Service on an Individual
  - Form 12.910(b) - Process Service Memorandum
- Form 12.993(b)
  - Supplemental Final Judgment Modifying Child Support
    - 5 copies
- Envelopes
  - Six (6) stamped (68¢) standard no.10 envelopes

**INSTRUCTIONS:**

1. Fully complete the above forms.
2. Make sure your forms are notarized.
3. Make three (3) copies of each form.
4. File your original documents, completed and notarized in: Room 1049 – Civil Clerk.
5. The Clerk's Office will issue the Summons.
6. Arrange to serve the Other Party and Child Support Enforcement (if involved).

## HOW TO SERVE THE OTHER PARTY...

### **Proof of Service using the Clay County Sheriff's Office:**

Bring the following COMPLETED form to Room 1049 (Civil Clerk's Office) for a clerk to sign:

- Form 12.910(a) Personal Summons

Once the Summons is issued by the clerk, take the following to the Sheriff's Office:

- (1) Copies of Filed Forms
- (2) Summons (Form 12.910(a)) as issued by the Civil Clerk
- (3) Process Service Memorandum (Form 12.910(b))
- (4) \$40.00 service fee to the Sheriff's Civil Process Unit

#### **Clay County Sheriff's Civil Process Unit**

825 North Orange Avenue, Room 101  
Green Cove Springs, FL 32043  
(904) 213-6020

### **Proof of Service using Sheriff's Office OUTSIDE of Clay County**

If the other party lives outside of Clay 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.

If the other Party resides in Duval County, the Jacksonville Sheriff's Civil Process Unit is located at:

501 East Bay Street, Room 219  
Jacksonville, FL 32202  
(904) 630-2141