

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

---

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

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 12.983(a)
  - Petition to Determine Paternity and for Related Relief
- Form 12.900(h)
  - Notice of Related Cases
- Form 12.902(b) or (c)
  - Family Law Financial Affidavit
- Form 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Proof of Florida Residency
  - Florida Driver's License or Identification Card, Voter Registration Card; OR
    - Form 12.902(i) – Affidavit of Corroborating Witness
- Form 12.902(j)
  - Notice of Social Security Number
- 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 12.995(a)
  - Parenting Plan
- Form 12.983(g)
  - Final Judgment of Paternity
    - 5 copies
- Certificate for "Positive Divorce Resolution" (1-888-747-5362)
- Envelopes
  - Two (2) stamped (68¢) standard no.10 envelopes
  - Four (4) stamped (\$1.15) 9" x 12" manila envelopes

**INSTRUCTIONS:**

1. Fully complete the above forms.
2. Make sure your forms are notarized.
3. Make two (2) 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

## 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