

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

---

**CHECKLIST FOR:**  
**PETITION TO ESTABLISH PARENTAL RESPONSIBILITY AND**  
**A PARENTING/TIME SHARING PLAN**

*Use this form to ask the court to establish a Parenting Plan when child support has been previously established in a different court case.*

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**

- Local Form (attached)
  - Petition to Establish Parental Responsibility and a Parenting/Time Sharing Plan
- Form 12.900(h)
  - Notice of Related Cases
- 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
- Proof of Florida Residency
  - Florida Driver's License or Identification Card, Voter Registration Card; OR
    - Form 12.902(i) – Affidavit of Corroborating Witness
- COPY
  - Administrative or Court Order Establishing Child Support
- 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
- 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 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.

## 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

## HOW TO SERVE DEPARTMENT OF REVENUE, CHILD SUPPORT ENFORCEMENT BY MAIL...

1. Take the following to your local U.S. Postal Service office:
  - a. One (1) copy of the Petition to Establish Parental Responsibility and a Parenting/Time Sharing Plan
  - b. One (1) standard no. 10 envelope
2. At the post office, locate one (1) "White Receipt" for certified mail and one (1) "green card" for Return Receipt Requested. If you need assistance, please contact a postal service worker.
3. Send the copy of your Petition by certified mail, return receipt requested to:

**Department of Revenue**  
**Child Support Enforcement**  
1845 Town Center Blvd.  
Ste. 215  
Fleming Island, FL 32003
4. After the Petition has been delivered to Department of Revenue, Child Support Enforcement, the Postal Service will mail the "green card" back to you. Once you have received it, you must file it with the Clerk of the Court in Room 1049.