

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

CHECKLIST FOR:
PETITION FOR TEMPORARY CUSTODY OF MINOR CHILD (REN)
BY EXTENDED FAMILY

You may obtain the following forms at:

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 12.970(a)
 - Petition to for Temporary Custody of Minor Child(ren) by Extended Family
 - 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)
 - 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)
 - Waiver of Service of Process & Consent for Temporary Custody
 - _____ Mother _____ Father
 - *Use this form only if the other party is agreeing to give temporary custody*
- OR**
- Proof of Service to each non-consenting parent by Sheriff Return/Private Process Server**
- Form 12.910(a) - Summons: Service on an Individual
 - Form 12.910(b) - Process Service Memorandum
- Form 12.970(e)
 - Order Granting Petition for Temporary Custody by Extended Family
 - 5 copies
- Nine (9) stamped (68¢) standard no.10 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