

REQUIRED ITEMS FOR PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF

NOTE: Unless otherwise noted, all forms listed below can be found at www.flcourts.org under Self Help - Family Law Forms – Please pay close attention to which forms must be signed and notarized.

___ **Petition Form 12.983 (a)** Please read all directions and complete the petition **entirely**.
Please pay particular attention to the following:

- Child(ren) MUST reside in Florida for at least six (6) months prior to filing this petition
- List of all child(ren) and birth dates
- Petition must be signed and notarized

___ **Coversheet for Family Court Cases Form 12.928**

___ **Disclosure from Nonlawyer Form 12.900 (a)**

___ **UCCJEA Affidavit Form 12.902 (d)** - MUST include child(ren)'s residence for last 5 years (or since birth if under age 5)

___ **Notice of Social Security Number Form 12.902 (j)**

___ **Family Law Financial Affidavit – BOTH PARTIES MUST FILE** (choose only one based on **gross** annual income)

- Short form 12.902 (b) gross annual income under \$50,000
- Long form 12.902 (c) gross annual income over \$50,000

___ **Certificate of Mandatory Disclosure Form 12.932**

___ **Child Support Guidelines Worksheet Form 12.902 (e)**

___ **Parenting Plan Form 12.995 (a) *Please pay particular attention to Section VII – must be COMPLETE***

- If BOTH parties AGREE, please complete the agreement entirely. Must be signed and notarized by BOTH parties
- If parties DO NOT agree, Petitioner must complete the agreement for filing
- Alternative Parenting Plans include
 - Supervised/Safety-Focused Parenting Plan Form 12.995 (b)
 - Relocation/Long Distance Parenting Plan Form 12.995 (c)

___ **Service of Process** on Responding party

- **Summons Form 12.910 (a)**
 - ◆ **Personal service** is required on all Paternity actions. Alternatively, the respondent may file a Waiver of Service of Process. Forms are available at www.circuit5.org

Note: Constructive Service is Not Permitted – unless the Petitioner is alleged to be a biological father seeking service on a legal father. [49.011(15)]

___ **Certified Copy of the Minor Child(ren)'s Birth Certificate(s)** - Pursuant to Administrative Order M-2010-16, If the Petitioner is the Father and *NOT* on the child's birth certificate, the **Mother** is **required** to file the child's birth certificate

___ **Completion of DCF Approved Parent Education and Family Stabilization Course** – BOTH parties MUST complete the course. A list of approved classes may be found on www.circuit5.org ****CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF DATE OF FILING****

___ **Notice of Related Cases** Form 12.900 (h)

___ **Motion for Default and Default** Forms 12.922 (a and b) - File when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer or responsive pleading

___ **Motion to Set Final Hearing** Forms is available at www.circuit5.org **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**