

## **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](http://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 in its entirety. Please pay particular attention to the following:

- Florida must have been the home state of the child(ren) named in the Petition at least 6 months prior to the date of filing
- List of all child(ren) and birth dates
- Petition must be signed and notarized
- **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**

\_\_\_ **Coversheet for family court cases** *Form 12.928*

\_\_\_ **Disclosure from Nonlawyer** *Form 12.900 (a)*

\_\_\_ **Designation of Current Mailing and Email Address form (per A.O. A-2022-47)**

\_\_\_ **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 annual income)

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

\_\_\_ **Certificate of Mandatory Disclosure** *Form 12.932*

\_\_\_ **Child Support Guidelines Worksheet** *Form 12.902 (e)*

\_\_\_ **Parenting Plan** – If both parties agree, please complete the agreement in its entirety. Must be signed and notarized by both parties (or proposed by Petitioner if parties are NOT in agreement) Please choose from the following:

- Parenting Plan *Form 12.995 (a)*
- Supervised/Safety-Focused Parenting Plan *Form 12.995 (b)*
- Relocation/Long Distance Parenting Plan *Form 12.995 (c)*

**Note: Section VII Time-Sharing schedule – must be completed in its entirety**

\_\_\_ **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](http://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)**

\_\_\_ **Completion of DCF approved Parent Education and Family Stabilization course for BOTH parties - A list of approved classes may be found on [www.circuit5.org](http://www.circuit5.org) CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF FILING**

\_\_\_ **Notice of Related Cases** *Form 12.900 (h)*

\_\_\_ **Motion for Default and Default** *Forms 12.922 (a and b)* - Filed when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer

\_\_\_ **Motion to Set Final Hearing** Forms are available at [www.marioncountyclerk.org](http://www.marioncountyclerk.org) **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**