

## **DETERMINE PATERNITY AND RELATED RELIEF**

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge will follow the procedures exactly or accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at [www.flcourts.org](http://www.flcourts.org) under Self Help, Family Law Forms, unless otherwise noted.

- **Petition to Determine Paternity and For Related Relief - Form 12.983(a)** Read all directions and complete the petition *entirely*.
- **Designation of Current Mailing and E-Mail Address pursuant to Administrative Order A-2022-47** – Located on [www.circuit5.org](http://www.circuit5.org) under Self-Help, Lake County
- **Cover Sheet for Family Court Cases - Form 12.928**
- **Notice of Related Cases - Form 12.900(h)**
- **Notice of Social Security Number - Form 12.902(J)**
- **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit - Form 12.902(d)**
- **Family Law Financial Affidavit**
  - Short Form - Form 12.902(b) If gross, individual annual income is under \$50,000
  - Long Form - Form 12.902(c) If gross, individual annual income is above \$50,000
- **Parenting Plan - Form 12.995(a) OR Form 12.995(b) OR Form 12.995(c)**
  - If BOTH parties agree, the document must be completely filed out, signed by BOTH parties and notarized
  - If parties DO NOT agree, Petitioner must complete a proposed parenting plan for filing
- **Certificate of Completion of DCF Approved Parent Education and Family Stabilization Course** - Both parties must complete the course and should be completed within 60 days of the date of filing. Once completed a copy of the certificate of completion must be filed. A list of approved classes may be found on [www.circuit5.org](http://www.circuit5.org).

Additional Forms: Certificate of Mandatory Disclosure – Form 12.932, Disclosure from Nonlawyer – Form 12.900(a), Child Support Guidelines Worksheet – Form 12.902(e), Certified Copy of Child(ren)'s Birth Certificate(s)

**SERVICE OF PROCESS IS REQUIRED ON THE RESPONDING PARTY UNLESS AN ANSWER TO PETITION (FORM 12.983(b) OR 12.983(c)) IS SIGNED BY THE RESPONDING PARTY AND FILED IN THE CASE.**

FOR GENERAL INFORMATION ABOUT THE DIFFERENT TYPES OF SERVICE OF PROCESS OR INFORMATION REGARDING THE STEPS INVOLVED WITH SERVING THE OTHER PARTY, REFER TO THE [SERVICE OF PROCESS](#) INFORMATIONAL DOCUMENT LOCATED ON [WWW.CIRCUIT5.ORG](http://WWW.CIRCUIT5.ORG). ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG).

### **Personal Service**

- **Summons: Personal Service on an Individual - Form 12.910(a)**

### **Constructive Service**

**\*\*MUST** attempt Personal Service at respondent's last known address **BEFORE** proceeding with this type of service\*\*  
The Court can only grant limited relief because its jurisdiction is limited. This is a complicated area of the law and you may want to consult with an attorney before using constructive service.

- **Affidavit of Diligent Search and Inquiry - Form 12.913(b)** – Attach supporting documentation.
- **Notice of Action - Form 12.913(a)(2)** – Read instructions thoroughly.