

DIESTABLISH PATERNITY AND/OR TERMINATE CHILD SUPPORT OBLIGATION

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 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.gov under Self Help, Family Law Forms, unless otherwise noted.

- **Petition to Disestablish Paternity and/or Terminate Child Support Obligation Form 12.951 (a)** Please read all directions and complete the petition in its entirety.

Please pay particular attention to the following:

- Can only be filed by a male who is not the biological father of the child(ren)
 - List of all child(ren) and birth dates
 - Petition must be signed and notarized
 - Provide any copy(ies) of final judgments establishing child support
 - DNA results if applicable
 - Must allege newly discovered evidence
 - Must be current with child support obligation (provide copy of child support printout from Clerk of Court Domestic Support) or know just cause for delinquency
- **Designation of Current Mailing and Email Address Form 12.915**
 - **Coversheet for Family Court Cases Form 12.928**
 - **Notice of Related Cases Form 12.900 (h)**
 - **Disclosure from Nonlawyer Form 12.900 (a)**
 - **Certificate of Mandatory Disclosure Form 12.932**
 - **Notice of Social Security Number Form 12.902 (j)**
 - **Certified Copy of the Minor Child(ren)'s Birth Certificate(s) OR copy of DNA Results if applicable**

Service of Process on Responding party

- **Summons: Personal Service on an Individual - Form 12.910(a)**
- **Process Service Memorandum - Form 12.910(b)**
- **Personal Service is required** in an action to disestablish paternity. Must be served on Mother, legal guardian, or custodian of child(ren). If there is an Administrative Child Support Order, the Petition must also be served on the Department of Revenue (Alternatively, the Respondent may file an Answer to Petition and WAIVER OF SERVICE OF PROCESS. Forms are available at www.circuit5.org)
- **Note: Constructive Service is not permitted**

- **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

PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED