

## **DETERMINE PATERNITY AND RELATED RELIEF**

If you have questions or concerns about these forms, instructions, commentary, the use of the forms, or your legal rights, it is strongly recommended that you talk to an attorney. Because the law does change, the forms and information about them may have become outdated. You should be aware that changes may have taken place in the law or court rules that would affect the accuracy of the forms or instructions.

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](http://WWW.FLCOURTS.GOV) 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** - [Form 12.915](#)
- **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\(b\)](#) **OR** Long Form – [Form 12.902\(c\)](#)

\*OR\*

If both parties agree to waive filing financials, both parties may jointly complete the following forms:

- **Notice of Joint Verified Waiver of Filing Financial Affidavits** - [Form 12.902 \(k\)](#) (all criteria must be met) and
- **Affidavit of Income for Child Support** – [Form 12.902 \(l\)](#) (all criteria must be met)
- **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).

**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.**

REFER TO THE [SERVICE OF PROCESS](#) INFORMATIONAL DOCUMENT LOCATED ON [WWW.CIRCUITS.ORG](http://WWW.CIRCUITS.ORG). ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON [WWW.FLCOURTS.GOV](http://WWW.FLCOURTS.GOV).

### **Personal Service**

- **Summons: Personal Service on an Individual** - [Form 12.910\(a\)](#)
- **Process Service Memorandum** – [Form 12.910\(b\)](#)

### **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.

- **Additional Forms:**

- **Certified Copy of Child(ren)'s Birth Certificate(s)**
- **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.
- **Notice for Trial** - Form 12.924