

FAMILY COURT SERVICES
76347 Veterans Way Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
SUPPLEMENTAL PETITION TO MODIFY PARENTING PLAN/TIME-SHARING
SCHEDULE AND OTHER RELIEF

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
 2. **Fully complete** the forms below.
 3. File your **original documents** with the **Civil Department Clerk of Courts 1st floor**. *Filing fee may be required*
 4. The Clerk's Office will issue the **Summons** (instructions on next page).
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.905(a)
 - Supplemental Petition to Modify Parenting Plan/Time-Sharing Schedule and Other Relief
 - Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
 - Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)
 - Form 12.902(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
 - Form 12.995(a)
 - Parenting Plan
 - Form 12.915
 - Designation of Current Address and E-mail Address
 - Form 12.928 Civil Cover Sheet for Family Court Cases
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- 4 # 10 Envelopes with 2 stamps on each envelope (2 addressed to each party) 2 Large Manilla Envelopes with 4 stamps on each envelope Address 2 envelopes to each party on the case. A return address is not needed. **Please Note: If you fail to provide envelopes with postage you will NOT receive the final order by U.S. Mail. However, you will receive an electronic service copy if an email has been provided.**

HOW TO SERVE THE OTHER PARTY...

Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server

Bring the following forms **COMPLETED** to **Civil Clerk's Office** for a clerk to sign:

- **Form 12.910(a) Personal Summons**
- **Form 12.910(b) Process Service Memorandum**

Once the forms are signed by the clerk, take the following:

- Copies of Filed Forms
- Summons
- Process Service Memorandum
- Service fee to be paid to the certified approved process server
- Request a copy of the current approved Certified Process Servers when you file your case

Proof of Service using Sheriff's Office OUTSIDE of Nassau County

IF the other party lives outside of Nassau County, **YOU MUST** mail or physically take your copied documents **including** the Summons; to the Sheriff's Office in the city/county/state where the other party lives.

You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.