

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

---

**CHECKLIST FOR:**  
**PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF**

**INSTRUCTIONS:**

1. Go to [www.flcourts.org](http://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 required\*
  4. The Clerk's Office will issue the **Summons** (instructions on next page).
  5. **Register for Court Approved Parenting Class** (options on next page)
- 

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.983(a)
  - Petition to Determine Paternity and for Related Relief
  
- Form 12.900(h) (Must be Filed)
  - Notice of Related Cases
  
- Form 12.902(b) or (c)
  - Family Law Financial Affidavit (Short/Long)
  
- Form 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
  
- Form 12.902(j)
  - Notice of Social Security Number
  
- Form 12.995(a)
  - Parenting Plan
  
- COPY - Birth Certificate
  - English translation must accompany documents written in language other than English
  
- Form 12.915
  - Designation of Current Address and E-mail Address
  
- Form 12.928 Civil Cover Sheet for Family Court Cases
  
- CERTIFICATE OF COMPLETION FOR PARENTING CLASS (You will sign up for the class AFTER you file your case) See class information below

- 4 # 10 Envelopes with 2 stamps on each envelope (No return address applied, 2 addressed to each party) **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 currently 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.

**YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:**

**YOU MUST REGISTER FOR ONE OF THE FOLLOWING IN-CLASS PARENTING CLASSES:**

**Online Course – Nassau**

<https://myflfamilies.com/services/child-family/child-and-family-well-being/pefs/local-course-list>

**Hope Haven – 'Children First' Parent Education and Family Stabilization Course**

**ONLINE** at [www.hope-haven.org](http://www.hope-haven.org) or **IN PERSON** at 4600 Beach Blvd, Jacksonville, FL 32207

**McPherson Training Concepts, Inc**

850310 US Hwy 17, Yulee, FL 32097

**EMAIL:** [thera@mtcnc1.com](mailto:thera@mtcnc1.com) or **CALL** 904-548-0160

**Clear View Concepts, Inc**

501 Centre Street Ste 108, Fernandina Beach, FL 32034

**EMAIL:** [rhampton12@hotmail.com](mailto:rhampton12@hotmail.com) **CALL** 904-335-0333

o Note: Pursuant to §61.21(4)(a) If the parties have children who have identified special needs or emotional concerns, the parties must select a Parent Education and Family Stabilization Course that is tailored to education relating to children who have special needs or emotional concerns. One option is: **'Children First' Parent Education and Family Stabilization Course: Special Needs.**

REGISTER ONLINE: at [www.hope-haven.org](http://www.hope-haven.org), OR CALL: 904-346-5100