

PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF
(Paternity/ Time-Sharing and Child Support)

****THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES MAY VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING****

Required forms:

- Civil Cover Sheet
- Petition To Determine Paternity And For Related Relief
- Notice of Related Cases
- Disclosure From A Non- Lawyer
- Notice of Limitations of Services Provided (one for each party)
- Notice of Social Security Number
- Financial Affidavit
- Uniform Child Custody Jurisdiction Enforcement Act Affidavit (UCCJEA)
- Information on Required Parenting Classes (4 hour class by internet or in person - If you have not previously completed the class, the court will require you to do so. If you have completed the class, please give the clerk a copy of your Certificate of Completion.)
- Answer to Petition to Determine Paternity (to be signed by other party if uncontested)
- Summons (Note: You only need this if the other party will not sign the required paperwork)

You will also need the following items:

- Copy of the Child's Birth Certificate
- Copy of your Driver's License or Florida Identification Card
- Six (6) regular business size envelopes with Stamps, but no writing on them.
- SETTLEMENT AGREEMENT – (Both parties will sign – there is no form for this Agreement, but you may use the “Marital Settlement Agreement with Children” form at www.flcourts.org (under Self-Help/Family Law Forms), *as a guide to prepare your Settlement Agreement, using the paragraphs relating to the children and to time-sharing and REMOVING the paragraphs related to divorce.*)
- Parenting Plan (must be attached to settlement agreement)

INSTRUCTIONS:

- ✓ Complete the required forms
- ✓ Provide copies of the birth certificate, Florida DL, envelopes, Settlement Agreement (if any), and Parenting Plan
- ✓ Submit all of these documents to the Clerk with the forms and filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff office (separate from the Clerk's office). If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email.

NOTE: You should keep a copy of the SIGNED Petition, UCCJEA and Financial Affidavit to use for service of process AFTER your case manager contacts you. Otherwise, the Clerk charges \$1.00 per page for copying these documents from your file.

Note: Case Managers cannot help you complete the forms.

David L. Holland, Family Court Manager, 850-747-5497 or hollandd@jud14.flcourts.org

Trish Riemer, Case Manager, 850-747-5247 or riemert@jud14.flcourts.org (Bay County)

Jennifer D. Williams, Case Manager, 850-747-5623 or williamsj@jud14.flcourts.org (Bay County)

Cary Godwin, Case Manager, 850-718-0480 or godwinc@jud14.flcourts.org
(Calhoun, Gulf, Holmes, Jackson and Washington Counties)