

**THIRTEENTH JUDICIAL CIRCUIT  
FAMILY LAW DIVISION**

**PETITION TO DETERMINE PATERNITY AND FOR RELATED RELIEF  
PERSONAL SERVICE**

**SELF-HELP INSTRUCTIONS FOR  
PACKET # 16**

**NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A MEMBER IN  
GOOD STANDING OF THE FLORIDA BAR**

Legal matters can be very complex. If you have questions or concerns about these forms, commentary, instructions, and appendices, the use of these forms, or your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you may call the Lawyer Referral Service at 221-7780. If you do not have the money to hire an attorney, you may call Bay Area Legal Services at 232-1343. You may also obtain legal information at the Legal Information Center at the Hillsborough County Courthouse, call 864-2280 for the hours of operation.


All instructions and forms distributed by the Thirteenth Judicial Circuit are provided merely as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist pro se litigants with their cases. The Thirteenth Judicial Circuit does not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedures exactly or accept each and every form as drafted. Any person using these instructions and/or forms does so at his or her own risk, and the Thirteenth Judicial Circuit shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

**In no event will the Florida Supreme Court, the Florida Bar, or anyone contributing to the production of these forms, commentary, instructions, and appendices be liable for any direct, indirect, or consequential damages from their use.**

In all cases involving children, **both parties are required to attend the parenting class** before the case can be set for hearing. HCC offers Parents for Life Classes (for information you can call (813) 253-7980). You can also take the Parents Children and Divorce Class (for information call 1-800-767-8193). Please Note: The Thirteenth

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**THE FOLLOWING FLORIDA SUPREME COURT FAMILY LAW FORMS  
ARE CONTAINED IN THIS PACKET:**

<b><u>FORM #</u></b>		<b><u>FORM NAME</u></b>	
Appendix C		General Information for Pro Se Litigants - Family Law Glossary of Common Terms and Definitions	
		12 Rules of Courtroom Civility	
12.900(a)	9/21/00	Nonlawyer Disclosure	
		Civil Cover Sheet	
12.902(b)	7/10/03	Financial Affidavit - Short Form - (if income is <b>less</b> than \$50,000)	
<b>OR</b>			
12.902(c)	10/24/03	Financial Affidavit - Long Form - (if income is <b>more</b> than \$50,000)	
12.902(d)	12/19/02	Uniform Child Custody Jurisdiction and Enforcement Affidavit	
12.902(e)	10/03/02	Child Support Guidelines	
12.902(j)	9/21/00	Notice of Social Security Number	
12.910(a)	1/01	Summons: Personal Service on an Individual	
12.910(b)	9/21/00	Process Service Memorandum	
12.912(b)	9/21/00	Nonmilitary Affidavit ( <b>see form instructions of when to use</b> )	
12.914	9/21/00	Certificate of Service ( <b>see form instructions of when to use</b> )	
12.922(a)	9/21/00	Motion for Default ( <b>file if no answer is filed within 20 days after service</b> )	
12.922(b)	9/21/00	Default ( <b>file if no answer is filed within 20 days after service</b> )	
12.923	10/01/04	Notice of Hearing ( <b>fill out and file when a hearing date has been set</b> )	
12.932	7/10/03	Certificate of Compliance With Mandatory Disclosure	
12.943	9/21/00	Motion to Deviate From Child Support Guidelines ( <b>see form instructions of when to use</b> )	
12.983(a)	12/19/02	Petition to Determine Paternity and for Related Relief	

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- 12.983(e)      9/21/00    Motion for Scientific Paternity Testing
- 12.983(f)      9/21/00    Order on Motion for Scientific Testing
- 12.983(g)      9/21/00    Final Judgment of Paternity

Final Disposition

## **FILING FEE IS \$255.00**

### **CAUTION**

1. Forms are to be completed in block letters or typed. You **MUST** use black ink. **NO EXCEPTIONS!!**
2. Names must be the same on all forms completed by the parties. (No full names on one document and initials on another).
3. This booklet may not contain all the forms you may need to file your case. Additional forms are available in the Clerk’s office at each Courthouse location (see locations below) or the Law Library at 501 East Kennedy Blvd. You may also obtain forms on our website at: [www.fljud13.org](http://www.fljud13.org) **OR** the Florida Supreme Court website at: [www.flcourts.org](http://www.flcourts.org).
4. The Case Management Unit **cannot** suggest specific information to be included in the blanks on your forms or fill out forms for you.

### **STEP BY STEP INSTRUCTIONS**

### **PART 1**

1. The **petitioner** should fill out the following forms in black ink and have them notarized:

Civil Cover Sheet	12.902(e)	12.912(b) (see form instructions)
12 Rules of Courtroom Civility	12.902(j)	12.932
12.902(b) <b>OR</b> 12.902(c)	12.910(a)	12.983(a)
12.902(d)	12.910(b)	12.983(e)
2. The petitioner should make 2 copies of all documents, one copy for the petitioner's personal records and one copy to attach to the summons for the respondent. (Copies are available for a fee in the Court Business Center in the main courthouse).

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3. The petitioner should file the originals in the Clerk's office and pay the filing fee. **Each form should have all pages stapled together before filing.**
4. The Clerk will issue the **Summons (Form 12.910(a))** and give it back to the petitioner.
5. The petitioner should attach one set of copies to the **Summons (Form 12.910(a))** and take the Summons and **form Process Service Memorandum (Form 12.910(b))** to the sheriff or process server in the county where the respondent resides.

**THE PETITIONER WILL BE NOTIFIED BY MAIL REGARDING A COURT  
DATE OR ON THE STATUS OF THE CASE**

**PART 2**

1. If the respondent **has not** filed an answer, 20 days after they have been served, forms **Motion for Default (Form 12.922(a))**, and **Default (Form 12.922(b))** may be filed by the petitioner.

**If filing your Motion for Default and Default by mail, please make sure your case number and division are on the forms. Mail to:** Clerk of the Circuit Court, P.O. Box 3450, Tampa, Fl 33601-3450.

If the respondent **has filed an answer** and disputes any of the allegations in the petition, the parties will need to go to mediation to see if the disputed issue(s) can be resolved before a court date can be set. The petitioner can call the Mediation and Diversion office at 272-5642 and ask them to send a letter to the respondent.

If the respondent does not contact the mediation department or the issue(s) cannot be resolved in mediation, the court date will be set on the Judge's contested docket by the Case Management Unit.

**If either party is represented by an attorney, the hearing date will need to be set by the petitioner directly with the judge's office.**

**PART 3**

1. Once a hearing date has been scheduled, the petitioner should fill out form **Notice of Hearing (Form 12.923)** and file the original in the Clerk's office. A copy **must** be sent to the respondent.

**If filing your Notice of Hearing by mail, please make sure your case number and division are on the notice. Mail to:** Clerk of the Circuit Court, P.O. Box 3450, Tampa, Fl 33601-3450.

2. Petitioner **MUST** bring a stamped envelope **addressed to the respondent** to the hearing if the respondent will not be attending the hearing.

**DRESS APPROPRIATELY FOR COURT. NO SHORTS, TANK TOPS, OR SANDALS.**

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**YOU MAY FILE AND PURCHASE FORMS AT THE FOLLOWING LOCATIONS:**

**HILLSBOROUGH COUNTY COURTHOUSE - MAIN LOCATION**

Clerk of the Circuit Court  
800 E. Twiggs Street, 1<sup>st</sup> Floor  
Tampa, Florida 33602

**BRANDON LOCATION - SATELLITE OFFICE**

Clerk of the Circuit Court  
10065-A E. Adamo Drive  
Brandon, Florida 33619

**PLANT CITY - HILLSBOROUGH COUNTY OFFICE BUILDING**

Clerk of the Circuit Court  
302 N. Michigan  
Plant City, Florida 33566