

FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY  
PETITIONER – PATERNITY  
PETITION – PATERNITY AND RELATED RELIEF

Self-represented individuals are provided this checklist as part of the Family Law Self-Help program for Charlotte County. This covers the basic procedural requirements for filing the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. This checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES).

Each of the forms should be kept separated to better organize your efforts and to ensure all forms/instructions are included. You may schedule an appointment with a Family Law Case Manager staff to have your documents notarized and copied at no cost.

- General Information for Self-Represented Litigants

**COMPLETE AND FILE:**

- Cover Sheet for Family Court Cases [Form 12.928]
- Notice of Related Cases [Form 12.900(h)]
- Petition to Determine Paternity and for Related Relief [Form 12.983(a)]
- Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit [Form 12.902(d)]
- Financial Affidavit (short form) [Form 12.902(b)]. Used when annual income is under \$50,000.  
OR:  Financial Affidavit (long form) [Form 12.902(c)]. Used when annual income of \$50,000 or more.
- Notice of Social Security Number [Form 12.902(J)]
- Parenting Plan [Form 12.995(a)]. May be filed as proposed by one Party, or as an agreed plan if both Parties sign.  
OR:  Supervised/Safety Focused Parenting Plan [Form 12.995(b)]. Used in cases when Child(ren) cannot be safely alone with the other parent.  
OR:  Relocation/Long Distance Parenting Plan [Form 12.995(c)]  
Used when planning to relocate more than 50 miles from the current principal place of residence.
- Standing Temporary Domestic Relations Order With Minor Children
- Summons: Personal Service on an Individual [Form 12.910(a)]  
(Not required if the other party has signed a waiver of service.) The Petitioner is responsible to provide copies of ALL documents filed (with the exception of the Notice of Social Security Number form) to the other party with the Summons for service. If you absolutely do not know where he or she lives, you may use constructive service. However, if constructive service is used, the court may only grant limited relief.

**REQUIRED CLASS:**

- Parent Education and Family Stabilization Course Completion  
Standing Orders provide contact information for enrollment. Each parent MUST attend either in-person or online class.

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After the RESPONDENT is served, the following additional documents may be necessary. All forms may be download from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG), or may be requested from the Family Law Self-Help program, by submitting a blue request form (FLSH-Charlotte Form 2) to the Administrative Office of the Courts.

- Certificate of Compliance with Mandatory Disclosure [Form 12.932]  
(DUE WITHIN 45 DAYS OF SERVICE, unless waived by both Parties...actual documents (tax returns, pay stubs, etc.) should not be filed in the court file, but provided directly to the other Party.
- Motion for Scientific Paternity Testing [Form 12.983(e)]  
and:  Order on Motion for Scientific Paternity Testing [Form 12.983(f)]  
Either Party may file this motion/order to determine biological paternity. Responsibility for the costs of such laboratory testing will be determined by agreement of the Parties or as ordered by the Judge.
- Child Support Guidelines Worksheet [Form 12.902(e)]  
Either Party may file this worksheet after both financial affidavits have been filed.
- Motion for Deviate from Child Support Guidelines [Form 12.943]  
Used only when you want the Court to order more/less child support than recommended on the worksheet.
- Notice of Current Address [Form 12.915]  
Parties use this form to keep each other and the Court aware of any address changes to avoid missing important notices or correspondence regarding the case.
- Motion for Default [Form 12.922(a)] and Default [Form 12.922(b)]  
This may be filed if the Respondent has failed to file any papers within 20 days of being served, to permit a final hearing/trial to be scheduled.
- Notice for Trial [Form 12.924]  
This is filed when a DEFAULT has been entered, or when no agreement can be reached (after formal mediation), or when requesting a final hearing for entry of final judgment after settlement is reached.
- Final Judgment of Paternity [Form 12.983 (g)]  
Parties may submit this as a “proposed” order if all issues have been agreed and properly filed. A final hearing should be set, using the Notice of Trial form.

Many of the forms noted on this page may require you to seek legal guidance from a licensed attorney.