

**INSTRUCTIONS FOR FILING A PETITION TO ESTABLISH PATERNITY
PARENTAL RESPONSIBILITY, CHILD SUPPORT, TIMESHARING, ETC.**

This packet is to be used when you and the other person are not married, but have a child(ren) in common and you want to ask the Court to establish paternity, parental responsibility, child support, timesharing, medical/dental etc. for your child(ren). A filing fee of \$301.00 is payable to the Brevard County Clerk of Courts by cash, check, cashier's check, money order, debit card, American Express, Discover, Master Card or Visa.

Procedure:

1. Complete the forms in the packet. *Do not leave anything blank.* If a line does not apply to you, put N/A next to it. You will need only one Financial Affidavit, [Florida Supreme Court form 12.902(b) or 12.902(c)]. All of the other forms need to be completed.
2. Once the forms are completed and notarized, make 2 copies of each form. Do not make copies of the Notice of Social Security Number, this is a confidential document.
3. Retain one set of copies for your records.
4. Complete **only** the basics of the Final Judgment of Paternity [Florida Supreme Court Form 12.983(g)].
5. File the originals, the original Final Judgment of Paternity, and one set of copies with the Clerk of Court, along with your filing fee and a money order for the sheriff to serve the other party with the papers. (If the other party lives outside of Brevard County, you will also need to bring a stamped envelope addressed to the agency that will serve the papers, a money order for service made out to the serving agency, and an envelope stamped and addressed to Clerk of Court, P.O. Box 219, Titusville, FL 32781-0219.) You may submit the paperwork and filing fee either by U. S. mail to P. O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

NORTH BREVARD SERVICE COMPLEX

400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE

51 S. Nieman Avenue
Melbourne, Florida

MOORE JUSTICE CENTER

Viera Complex
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE

2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE

450 Cogan Drive S. E.
Palm Bay, FL

6. Once the other party is served with a set of copies they have 20 calendar days to file a written response.
7. See form Law 1008 paragraphs 5, 6, 7 for your next step.

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-633-7780, extension 59410 or email prosecoordinator@brevardclerk.us to set an appointment.