

**INSTRUCTIONS FOR FILING A PETITION TO
ESTABLISH PATERNITY AND/OR PARENTAL RESPONSIBILITY ONLY**

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 **ONLY** paternity and/or parental responsibility of 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 **ALL** the forms in the packet [except **do not complete** the Answer to Counterpetition to Determine Paternity and Related Relief, [Florida Supreme Court form 12.983(d)].
2. Once the forms are completed and notarized, make two (2) copies of each form.
3. Retain one (1) set of copies for your records.
4. Complete only the basics on the Final Judgment of Paternity, [Florida Supreme Court form 12.983(g)].
5. File **ALL** completed, notarized originals, only the original Final Judgment of Paternity, and one (1) 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 an envelope stamped and addressed to the agency that will serve the papers, a money order made out to the serving agency, and an envelope stamped and addressed to the Clerk of Courts, 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 Government Center
400 South Street, 2nd Floor-West
Titusville, FL 32780

Merritt Island Service Complex
2575 N. Courtenay Parkway, Room 129
Merritt Island, FL 32953

Moore Justice Center
2825 Judge Fran Jamieson Way
Viera, FL 32940

Melbourne Courthouse
51 S. Nieman Avenue
Melbourne, FL 32901

County Service Complex – Palm Bay
450 Cogan Drive, S.E.
Palm Bay, FL 32909

6. Once the other party is served with the set of copies they have twenty (20) calendar days to file a written response.

7. See form Law 1008 paragraphs 5, 6, 7 for your next step.

Note: If the other party files a Counterpetition with his/her answer, you have twenty (20) calendar days to file a written response to that Counterpetition. Use the Answer to Counterpetition to Determine Paternity and Related Relief, [Florida Supreme Court form 12.986(d)]. Complete the form, have it notarized, and make two (2) copies. You will retain one copy, send the other party one copy, and file the original with the Clerk of Court.

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.