



Child Support-Modification SUPPLEMENTAL PETITION TO MODIFY

Forms Needed

The forms you will need initially can be found at: www.flcourts.org under the heading “Family Law Forms”

Those initial forms are:

12.905(b)-Supplemental Petition for Modification of Child Support

12.902(d)-Uniform Child Custody Jurisdiction and Enforcement Act Affidavit

12.902(j)-Notice of Social Security Number

12.902(b) or 12.902(c)-Family Law Financial Affidavit

-Use 12.902(b) if your gross income is less than \$50,000 per year

-Use 12.902(c) if your gross income is \$50,000 or more per year

12.932-Certificate of Compliance with Mandatory Disclosure

-Due 45 days after service of the Petition

12.910(a)-Summons: Personal Service on an Individual

12.910(b)-Process Service Memorandum

Instructions

Complete the above forms

Have the forms notarized

Make 2 copies of each form and take all of them to the Clerk of Courts and ask the clerk to stamp all of them

The originals will be filed with the Clerk of Courts

One copy of each form will be served upon the opposing party

Keep one copy of each form for yourself

Later in your case Family Court Services may require you to file other forms. The forms can be found at the website above or www.coj.net. Type the words “required local forms” next to “search” and click on “Required Local Forms.”

The party you are serving will have 20 calendar days from the date s/he is served to file an Answer. If s/he does not file an Answer within 20 days, you can file form 12.922(a), Motion for Default and form 12.912(b), Non-Military Affidavit if the other party is not on active duty in the military service. After that, you can contact Family Court Services in your county to assist you in scheduling your final hearing.

If the other party files an Answer and Counter-petition, you will need to file form 12.903(d), Answer to Counter-petition within 20 days of the date on the Answer and Counter-petition. The clerk will assist you in setting your case for trial.

If a default is not entered, Family Court Services may require you to file other forms. The forms can be found at the website above or www.coj.net. Type the words “required local forms” next to “search” and click on “Required Local Forms.”

Filing Fees

There are filing fees associated with filing your case. If you do not have the money to pay for the filing fee, you can request a fee waiver by filing an Application for Determination of Civil Indigent Status which is also available at www.flcourts.org. If your application is denied, you must pay the entire filing fee before your case can be filed.

Clerk of Courts:

Duval County Clerk of Court
501 West Adams St., Rm. 2474
Jacksonville, FL 32202

Clay County Clerk of Courts
P.O. Box 698
Green Cove Springs, FL 32043

Nassau County Clerk of Courts
76347 Veteran’s Way
Yulee, FL 32097