

6. ____ **Final Judgment on Petition to Disestablish Paternity** (must be accurately and neatly typed for the Judge to sign). The required composition of the Final Judgment may be complex and you may need assistance from a lawyer or forms provider. Bring the original Final Judgment, two (2)

Additional copies, and two (2) self addressed stamped envelopes to the clerk of court to have in your case file for the final hearing.

Where do I file?

Once you have completed the required documents, you must file the **original** documents with the **Clerk of Court, Juvenile Division located at 1800 St Mary Avenue, Pensacola, Florida, 32501**, (850) 595-3780. Take the original and one copy to the Clerk's office and keep a copy for yourself. Inform the clerk that you are going to have the respondent served, and you will need a Summons.

What do I do after I have filed?

The Clerk will issue a Summons and attach the other set of copies to it. The Summons informs the respondent that he/she will have 20 days to respond to your petition. If the respondent lives in Escambia County, take the summons with attachments to the Escambia County Sheriff's Office Civil Division for service of process on the respondent. The Sheriff's Office will send a Return of Service to you and to the Clerk of Court, stating whether the respondent was or was not served.

What if the Respondent denies in his answer that he is the biological parent of the child? If the other party denies being the parent of the child, either party may file form 12.983(e) Motion for Scientific Paternity Testing and request a hearing on the matter. Make certain you provide a copy of the Motion for Scientific Paternity Testing to the other party in the case.

What if the Respondent does not file an answer or submit required documents?

Once the respondent has been served or waived service, he/she will have 20 days to file an Answer. If the respondent fails to serve or file a response or any paper within the 20 days allowed, you may file a **Motion for Default. With the Motion for Default**, you must also file Form 12.912(b) **Nonmilitary Affidavit (if you are certain the other party is not in the military).**

When **ALL** required documents have been completed, all required time periods have passed (i.e., 20 days for the respondent to answer) and you believe your case is ready for a final hearing, **FILE YOUR REQUEST FOR HEARING/TRIAL WITH THE CLERK OF COURT ALONG WITH TWO SELF-ADDRESSED STAMPED ENVELOPES (TWO (2) FIRST CLASS STAMPS ON EACH) - ONE ADDRESSED TO EACH PARTY.** Your case will be reviewed and a hearing date, trial date or further instructions will be provided to you by mail. PLEASE DO NOT CALL TO INQUIRE.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding you are entitled to certain assistance (at no cost to you). Please call Shelia Sims, Chief Deputy Court Administrator, Office of Court Administration (850) 595-4400 in (2) working days prior to the hearing. If you are hearing or voice impaired, please call 711 for assistance.

NOTICE OF LIMITATION OF SERVICES PROVIDED

This list of forms and procedural information should be considered as a guideline and not legal advice. It is best to consult with your own attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension benefits, assets or liabilities.

The personnel in the self-help program are not acting as your lawyer or providing legal advice to you. Self-help personnel are not acting on behalf of the Court or any judge. The presiding judge in your case may require amendment of a form or substitution of a different form other than any you may have obtained from the clerk's office, the self-help office or a legal forms provider. The form(s) you file are only a request of the Court. The judge is not required to grant the relief requested in a form. The personnel in this self-help program cannot tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. Self-help services are available to all persons who are or will be parties to a family case. The information you give to and receive from self-help personnel is not confidential and may be subject to disclosure at a later date. Nothing you may tell family court personnel is confidential. If another person involved in your case seeks assistance from the self-help program, that person will be given the same type of assistance you receive.

Clerk's Office Juvenile Division: 595-3780

Court Administration Family Law Self Help Office: 595-3736