

**RESPONDENT'S INSTRUCTIONS FOR REPLYING TO A PETITION TO ESTABLISH
PATERNITY/PARENTAL RESPONSIBILITY, CHILD SUPPORT, TIMESHARING, ETC. WHEN PATERNITY IS
ADMITTED**

This packet is to be used when you and the other person are not married, but have a child(ren) in common. The other parent has served you with papers to establish paternity, parental responsibility, child support, timesharing, medical/dental, etc. for your child(ren) and you admit you are the birthfather of the child(ren) [or that the petitioner is the birthfather of the minor child(ren)]. The case number on the summons should be reflected on these documents.

Procedure:

1. Complete the forms in this packet. Use **either** Answer, [Florida Supreme Court form 12.983(b)] **or** Answer and Counter Petition, Florida Supreme Court form 12.983(c)]. **Do not use both.** You will need *only one* Financial Affidavit, [Florida Supreme Court form 12.902(b) **or** 12.902(c)]. You will also need to complete the Uniform Child Parental responsibility Jurisdiction and Enforcement Act Affidavit [Florida Supreme Court 12.902(d)], the Affidavit Regarding Juvenile Dependency [Law 1100], the Certificate of Compliance With Mandatory Disclosure [Florida Supreme Court 12.932], and the Notice of Social Security Number, [Florida Supreme Court form 12.902(j)]. *Do not leave anything blank.* If a line does not apply put N/A.
2. Once the forms are completed and notarized, make 2 copies of each form. You do not need to copy the Notice of Social Security Number, [Florida Supreme Court form 12.901(j)], this is a confidential document.
3. Retain one set of copies for your records.
4. File ALL originals with the Clerk of Court. You may submit the paperwork 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

5. Mail one set of copies to the other party.
6. *If* you use the Answer and Counter Petition, [Florida Supreme Court form 12.983(c)], the other party has 20 calendar days plus 5 days for mailing to respond in writing to your counter petition.
7. Once all of the pleadings are answered or addressed, the matter is ready to be set for mediation and trial.

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 321-617-7254 or email prosecoordinator@brevardclerk.us to set an appointment.