

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

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 only paternity and/or parental responsibility or papers to establish paternity, parental responsibility, child support, timesharing, medical/dental, etc. for your child(ren) and you deny you are the birthfather of the child(ren) and want scientific testing done. The case number on the summons should be reflected on these documents.

Procedure:

1. Read the second paragraph of the General Magistrate Information, [form Law 1017], for instructions on how to complete and file the Order of Referral, [Florida Supreme Court form 12.920(b)].
2. Contact the General Magistrate's Office at 321-633-2000, extension 46990 to have a hearing set for scientific paternity testing. Be sure to have your case number available when you call.
3. Complete the Motion for Scientific Paternity Testing, [Florida Supreme Court form 12.983(e)], and the Notice of Hearing Before General Magistrate, [Florida Supreme Court form 12.920(c)]. Next, make 2 copies of each completed, notarized form. (Make 4 sets of copies if the Department of Revenue [DOR] is involved in this case.)
4. Complete only the basic information on the Order on Motion for Scientific Paternity Testing, [Florida Supreme Court form 12.983(f)].
5. File ALL originals with the Clerk of Court. Be sure to bring the Order of Referral and accompanying envelopes also. 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

6. Retain one set of copies for your records.
7. Mail one set of copies to the other party.
8. If DOR (Department of Revenue) is involved, mail one set of copies to: DOR, 2428 Clearlake Road, Bldg. L, Cocoa, Fl. 32922; and one set of copies to: Hernan Castro, Esq., 1535 N. Cogswell St, Suite A5, Rockledge, Fl. 32955. Make sure you mail the copies to DOR and Hernan Castro certified mail, return receipt requested. When you receive the signature cards back from the Post Office be sure to keep them and bring them to your hearing. Give them to the General Magistrate as proof you notified the Department of Revenue [DOR].

9. Attend the hearing on the date set and bring 2 additional stamped addressed envelopes, one addressed to you, and one addressed to the other party. [Bring 2 more stamped, addressed envelopes, one for DOR and one for Hernan Castro if the Department of Revenue is involved in this case.]

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 prosecordinator@brevardclerk.us to set an appointment.