

INSTRUCTIONS TO COMPLETE PETITION TO ESTABLISH PATERNITY

Fill in information on the following lines as explained. All other blanks will be completed by the Court. Once you have completed this form, you must take the original and 2 copies to the clerk at the Juvenile courthouse for filing. Also take a stamped envelope with your name and address and if you are serving the other party by certified mail, take an envelope with that party's name and address on it.

CCS ENTRY FORM

- Line 6: Enter full name of child and circle whether child is male or female.
Line 7: Enter date the child was born.
Line 11: Enter full name of the person filing this Petition and circle whether are Father or Mother.
Line 13: Enter name of other party and circle whether they are the Father or Mother.
Line 23: Enter name of person filing in first blank; enter name of other party in second blank.
Lines 23-24: Enter addresses for both parties under their names.

APPEARANCE

- Line 51: Enter full name of child and circle whether child is male or female.
Line 53: Enter date the child was born.
Line 55: Enter full name of the person filing this Petition
Line 56: Circle whether are Father or Mother.
Line 59: Enter name of other party
Line 60: Circle whether are Father or Mother.
Line 64: Enter full name of party filing this Petition.
Line 72: If there are related cases (ie. a Protective Order or cases with other children by same parents) enter yes and enter the case number
Line 78: Sign your name
Line 79-80: Enter your address.
Line 81: Enter your phone number

VERIFIED MOTION FOR FEE WAIVER

COMPLETE LINES 83-129 IF YOU ARE ASKING THE COURT TO WAIVE YOUR FEES DUE TO LOW INCOME.

- Line 88: Enter full name of child and circle whether child is male or female.
Line 89: Enter date the child was born.
Line 90: Enter full name of the person filing this Petition and circle whether are Father or Mother.
Line 92: Enter name of other party and circle whether they are the Father or Mother.
Line 100: Enter names of all household members.
Line 101: Enter total of all income from Line 108.
Line 100-105: Enter all income from the listed sources.
Line 108: Enter total of all income listed.
Line 109: Enter amount of money you have in the bank,
Line 110: Enter total from line 121.
Line 112-120: Enter amount paid for each item each month.

Line 120: Enter total of lines 112-120.
Line 126: Sign your name.
Line 128-129 Enter your address.

ORDER ON FEE WAIVER

Line 135: Enter full name of child and circle whether child is male or female.
Line 136: Enter date the child was born.
Line 137: Enter full name of the person filing this Petition
Line 138: Circle whether are Father or Mother.
Line 139: Enter name of other party
Line 140: Circle whether are Father or Mother.

VERIFIED PETITION TO ESTABLISH PATERNITY

Line 176: Enter full name of child and circle whether child is male or female.
Line 177: Enter date the child was born.
Line 179: Enter full name of the person filing this Petition
Line 180: Circle whether are Father or Mother.
Line 181: Enter name of other party
Line 182: Circle whether are Father or Mother.
Line 186: Circle whether you are the mother or father and enter your name.
Line 188-189: Circle whether you are the mother or father and enter your name and address and county,
Line 190-191: Circle whether other party is the mother or father and enter their name and address and county,
Line 192: Circle whether the child is male or female.
Line 193: Enter child's name and date of birth.
Line 194: Circle the parent that the child lives with and enter the address and county.
Line 195: Enter the date the child started living at that address.
Line 196: Enter the child's name
Line 197: Enter the child's date of birth.
Line 199: Enter the child's name.
Line 198: Circle whether affidavit was or was not signed at birth. Circle whether a copy is or is not attached.
Line 202: Sign your name
Line 203: Print your name
Line 204: Enter your name
Line 207: Sign your name
Line 209: Enter your name and circle whether you are the mother or father.

NOTICE OF HEARING

Line 215: Enter full name of child and circle whether child is male or female.
Line 216: Enter date the child was born.
Line 218: Enter full name of the person filing this Petition
Line 219: Circle whether you are Father or Mother.
Line 222: Enter name of other party
Line 223: Circle whether they are Father or Mother.

Line 241: Enter name of person filing on first blank; enter name of other party on second blank.

Lines 242–243: Enter addresses for both parties under their names.

SUMMONS

Line 250: Enter full name of child and circle whether child is male or female.

Line 251: Enter date the child was born.

Line 253: Enter full name of the person filing this Petition

Line 254: Circle whether you are Father or Mother.

Line 257: Enter name of other party

Line 258: Circle whether they are Father or Mother.

Line 263: Enter the name of the other party.

Line 264-266: Enter the address of the other party.

Line 286: Circle the method of service to the other party.

Lines 299-355 DO NOT COMPLETE – for court use

INFORMATION SHEET – FAMILY COURT PROJECT

Line 356: Enter your full name and circle whether you are the mother or father.

Line 358: Enter the full name of the other party and circle whether they are the mother or father.

Line 369: Complete the table.

Line 371: Complete the table. If you need additional lines, put information on additional sheet and indicate that you have on this sheet.

Line 374: Complete the table. If you need additional lines, put information on additional sheet and indicate on this sheet that you have .

Line 377: Complete the table. If you need additional lines, put information on additional sheet and indicate on this sheet that you have done so.