

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 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 47: Enter name of county.
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 and circle whether are Father or Mother.
Line 57: Enter name of other party Circle whether are Father or Mother
.
Line 61: Enter full name of party filing this Petition.
Line 69: 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 74: Sign your name
Line 76-77: Enter your address.
Line 78: Enter your phone number

VERIFIED MOTION FOR FEE WAIVER

COMPLETE LINES 80-126 IF YOU ARE ASKING THE COURT TO WAIVE YOUR FEES DUE TO LOW INCOME.

- Line 81: Enter name of County.
Line 84: Enter full name of child and circle whether child is male or female.
Line 85: Enter date the child was born.
Line 89: Enter full name of the person filing this Petition and circle whether are Father or Mother.
Line 91: Enter name of other party and circle whether they are the Father or Mother.
Line 98: Enter names of all household members.
Line 99: Enter total of all income from Line 106.
Line 100-105: Enter all income from the listed sources.
Line 106: Enter total of all income listed.
Line 107: Enter amount of money you have in the bank,

- Line 108: Enter total from line 119.
Line 109-118: Enter amount paid for each item each month.
Line 119: Enter total of lines 112-120.
Line 124: Sign your name.
Line 125-126: Enter your address.

ORDER ON FEE WAIVER

- Line 128: Enter name of County.
Line 131: Enter full name of child and circle whether child is male or female.
Line 132: Enter date the child was born.
Line 136: Enter full name of the person filing this Petition. Circle whether Father or Mother.
Line 138: Enter name of other party. Circle whether are Father or Mother

VERIFIED PETITION TO ESTABLISH PATERNITY

- Line 167: Enter name of County.
Line 171: Enter full name of child and circle whether child is male or female.
Line 172: Enter date the child was born.
Line 175: Enter full name of the person filing this Petition. Circle whether are Father or Mother.
Line 177: Enter name of other party. Circle whether are Father or Mother .
Line 181: Circle whether you are the mother or father and enter your name.
Line 182-183: Circle whether you are the mother or father and enter your name and address and county,
Line 184-185: Circle whether other party is the mother or father and enter their name and address and county,
Line 186: Circle whether the child is male or female. Enter child's name
Line 187: Enter child's date of birth.
Line 188: Circle the parent that the child lives with and enter the address and county.
Line 189: Enter the date the child started living at that address.
Line 190: Enter the child's name
Line 191: Enter the child's date of birth.
Line 192: Circle whether paternity affidavit was or was not signed at birth. Circle whether copy of affidavit is or is not attached.
Line 194: Enter the child's name.
Line 197: Sign your name
Line 198: Print your name
Line 100: Enter your name
Line 203: Sign your name and circle whether you are the mother or father

NOTICE OF HEARING

- Line 206: Enter name of County.
Line 209: Enter full name of child and circle whether child is male or female.
Line 210: Enter date the child was born.
Line 214: Enter full name of the person filing this Petition. Circle whether you are Father or Mother.

- Line 216: Enter name of other party. Circle whether they are Father or Mother.
- Line 234: Enter name of person filing on first blank; enter name of other party on second blank.
- Lines 235-346: Enter addresses for both parties under their names.

SUMMONS

- Line 239: Enter name of County.
- Line 242: Enter full name of child and circle whether child is male or female.
- Line 243: Enter date the child was born.
- Line 247: Enter full name of the person filing this Petition. Circle whether you are Father or Mother.
- Line 249: Enter name of other party. Circle whether they are Father or Mother.
- Line 263: Enter the name of the other party.
- Line 254-257: Enter the address of the other party.
- Line 276: Circle the method of service to the other party.
- Lines 279-349: DO NOT COMPLETE – for court use

INFORMATION SHEET – FAMILY COURT PROJECT

NOT FOR PUBLIC ACCESS

PRINT ON LIGHT GREEN PAPER

- Line 350: Enter your full name and circle whether you are the mother or father.
- Line 352: Enter the full name of the other party and circle whether they are the mother or father.
- Line 362: Complete the table.
- Line 364: Complete the table. If you need additional lines, put information on additional sheet and indicate that you have on this sheet.
- Line 367: Complete the table. If you need additional lines, put information on additional sheet and indicate on this sheet that you have .
- Line 370 : Complete the table. If you need additional lines, put information on additional sheet and indicate on this sheet that you have done so.