

INSTRUCTIONS FOR THE PETITION TO DOMESTICATE AN OUT OF STATE ORDER/DECREE

THE FOLLOWING FORMS ARE FOR USE WHEN FILING TO DOMESTICATE AN OUT OF STATE ORDER/DECREE

**Petition should be signed in the presence of a notary or court clerk
Please bring photo identification with you as you will be sworn in if witnessed by
a Court Clerk. There is a \$3.50 fee for this service.**

- Attach a **CERTIFIED** copy of the out of state order/decree that you wish to Domesticate to your petition. The Petition is required to file/open your case. The filing fee to open your case will be \$300.00.
- File your Petition with the Clerk's office. The locations are: Santa Rosa County Courthouse, Domestic Relations, 6865 Caroline Street, Milton, Florida or Southend Service Center, 5841 Gulf Breeze Parkway, Gulf Breeze, Florida.
- A Summons will be issued for the other party. The charge for a Summons is \$17.00
- Take the Summons Packet to the Sheriff for service (this packet will be prepared by the Clerk's Office. You will be responsible for coordinating the service with the Sheriff of the County/State that it is to be served in.

If the other party does not respond by the 20th day, you may file a Motion for Default and Default 12.922 (a) & (b) with a Request for Hearing.

Nothing in this packet is to modify or enforce the Out of State Order/Decree. You may find forms to modify/enforce the order at www.flcourts.org or at www.santarosaclerk.com. Should you have questions about what to file, you may contact the Family Law Pro Se Coordinator at 850-981-5588.

The following can be used as a checklist for forms that should be filed with the court to proceed in this action:

_____ **12.928 Cover Sheet for Family Court Cases**

_____ **Petition to Domesticate Out of State Order/Decree**

_____ **12.900 (h) Notice of Related Cases** – Use this to notify the Court of any other cases you may have

_____ **12.902(d) Uniform Child Custody Jurisdiction Enforcement Act** – To be used if the out of state order has to do with minor children

_____ 12.900 (a) **Disclosure From Nonlawyer** - to be used if the person who helps you complete the forms is not a lawyer

_____ 12.915 **Designation of Current Mailing and E-mail Address** - to be used to notify the court of your permanent mailing address and email address

_____ **Acceptance and Waiver of Service** - to be used if the other party will accept the summons without being served by service of process

_____ **Request for Hearing** - to be used to request a hearing date when your case is ready to set for hearing

_____ 12.910(b) **Process Service Memorandum** - This is not to be filed with Clerk. This is to be completed and given to Sheriff's Civil Process when you are setting up for service of the summons.