



<<Option 1>> Notice of Administrative Proceeding to Establish Paternity

<<NCP Name>>
<<NCP Address>>

Child Support Case No. <<CSE Case #>>
<<date>>

- 1. We have started an administrative proceeding to determine whether you, <<NCP Name>>, are the biological father of the child(ren) named below. According to our records paternity has not yet been established for the child(ren), and the child(ren)'s mother was not married when the child(ren) was conceived or born. You have been named by the mother, <<mother's name>>, as a possible father of the child(ren) named below. The mother's written statement is included with this notice. The name and date of birth of the child(ren) is:

<<Child1Name>> <<Child1DOB>>
<<Child2Name>> <<Child2DOB>>

We have taken this action because public assistance has been received for the child(ren) or because other parent or caregiver has asked for our help. <<Option 8>>

The name of the other parent is <<OtherParentName>>.
<<Option 24>>

- 2. <<Option 42>>

XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX

- 3. If the genetic test results are equal to or greater than a 99 percent probability of paternity, we will send you either:
(a) a proposed order of paternity; or
(b) a notice of proceeding to establish an administrative support order. The notice requires both parents to submit financial information so that we can determine your child support obligations, if any. If we do this, but cannot determine the correct monthly support amount, we may refer the proceeding to the Division of Administrative Hearings for an administrative law judge to conduct a hearing. Otherwise, we will issue a proposed order that addresses both paternity and child support. You will have the opportunity to contest the proposed order at an administrative hearing.

If we send you a proposed order and you do not contest it, we will issue a final order that establishes paternity or paternity and child support.

4. You must by law, tell us your current mailing address and send us any changes to your mailing address. All proposed and final administrative support orders, notices of hearing, and any other papers will be mailed to you at the address on page one of this notice and we will presume you have received any documents we send you. You must provide us written notice of changes to your address right away. If you do not provide us address changes, you may miss a deadline and lose your right to ask for a hearing or file an appeal.

5. You may file an action in circuit court for a determination of paternity, child support obligations, or both. There are two ways to do this:
 - (a) You can file an action in circuit court within 20 days after the date you were served with this notice and serve us with a copy of the petition at:
Deputy Agency Clerk
<<PO Legal Address>>

 - (b) You can send a request to us in writing within 20 days after you were served with this notice (using the address listed at the end of this notice) and request that we file a legal action in circuit court. If you do that, our attorney will file an action in circuit court and mail you a copy of the petition and a waiver of service form. You must sign and return the waiver of service form within 10 days after you receive it. Upon timely receipt of your signed waiver, we will end this administrative proceeding and proceed in circuit court.

If you take either of the steps in 5(a) or 5(b), this administrative proceeding will end and we will proceed in circuit court. If paternity is established you may file a petition in circuit court for a determination of matters relating to custody and rights of parental contact. Only the circuit court has jurisdiction to award or change child custody, rights of parental contact, or make name changes. If you want to pursue these issues you must do so in circuit court.

If you choose to file a court action and do not have a lawyer, you can check to see if there is a self-help center in the county where you live. For availability, locations, forms, and other information go to www.flcourts.org.

6. This proceeding is authorized by sections 409.256, Florida Statutes.

7. We have given a copy of this notice to the custodial parent/caregiver.

8. If you have any questions call <<Option 31>>. Provide address updates to the address below:

Florida Department of Revenue
Child Support Program
P.O. Box 5330
Tallahassee, FL 32314-5330

Signed and dated this the << Day; 1st, 2nd, 3rd, etc.>> day of <<Month>>, 20<<YY>>.

<<Image of Ann Coffin's signature>>
Director, Child Support Program
Authorized Representative
Florida Department of Revenue

This document has been signed electronically as authorized by section 668.004, Florida Statutes.

Enclosures:

Paternity Declaration or Affidavit
Order to Appear for Genetic Testing

Notice to Non-English Speaking Respondents

The Department of Revenue, Child Support Program (DOR) has begun a legal proceeding to establish paternity or a child support order for the child(ren) named on page one of the enclosed notice. To fully understand your rights and obligations you need to read the enclosed notice and order. If you do not understand English, ask someone you know to help translate the notice and order for you. If you have questions, call 1-800-622-5437 for further assistance.

Aviso Para Demandados Que No Hablen Inglés

El Ministerio de Hacienda (Department of Revenue) del Estado de la Florida, Programa Para Sustento de Menores, ha iniciado un procedimiento Legal para establecer una orden de paternidad/de sustento para el niño(s) nombrado en la primera página del documento incluido. Para entender sus derechos y obligaciones completamente usted necesita leer el documento y la orden incluida. Si usted no entiende Inglés, pídale a alguien conocido que le ayude a traducir el documento y la orden. Si tiene preguntas adicionales, llame al 1-800-622-5437.

Mesaj Pou Moun Ki Pa Ka Reponn An Angle

The Department of Revenue, Child Support Program (DOR) komanse aksyon legal pou etabli patenite/yon dekre pou timoun/timoun-yo ki lonmen nan yon paj sou notis ki enfemen a. Pou konprann konpletman tout dwa-ou avek obligasyon-ou, fok ou li notis avek dekre ki enfemen a. Si ou pa konprann Angle, mande yon moun ou konnen pou tradui notis avke dekre-a pou ou. Si ou gen kesyon, rele 1-800-622-5437 pou asistans.

Option 1 (When applicable):

- A. AMENDED (use in heading only)
- B. Amended

Option 8 Jurisdiction/Long Arm for noncustodial parent/alleged father

A. When served in Florida

DOR has personal jurisdiction over the Respondent because he/she was properly served notice in Florida on <<Date Served With Initial Notice>>.

B. When NCP served in another state or country (long-arm); if 8B is selected, select one or more from 8B1-8B6.

The Respondent is subject to DOR's jurisdiction in this proceeding under sections 48.193(1)(e), (h), or 88.2011, Florida Statutes. The Respondent was properly served notice outside the State of Florida, however, he/she

1. _____ resided in this state with the child(ren) and/or the Petitioning parent before this proceeding started.
2. _____ resided in this state and provided prenatal expenses or support for the child(ren) before this proceeding started.
3. _____ maintained a matrimonial domicile in this state before this proceeding started.
4. _____ acknowledged paternity of the child(ren) in this state before this proceeding started.
5. _____ had sexual intercourse in this state, which may have resulted in conception of the child(ren).
6. _____ submitted to the jurisdiction of this state by consent, by entering a general appearance, or by filing a responsive document having the effect of waiving any objection to personal jurisdiction.

Option 24 (in caretaker cases only)

<<CP/CTR Name>> is the child(ren)'s caregiver.

Option 31 (based on the office handling the case)

- A. 1-305-530-2600 (if case is handled in Miami-Dade County)
- B.
- C. 1-800-622-KIDS (5437) (if A. Conditions are not met, [all other sites])

Option 42

A. When Alleged Father is being ordered to submit to genetic testing

An Order to Appear for Genetic Testing is enclosed with this notice. You are required by law to submit to genetic testing. Genetic testing will show if you are or are not the biological father of the child(ren). If the results of genetic testing do not prove that you are the father (99 percent or greater probability of paternity), this proceeding will end unless another test is required.

B. When we are using a sample that was previously collected

You have already given a sample for genetic testing. Enclosed are the results from that test, which proves that you are the biological father of the child(ren). If you think the test results are wrong, you may have another genetic test by sending a request to us at the address listed at the end of this notice. We must receive your written request within 15 days after the date of this notice and you must pay us in advance for the full cost of the test.