Child Support Program

**<<Option 1>> Notice of Proceeding to Establish Paternity
and Administrative Support Order**

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

Child Support Case Number: <<CSECaseNo>>
<<date>>

1. We have started a combined proceeding to establish paternity and an administrative support order that may require you to pay child support and/or provide health insurance and noncovered medical expenses for children named below. The name and date of birth of the child(ren) are:

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

   We have done this because public assistance has been received for the child(ren) or because the other parent or caregiver has asked for our help in establishing paternity and support. Our records show that there is no support order for the child(ren).
   <<Option 8>>

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

2. According to our records:

   A. You are the legal father of
      <<Child Z Name.>>.
      <<Child Z1 Name.>>.

      <<Option 10>>

      As the legal father you have a legal duty to contribute to the child(ren)'s support. We will not proceed to establish a support order until after we find out if you are the father of <<Child Y, Y1, etc.>>. If you are the father of <<Child Y, Y1, etc.>>, the support order will cover all of the children.

   B. Paternity has not been established previously for <<Child Y, Y1, etc>> 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). The mother's written statement is included with this notice. We will determine in this proceeding if you are the biological and legal father of the child(ren).

C. **<<Option 42>>**.

3. After we receive the genetic testing results, we will determine your child support obligations. We will mail you a notice that requires you to submit financial information that is needed to do that. If the genetic test results are positive (equal or exceed a 99 percent probability of paternity), we will determine support for that child(ren) and the other child(ren) named in paragraph 1. If the genetic test results are negative we will determine your support obligations only for the child(ren) for whom you are already the legal father. If we 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, after we calculate your support obligation based on the child support guidelines, we will mail you a proposed order, which you can contest at an administrative hearing. The proposed order will address paternity, if applicable, and your child support obligations for the children named above in paragraph 1.

4. If a support order is established you will may be required to pay child support and/or provide health insurance and payment of noncovered medical expenses for the child(ren), including retroactive child support for up to 24 months before the start of this proceeding.

5. If a Final Administrative Support Order is issued, it can be enforced in any way the law allows.

6. 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.

xxxx
xxxx 7. You or the other parent/caregiver may file a civil action in an appropriate circuit court of this
xxxx state at any time to determine your paternity and/or support obligations, if any. If, within 20
xxxx days after you were served with this notice, you file an action in circuit court and serve us with
xxxx a copy of the petition, this administrative proceeding will end and the action will proceed in
xxxx circuit court. If you file a petition, you must serve us at:
xxxx
xxxx
xxxx Deputy Agency Clerk
xxxx <<P.O.LegalAddress>>
xxxx
xxxx
xxxx Only the circuit court has jurisdiction to grant a divorce, resolve a paternity dispute, or to award or change custody, visitation, alimony or make name changes. If you want a hearing on any of these issues, you must file a petition in circuit court.

A support order from a circuit court that changes the support obligation(s) takes the place of or supersedes a DOR administrative support order. However, any unpaid support due under the administrative order is still owed.

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 courthouse where you live. For availability, locations, forms, and other information go to www.flcourts.org.

8. If you want us to proceed in circuit court to address paternity and/or your support obligation you must file a written request with us within 20 days after you receive this notice.

If we receive your request within that time we will file an action in circuit court to determine your paternity and/or support obligations, if any, and will mail you a copy of the court petition and a waiver of service form. You must then sign and return the waiver of service form within 10 days after you receive it. Upon receipt of your signed waiver of service form, we will end this administrative proceeding and proceed with the circuit court action.

9. This proceeding is authorized by section 409.256 and 409.2563, Florida Statues.

10. 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

Rule 12E-1.036, Florida Administrative Code

Notice to Non-English Speaking Respondents

The Department of Revenue, Child Support Program (DOR) has begun a legal proceeding to establish paternity and 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 10 One entry for each child. (A-F Based on paternity codes associated with individual child BP record. H based on existence of ZGT activity involving the child associated with the parent activity)

    A. Paternity has been legally established for <<Child Z>>by affidavit or voluntary acknowledgment.
    B. Paternity has been established for<<Child Z>>through a court order issued within the State of Florida.
    C. Paternity is presumed for <<Child Z>>because the Respondent was married to the mother when the child was born or conceived.
    D. Paternity has been established for <<Child Z>>in another state by a court, other tribunal, or voluntary acknowledgment.
    E. Paternity is not an issue for <<Child Z>>because the Respondent and the mother married after the child's birth.
    F. Paternity has been established for <<Child Z>>by an administrative order based on a positive genetic test.
    G. Paternity is not an issue for <<Child Z>> because the Respondent is the mother to the child.

H. Paternity has been established for <<Child Z>> based on the attached genetic test results that equal or exceeds a 99 percent probability of paternity.

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.