

Clerk Checklist

(Paternity)

www.polkcountymocourts.com

www.selfrepresent.mo.gov

Forms Available

- Dissolution of Marriage
- Motion to Modify Child Custody and Support
- Motion for Family Access
- Petition for Change of Name
- Petition for Child Custody
- Petition for Paternity

Required for Paternity (*needs to be notarized)

- ❖ **Litigant Awareness Program Completion Certificate** (filing party)
 - You will watch the introductory video and fill out a certificate of completion
- ❖ **Confidential Filing Information Sheet**
- ❖ **Redaction Certification**
- ❖ **Petition for Declaration of Paternity, Custody, and/or Support ***
- ❖ **Petition, Consent, and Order for Mother/Father Appointment as Next Friend Parenting Plan ***
 - Part A: Custody
 - Part B: Child Support
- ❖ **Income and Expense Statement ***
- ❖ **Respondent's Answer to Petition for Declaration of Paternity, Child Custody, and/or Support ***
 - if Respondent wishes to waive service. Not required at initial filing
- ❖ **Copies of birth certificates for all children that are a party to the case**
 - only if father is wanting to be appointed as next friend
- ❖ **Proposed Paternity Judgment**
- ❖ **Filing fee of \$132.50 + Sheriff Service Fees** (if no Answer filed).
- ❖ **Request for Service by Publication**
 - only if Petitioner cannot locate Respondent for service