

PRO SE PETITIONS

It is always in your best interest to consult with and/or be represented by an attorney in any legal matter.

Filing a "pro se" petition means that you are representing yourself as your own attorney. You will be expected to file your own paperwork and represent yourself in Court, just as an attorney would. The clerk's office can supply you with general forms, but it is your responsibility to fill them out and file them properly. **The clerk's office cannot give you legal advice.**

You may find the following information helpful if you wish to proceed:

- *The cost of filing a petition in a brand new case is \$100.00. There is an additional fee of \$22.00 to serve each Summons and petition by the Sheriff's office. Payment is due when you file. **You will need to advise the clerks if the Respondent lives in another county or state.***
- *You will always need to bring a photo I.D. in order to file a petition or review an existing case that you have filed in this Court.*
- *ONLY direct parties to a case have access to a Juvenile Court file.*
- *Please read the forms in their entirety before you begin to fill them out.*
- *When filling out a pro se petition, you will also be filling out a Summons and an "Exhibit A" statistical data form. You will need to provide your address, date of birth, and Social Security number.*
- *You should also be able to provide the Respondent's date of birth, Social Security number, and address. If you do not have the Respondent's date of birth or SSN, you may still go forward. However, **YOU MUST HAVE THE ADDRESS OF THE RESPONDENT IN ORDER TO OBTAIN PROPER SERVICE OF PROCESS.***
- *You also need to provide the child's date of birth, Social Security number, and address, if possible.*
- *You will fill out the petition, marking the items you want the Court to consider, and explain why you are making this request in the space provided. You may attach another sheet of paper if the space provided is not enough. If the options on the form do not apply to your needs, you may mark "other" and write in what you want the Court to address.*
- ***DO NOT SIGN THE PETITION UNTIL YOU BRING IT BACK TO THE CLERK SO THAT THEY MAY WITNESS YOUR SIGNATURE!***
- *If you live out of state and are requesting these forms by mail or telephone, you must mail your payment with the petition and have your signature notarized.*
- *On the Summons, you will fill out the top part only (Plaintiff, Defendant, and Name & Address of Defendant sections). The clerks will issue the Summons.*
- *The Respondent has 30 days from the date of service of process to answer your petition. The Petitioner has 15 days to reply to the Respondent's answer. For this reason, your Court date will be set at least 6 weeks from the time the petition is filed.*

PETITION TO ESTABLISH PARENTAGE

■ *The Petition to Establish Parentage does not have the option to mark "other" or a space to write an explanation in.*

■ *If you are going to request that your child's name be changed, you need to spell the child's first, middle, and last name the way you wish it to appear on the child's new birth certificate that will be issued by the Department of Vital Records.*

AGREED PRO SE PETITION

An Agreed Pro Se Petition is a petition where all parties are in agreement. The cost would still be \$100.00. An "Exhibit A" statistical data form still needs to be completed. However, a Summons will not need to be issued.

■ *All parties need to bring their photo I.D. and be present in the clerk's office so that the clerk can witness all signatures.*

■ *If any party is incarcerated, their signature must be notarized.*

TERMS

<i>Petitioner/Plaintiff:</i>	<i>The person filing the petition.</i>
<i>Respondent/Defendant:</i>	<i>The other party.</i>
<i>RE:</i>	<i>The child(ren).</i>
<i>Direct party to a case:</i>	<i>Parents of the minor child, Petitioner/Plaintiff, Respondent/Defendant, and their attorneys</i>
<i>Agreed Petition:</i>	<i>Where all parties are in agreement.</i>

**IN THE JUVENILE COURT OF RUTHERFORD COUNTY, TENNESSEE
AT MURFREESBORO**

Petitioner(s),

v.

Docket # _____
TCSES # _____

Respondent(s).

RE: _____; D/O/B: _____
_____; D/O/B: _____
_____; D/O/B: _____

PETITION TO ESTABLISH PARENTAGE

Comes the Petitioner who would state to the Court that _____ is the natural father/mother of the minor child named _____ born in _____ County, _____, on the _____ day of _____, _____. Pursuant to T.C.A. § 36-2-301 et seq., the Petitioner seeks to establish the following:

- _____ That Petitioner/Respondent is the father of the minor child
- _____ To set support for the minor child based on the guidelines
- _____ Determine the availability of health insurance to cover the child
- _____ Determine the custody and/or visitation rights of all parties
- _____ Determine retroactive child support pursuant to Chapter 5 of the title, if any, or deviation from the support guidelines that might occur at the discretion of the Court.
- _____ Determine liability for the mother's reasonable expenses of her pregnancy, confinement, and recovery to either or both parties.
- _____ The child's name be changed to _____
- _____ The child's name to remain the same
- _____ Liability for the counsel fees to either or both parties after consideration of all relevant factors.
- _____ Bring proof of your income with you (i.e., W-2 forms, recent check stubs, etc.)

STATE OF TENNESSEE
RUTHERFORD COUNTY

The undersigned swears or affirms that the information contained herein is the truth to the best of their knowledge, information, and belief.

Petitioner(s)

Witnessed before me this the _____ day of _____, 20_____.

Deputy Clerk

NOTICE OF HEARING

Therefore, the Petitioner would respectfully request that a hearing be held at _____ on the _____ day of _____, 20_____, at the Rutherford County Juvenile Services Ctr., 1710 S. Church St., Murfreesboro, TN, 37130, at which time the Petitioner would wish to present his/her request to the Court.

EXHIBIT A

FAILURE TO APPROPRIATELY UPDATE THIS INFORMATION OR GIVING FALSE INFORMATION COULD LEAD TO BEING CITED FOR CONTEMPT OF COURT OR HAVING A DEFAULT JUDGMENT ENTERED AGAINST YOU. BOTH PARTIES MUST UPDATE THE FOLLOWING INFORMATION WITH ANY CHANGES WITHIN 10 DAYS OF THE CHANGE TO THE CLERK OF THE JUVENILE COURT, RUTHERFORD COUNTY, TENNESSEE.

Father's Information

Full Name: _____ S.S. # _____
Residential Address: _____ Phone _____
_____ Birthday _____
Mailing Address (if different) _____ D.L. # _____

Employer (and address) _____

Mother's Information

Full Name: _____ S.S. # _____
Residential Address: _____ Phone _____
_____ Birthday _____
Mailing Address (if different) _____ D.L. # _____

Employer (and address) _____

Guardian's Information

Full Name: _____ S.S. # _____
Residential Address: _____ Phone _____
_____ Birthday _____
Mailing Address (if different) _____ D.L. # _____

Child(ren)'s Information

(1) Child's Full Name _____ S.S. # _____
Residential Address _____ Birthday _____

(2) Child's Full Name _____ S.S. # _____
Residential Address _____ Birthday _____

(3) Child's Full Name _____ S.S. # _____
Residential Address _____ Birthday _____

(if more children, please continue on additional sheet of paper)