

CHECKLIST FOR ESTABLISHING PATERNITY

This checklist is provided for you to chart your progress. The checklist is arranged in chronological order. Please refer to the checklist as you complete the materials in this packet.

- _____ Read through the packet. Read instructions several times before starting.

- _____ CONFIDENTIAL INFORMATION FORM completed as per instructions
- _____ NOTICE OF HEARING AND ORDER completed as per instructions.
- _____ COMPLAINT completed in its entirety.
- _____ CERTIFICATE OF COMPLIANCE completed in its entirety.

- _____ Copies of ENTRY OF APPEARANCE, NOTICE OF HEARING AND ORDER, and COMPLAINT and CERTIFICATE OF COMPLIANCE.
- _____ Self-Addressed Stamped Envelopes made for yourself and the Defendant.

- _____ Contacted Prothonotary for filing fee. Fee is: _____.
- _____ File CONFIDENTIAL INFORMATION FORM, ENTRY OF APPEARANCE, NOTICE OF HEARING AND ORDER, and COMPLAINT and CERTIFICATE OF COMPLIANCE (and all copies of the documents) with Prothonotary.
- _____ File Self-Addressed Stamped Envelopes with Prothonotary.

- _____ Receive ENTRY OF APPEARANCE and COMPLAINT from Prothonotary.
- _____ Receive NOTICE OF HEARING AND ORDER copies from Prothonotary, with Judge's signature and hearing date/time indicated.

- _____ Serve copies of the ENTRY OF APPEARANCE, NOTICE OF HEARING AND ORDER, and COMPLAINT on all other parties.
- _____ File service documentation with Prothonotary.