

## 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.