

**FAMILY COURT SERVICES**  
**825 North Orange Avenue, Room 103**  
**Green Cove Springs, FL 32043**

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**CHECKLIST FOR:**  
**SIMPLIFIED DISSOLUTION OF MARRIAGE**

**ONLY** use this form if you and your spouse will be able to appear **together** at the time of the hearing. If you are unable to appear together at the hearing, your case may be dismissed.

You may obtain the following forms at:

[www.flcourts.org](http://www.flcourts.org) - **(select)** - Self Help, Family Law Forms

Or

Purchase this packet in the Clerk's Office Room 1049

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.901(a)
  - Petition for Simplified Dissolution of Marriage
    - Petition must be signed by both Parties, in the presence of a Notary Public or Deputy Clerk. The Parties do not have to be together at the time of signing.
  
- Form 12.900(h)
  - Notice of Related Cases
  
- Form 12.902(f)(3)
  - Marital Settlement Agreement for Simplified Dissolution of Marriage (unless waived)
    - Both parties must sign the Settlement Agreement **together**, unless waived in Petition;
    - Must be accompanied by Financial Affidavits (Form 12.902 (b) or (c)) for each Party;
    - Must be filed if you have Property.
  
- Proof of Florida Residency
  - Florida Driver's License or Identification Card, Voter Registration Card; OR
    - Form 12.902(i) – Affidavit of Corroborating Witness
  
- Form 12.990(a)
  - Final Judgment of Simplified Dissolution of Marriage
    - 3 copies
  
- Four (4) stamped (68¢) standard no.10 envelopes

**INSTRUCTIONS:**

1. Fully complete the above forms.
2. Make sure your forms are deputized by the Clerk of the Court.
3. File your original documents, completed and deputized with the Clerk of the Court:  
Room 1049 – Civil Clerk.