

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

CHECKLIST FOR:
DISSOLUTION OF MARRIAGE WITH CHILD(REN)

You may obtain the following forms at:

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 12.900(h)
 - Notice of Related Cases
- Form 12.901(b)(1)
 - Petition for Dissolution of Marriage with Dependent or Minor Child(ren)
- Form 12.902(b) or (c)
 - Family Law Financial Affidavit
- Form 12.902(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Form 12.902 (e)
 - Child Support Guidelines Worksheet
- Form 12.902(f)(1)
 - Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)
 - Both parties must sign the Marital Settlement Agreement (if uncontested)
- Form 12.902(j)
 - Notice of Social Security Number
- Form 12.943
 - Motion to Deviate From Child Support Guidelines
- Form 12.990(b)(1)
 - Final Judgment of Dissolution of Marriage with Dependent or Minor Child(ren) (Uncontested)
 - 5 copies
- Form 12.995(a)
 - Parenting Plan
 - Both parties must sign the Parenting Plan (if uncontested); or
 - If you are not in agreement, file your proposed Parenting Plan.
- Proof of Florida Residency
 - Florida Driver's License or Identification Card, Voter Registration Card; OR
 - Form 12.902(i) – Affidavit of Corroborating Witness
- Certificate for "**Positive Divorce Resolution**" (1-888-747-5362)
- Envelopes
 - Two (2) stamped (68¢) standard no.10 envelopes
 - Four (4) stamped (\$1.15) 9" x 12" manila envelopes

INSTRUCTIONS:

1. Fully complete the above forms.
2. Make sure your forms are notarized.
3. Make two (2) copies of each form.
4. File your original documents, completed and notarized in: Room 1049 – Civil Clerk.
5. The Clerk's Office will issue the Summons.

HOW TO SERVE THE OTHER PARTY...

Proof of Service using the Clay County Sheriff's Office:

Bring the following COMPLETED form to Room 1049 (Civil Clerk's Office) for a clerk to sign:

- Form 12.910(a) - Summons: Service on an Individual
- Form 12.910(b) - Process Service Memorandum

Once the Summons is issued by the clerk, take the following to the Sheriff's Office:

- (1) Copies of Filed Forms
- (2) Summons (Form 12.910(a)) as issued by the Civil Clerk
- (3) Process Service Memorandum (Form 12.910(b))
- (4) \$40.00 service fee to the Sheriff's Civil Process Unit

Clay County Sheriff's Civil Process Unit

825 North Orange Avenue, Room 101
Green Cove Springs, FL 32043
(904) 213-6020

Proof of Service using Sheriff's Office OUTSIDE of Clay County

If the other party lives outside of Clay County, **YOU MUST** mail or physically take your copied documents including the Summons; to the Sheriff's Office in the city/county/state where the other party lives.

You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.

If the other Party resides in Duval County, the Jacksonville Sheriff's Civil Process Unit is located at:

501 East Bay Street, Room 219
Jacksonville, FL 32202
(904) 630-2141