

FAMILY COURT SERVICES
76347 Veterans Way Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
DISSOLUTION OF MARRIAGE WITH PROPERTY NO CHILD(REN)

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
Fully complete the forms below.
 2. File your **original documents** with the **Civil Clerk of Courts 1st floor**. *Filing fee required*
 3. The Clerk's Office will issue the **Summons** (instructions on next page).
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ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- ☐ Form 12.901(b)(2)
 - Petition for Dissolution of Marriage with Property but No Dependent or Minor Child(ren)
- ☐ Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- ☐ Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)
- ☐ Form 12.902(j)
 - Notice of Social Security Number
- ☐ Proof of Florida Residency
 - (Florida Driver's License/Identification, Voter Registration Card)
- ☐ Form 12.915
 - Designation of Current Address and E-mail Address (**one for each party**)
- ☐ Marriage Information Sheet (attached)
- ☐ Form 12.928 Civil Cover Sheet for Family Court Cases

☐ **Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server**

Bring the following forms **COMPLETED** to **Civil Clerk's Office** for a clerk to sign:

- **Form 12.910(a) Personal Summons**
- **Form 12.910(b) Process Service Memorandum**

Once the forms are signed by the clerk, take the following:

- Copies of Filed Forms
- Summons
- Process Service Memorandum
- Service fee to be paid to the certified approved process server.
- Request a copy of the currently approved Certified Process Servers upon filing your case.

☐ **Proof of Service using Sheriff's Office OUTSIDE of NASSAU County**

IF the other party lives outside of Nassau 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.

Dissolution of Marriage Information

Petitioner: _____

Petitioner's Attorney: _____

Petitioner's Attorney's Address: _____

Petitioner Name: _____

Petitioner Address: _____

Petitioner Phone #: _____

Petitioner Date of Birth: _____

Petitioner SSN: _____

Respondent Name: _____

Respondent Address: _____

Respondent Phone #: _____

Respondent Date of Birth: _____

Respondent SSN: _____

County of Marriage: _____

State of Marriage: _____

Date of Marriage: _____

Living Children- Total Number: _____

Children- Under 18 years of age: _____