

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

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

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
 2. **Fully complete** the forms below.
 3. File your **original documents** with the **Civil Department Clerk of Courts 1st floor**. *Filing fee required*
 4. 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)(3)**
 - Petition for Dissolution of Marriage with No Dependent or Minor Child(ren) or Property
- ☐ **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 12.915**
 - Designation Of Current Address and E-Mail Address **(one for each party)**
- ☐ **Proof of Florida Residency**
 - (Florida Driver's License/Identification, Voter Registration Card)
- ☐ **Marriage Information Sheet** (attached)
- ☐ **Form 12.928 Civil Cover Sheet for Family Court Cases**

HOW TO SERVE THE OTHER PARTY...

☐ **Proof of Service using a 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 when you file 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: _____