

REQUIRED ITEMS FOR PETITION FOR DISSOLUTION OF MARRIAGE
WITH DEPENDENT OR MINOR CHILD(REN)

NOTE: Unless otherwise noted, all forms listed below can be found at www.flcourts.org under Self Help - Family Law Forms – Please pay close attention to which forms must be signed and notarized.

___ **Petition Form 12.901 (b)(1)** Please read all directions and complete the petition *entirely*.
Please pay particular attention to the following:

- Petitioner or Respondent must have been a resident of Florida for 6 months prior to the date of filing
- Date of marriage and date of separation
- IF Wife is pregnant, must check that box and list expected due date
- Must list **all** child(ren) and birth dates, even if one or more children are not common to the Petitioner and Respondent – See paragraph 4 (c) and 4 (d).
- Marital Assets and Liabilities (must complete SECTION I)
- Petition must be signed and notarized

___ **Coversheet for Family Court Cases Form 12.928**

___ **Disclosure from Nonlawyer Form 12.900 (a)**

___ **UCCJEA Affidavit Form 12.902 (d)** - MUST include child(ren)'s residence for last 5 years (or since birth if under age 5)

___ **Notice of Social Security number Form 12.902 (j)**

___ **Family Law Financial Affidavit – BOTH PARTIES MUST FILE** (choose only one based on **gross** annual income)

- Short form 12.902 (b) gross annual income under \$50,000
- Long form 12.902 (c) gross annual income over \$50,000

___ **Certificate of Mandatory Disclosure Form 12.932**

___ **Child Support Guidelines Worksheet Form 12.902 (e)**

___ **Marital Settlement Agreement Form 12.902 (f)(1)**

- If BOTH parties AGREE, please complete the agreement entirely. Must be signed and notarized by BOTH parties
- If parties DO NOT agree, Petitioner must complete the agreement for filing

___ **Parenting Plan Form 12.995 (a)** *Please pay particular attention to Section VII – must be **COMPLETE***

- If BOTH parties AGREE, please complete the agreement entirely. Must be signed and notarized by BOTH parties
- If parties DO NOT agree, Petitioner must complete the agreement for filing
- Alternative Parenting Plans include
 - Supervised/Safety-Focused Parenting Plan Form 12.995 (b)
 - Relocation/Long Distance Parenting Plan Form 12.995 (c)

___ **Completion of DCF Approved Parent Education and Family Stabilization Course – BOTH parties MUST complete the course. A list of approved classes may be found on www.circuit5.org ****CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF DATE OF FILING******

___ **Service of Process** on each Parent/Responding party(ies) – Filed when one or both parent(s) does NOT sign a Waiver and Consent

- **PERSONAL SERVICE** - **Summons *Form 12.910 (a)*** - personal service is required if the other party's whereabouts are known **OR** a **Waiver of Service** may be signed by the Responding parties (Form is available on Circuit5.org)
 - **CONSTRUCTIVE SERVICE*** – **Affidavit of Diligent Search *Form 12.913 (b)*** and **Notice of Action *Form 12.913 (a)(2)*** - **BEFORE YOU REQUEST THIS TYPE OF SERVICE, YOU MUST ATTEMPT PERSONAL SERVICE AT THE RESPONDENT'S LAST KNOWN ADDRESS** ****NOTE: This form must be filled out COMPLETELY with supporting documentation to be attached to the affidavit.** After approval of the Diligent Search the Clerk will issue the Notice of Action which will be constructively served one of two ways:
 - **By Publication:** Must publish once a week for four (4) consecutive weeks in a publication in the county of the Court is located [See Florida Statute 49.10 (1)(a)]. Publishing is the Petitioner's responsibility once the Notice of Action has been issued
 - **By Posting:** if the Petitioner is found indigent by the Clerk of Court, the Clerk of Court will post on Petitioner's behalf
- *Please refer to instructions for information on what the court can order when using constructive service*

___ **Copy of FL Driver's License/Identification Card or FL Voter's Registration Card** - Driver's License/Voter Registration MUST be issued at least 6 months PRIOR to the date of filing.

- In the alternative, you may have someone complete an Affidavit of Corroborating Witness *Form 12.902 (i)* if your license was recently issued/renewed.

___ **Certificate or Affidavit of Military Service** *Form 12.912 (a)/ Form 12.912 (b)*

___ **Notice of Related Cases** *Form 12.900 (h)*

___ **Motion for Default and Default** *Forms 12.922 (a and b)* - File when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer or responsive pleading

___ **Motion to Set Final Hearing** Forms are available at www.circuit5.org **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**