

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 in its entirety. 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
- List of all child(ren) and birth dates (must be listed in paragraph 4 (b) or 4 (c), even those not common to both parties)
- Marital assets and liabilities
- 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 annual income)

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

___ **Designation of Current Mailing and Email Address form (per A.O. A-2022-47)**

___ **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 in its entirety. Must be signed and notarized by both parties (or proposed by Petitioner if parties are NOT in agreement)

___ **Parenting Plan** If both parties agree, please complete the agreement in its entirety. Must be signed and notarized by both parties (or proposed by Petitioner if parties are NOT in agreement) Please choose from the following:

- Parenting Plan *Form 12.995 (a)*
- Supervised/Safety-Focused Parenting Plan *Form 12.995 (b)*
- Relocation/Long Distance Parenting Plan *Form 12.995 (c)*

Note: Section VII Time-Sharing schedule – must be completed in its entirety

___ **Completion of DCF approved Parent Education and Family Stabilization course for BOTH parties** - A list of approved classes may be found on www.circuit5.org **CLASS SHOULD BE COMPLETE WITHIN 45 DAYS OF FILING**

___ **Service of Process** on Responding party

- **Summons** *Form 12.910 (a)*
- **Personal service** is required if the other party's whereabouts are known (Alternatively, the Respondent may file an Answer to Petition and Waiver of Service of Process. Forms are available at www.circuit5.org)
- **Service by Publication or Posting** Note: you must attempt personal service at the Respondent's last known address before filing an affidavit of diligent search-- Affidavit of Diligent Search Form 12.913 (c) *NOTE: This affidavit must be filled out completely with supporting documentation attached to the affidavit.*
- **By Publication:** Must publish once a week for four (4) consecutive weeks in a publication in the county of the Court [See Florida Statute 49.10 (1)(a)].
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court

___ **Copy of driver's license or 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 complete an Affidavit of Corroborating Witness *Form 12.902 (i)* if your license was recently renewed/issued.

___ **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)* - Filed when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer

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