

**REQUIRED ITEMS FOR PETITION FOR DISSOLUTION OF MARRIAGE**  
**WITH PROPERTY BUT NO CHILD(REN)**

***NOTE: Unless otherwise noted, all forms listed below can be found at [www.flcourts.org](http://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 )(2)*** 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
- 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)***

\_\_\_ **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

\_\_\_ **Certificate of Mandatory Disclosure *Form 12.932***

\_\_\_ **Marital Settlement Agreement *Form 12.902 (f)(2)*** 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)

**Note: When filing a Marital Settlement Agreement, both parties are required to file a Financial Affidavit**

\_\_\_ **Service of Process** on Responding party

- **Personal service** is required if the 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](http://www.circuit5.org))
- **Service by Publication or Posting** Note: you must attempt personal service at the Respondents last known address before filing an affidavit of diligent search-- Affidavit of Diligent Search *Form 12.913 (b)* *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)]. - PETITIONER RESPONSIBLE FOR PUBLISHING IN NEWSPAPER
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court – CLERK WILL POST FOR PETITIONER

\_\_\_ **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 )***

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

\_\_\_ **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](http://www.marioncountyclerk.org) **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED!!**