

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

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**CHECKLIST FOR:**

**DISSOLUTION OF MARRIAGE WITH NO CHILD(REN) OR PROPERTY**

**INSTRUCTIONS:**

1. Go to [www.flcourts.org](http://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 1<sup>st</sup> 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
  
- 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
  
- 4 # 10 Envelopes with 2 stamps  
Address 2 envelopes to each party on the case. A return address is not needed.

**Please Note: If you fail to provide envelopes with postage you will NOT receive the final order by U.S. Mail. However, you will receive an electronic service copy if an email has been provided.**

## **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: \_\_\_\_\_