

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

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**CHECKLIST FOR:**  
**DISSOLUTION OF MARRIAGE WITH CHILD(REN)**

**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 1st floor**. \*Filing fee required\*
  4. The Clerk's Office will issue the **Summons** (instructions on next page).
  5. **Register for Court Approved Parenting Class** (options on next page)
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**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.901(b)(1)
  - Petition for Dissolution of Marriage with Dependent Minor Child(ren)
- 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 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Form 12.902(j)
  - Notice of Social Security Number
- Form 12.995(a)
  - Parenting Plan
- Proof of Florida Residency
  - (Florida Driver's License/Identification, Voter Registration Card)
- Form 12.915
  - Designation of Current Address and E-mail Address
- Marriage Information Sheet (attached)
  
- Form 12.928 Civil Cover Sheet for Family Court Cases
  
- 2 # 10 Envelopes with 2 stamps on each envelope (2 addressed to each party) 2 Large Manilla Envelopes with 4 stamps on each envelope (1 addressed to each party). 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, if you have provided an email address you will receive a copy by electronic service.**

- CERTIFICATE OF COMPLETION FOR PARENTING CLASS (You will sign up for the class AFTER you file your case) See providers listed below.

## HOW TO SERVE THE OTHER PARTY...

### **Proof of Service using the 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 current 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.

#### **YOU WILL BE GIVEN A CASE NUMBER AFTER YOU FILE YOUR DOCUMENTS:**

#### **YOU MUST REGISTER FOR ONE OF THE FOLLOWING IN-CLASS PARENTING CLASSES:**

**Hope Haven – 'Children First' Parent Education and Family Stabilization Course**

**ONLINE** at [www.hope-haven.org](http://www.hope-haven.org) or **IN PERSON** at 4600 Beach Blvd, Jacksonville, FL 32207

**McPherson Training Concepts, Inc**

850310 US Hwy 17, Yulee, FL 32097

**EMAIL** [thera@mtclnc1.com](mailto:thera@mtclnc1.com) or **CALL** 904-548-0160

**Clear View Concepts, Inc**

501 Centre Street Ste 108, Fernandina Beach, FL 32034

**EMAIL:** [rhampton12@hotmail.com](mailto:rhampton12@hotmail.com) **CALL** 904-335-0333

**Distance Learning – This class is for out of state parents not able to take a live class.**

David L. Thomas, Attorney at Law **EMAIL:** [attorneythomas@msn.com](mailto:attorneythomas@msn.com)

**ONLINE:** [www.videoparentingcourse.com](http://www.videoparentingcourse.com) **CALL:** 386-265-3949 **FAX:** 386-738-8617

**Online Course-** <https://myflfamilies.com/services/child-family/child-and-family-well-being/pefs/local-course-list>

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: \_\_\_\_\_