

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

CHECKLIST FOR:
DISSOLUTION OF MARRIAGE WITH CHILD(REN)

INSTRUCTIONS:

1. Go to 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 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.

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 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 or **CALL** 904-548-0160

Clear View Concepts, Inc

501 Centre Street Ste 108, Fernandina Beach, FL 32034

EMAIL: rhampton12@hotmail.com **CALL** 904-335-0333

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

o Note: Pursuant to §61.21(4)(a) If the parties have children who have identified special needs or emotional concerns, the parties must select a Parent Education and Family Stabilization Course that is tailored to education relating to children who have special needs or emotional concerns. One option is: **'Children First' Parent Education and Family Stabilization Course: Special Needs**. REGISTER ONLINE: at www.hope-haven.org, OR CALL: 904-346-5100

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: _____