

**FAMILY COURT SERVICES - ROOM 2150
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202
(904) 255-1060**

**CHECKLIST FOR ANSWERING:
DISSOLUTION OF MARRIAGE WITH PROPERTY NO CHILD (REN)**

Please be aware that if you have been served with a Petition, you have 20 calendar days from the date you were served to file an Answer. If you do not file an Answer within that time, a Default can be entered against you. This means everything your spouse requested in his/her Petition can be awarded by the Judge without your input.

INSTRUCTIONS FOR ANSWERING TO PETITION AND COUNTER PETITION:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
Fully complete the forms below.
 2. Make sure the appropriate forms are **notarized**.
 3. After notarizing make **2 copies** of **each** form.
 4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2nd floor**.
 5. Complete **Form 12.914 Certificate of Service** – **you must send a copy to the other party**
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You may choose from the following on how to respond:

- Form 12.903 (a)
 - Answer, Waiver and Request for Copy of Dissolution of Marriage
- Form 12.903(b)
 - Answer to Petition for Dissolution of Marriage
- Form 12.903(c)(2)
 - Answer to Petition and Counterpetition for Dissolution of Marriage with Property but No Dependent or Minor Child(ren)

If you choose to file a Counterpetition you must complete the following forms:

- ✓ Form 12.900(h)
 - Notice of Related Cases (**Must be Filed**)
- ✓ Form 12.902(b) or (c)
 - Family Law Financial Affidavit (Short or Long)
- ✓ Form 12.902(j)
 - Notice of Social Security Number
- ✓ Proof of Florida Residency
 - (Florida Driver's License/Identification, Voter Registration Card)

- Form 12.903(d)
 - Answer to Counterpetition