

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

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

INSTRUCTIONS:

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** from.
 4. File your **original documents** with the **Family Law Clerk of Courts Room 1191 – 1st floor.**
 5. 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 12.928
 - Cover Sheet for Family Court Services

- 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)

- Proof of Florida Residency
 - (Florida Driver’s License/Identification, Voter Registration Card)

HOW TO SERVE THE OTHER PARTY...

Proof of Service using the Jacksonville Sheriff's Office in DUVAL COUNTY

Bring the following forms **COMPLETED** to **Room 1191 Family Law 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
- \$40.00 service fee to the Sheriff's Civil Process Unit

Sheriff's Civil Process Unit

5th Floor, Duval County Courthouse

Room 5141 (Exit out of elevators, turn left; JSO Badge on door)

Office Hours 8AM-330PM

Office Phone Number: 904-255-2470

Proof of Service using Sheriff's Office OUTSIDE of Duval County

IF the other party lives outside of Duval 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.