

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

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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.  
**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 – 1<sup>st</sup> floor**.
  5. The Clerk's Office will issue the **Summons** (instructions on next page).
  6. **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
  
- CERTIFICATE OF COMPLETION FOR PARENTING CLASS
  
- 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**

5<sup>th</sup> 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.

**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

**First Coast Behavior Solutions – ‘Separate Yet Together’ Parent Education and Family Stabilization Course**

2317 Blanding Blvd Suite 102 Jacksonville, FL 32210

Register Online: [FCBSJAX.ORG](http://FCBSJAX.ORG)

**Jewish Family & Community Services – ‘Great Kids through Great Co-Parenting’ Parent Education and Stabilization Course**

8540 Baycenter Road Jacksonville, FL 32256

**ONLINE** [www.ifcsjax.org/coparenting](http://www.ifcsjax.org/coparenting) **CALL** 904-394-5865 or **EMAIL** [coparenting@ifcsjax.org](mailto:coparenting@ifcsjax.org)