

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

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

INSTRUCTIONS:

1. Go to www.flcourts.gov - (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).
6. **Register for Court Approved Parenting Class** (options on next page)

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

The Civil Unit Public Window is located inside the Duval County Courthouse at **501 W. Adams Street, 5th Floor, Room 5141, Jacksonville, FL 32202.**

The window is open Monday - Friday, 8 a.m. - 4 p.m., *excluding holidays.*

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

REGISTER ONLINE: at www.hope-haven.org **OR** Call 904-346-5100

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 Parenting 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

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

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 **CALL** 904-394-5865 or **EMAIL** coparenting@ifcsjax.org