

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

**CHECKLIST FOR:
DISSOLUTION OF MARRIAGE WITH PROPERTY NO 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 Clerks Office will issue the **Summons** (instructions on next page).

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.928
 - Cover Sheet for Family Court Services
- Form 12.901(b)(2)
 - Petition for Dissolution of Marriage with Property but No Dependent or 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(j)
 - Notice of Social Security Number
- 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.