

**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 PROPERTY NO 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 Clerks 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)(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**

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.