

**FAMILY COURT SERVICES**  
**76347 Veterans Way Yulee, FL 32097**  
**(904) 548-4908**

---

**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. File your **original documents** with the **Civil Clerk of Courts 1<sup>st</sup> floor**. \*Filing fee required\*
  3. The Clerk's Office will issue the **Summons** (instructions on next page).
- 

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- 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)
  
- Form 12.915
  - Designation of Current Address and E-mail Address (**one for each party**)
  
- Marriage Information Sheet (attached)
  
- Form 12.928 Civil Cover Sheet for Family Court Cases

**Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server**

Bring the following forms **COMPLETED** to **Civil 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
- Service fee to be paid to the certified approved process server.
- Request a copy of the currently approved Certified Process Servers upon filing your case.

**Proof of Service using Sheriff's Office OUTSIDE of NASSAU County**

IF the other party lives outside of Nassau 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.

Dissolution of Marriage Information

Petitioner: \_\_\_\_\_

Petitioner's Attorney: \_\_\_\_\_

Petitioner's Attorney's Address: \_\_\_\_\_

Petitioner Name: \_\_\_\_\_

Petitioner Address: \_\_\_\_\_

Petitioner Phone #: \_\_\_\_\_

Petitioner Date of Birth: \_\_\_\_\_

Petitioner SSN: \_\_\_\_\_

Respondent Name: \_\_\_\_\_

Respondent Address: \_\_\_\_\_

Respondent Phone #: \_\_\_\_\_

Respondent Date of Birth: \_\_\_\_\_

Respondent SSN: \_\_\_\_\_

County of Marriage: \_\_\_\_\_

State of Marriage: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Living Children- Total Number: \_\_\_\_\_

Children- Under 18 years of age: \_\_\_\_\_