

CASE NAME: _____ CASE NO. _____

SIMPLIFIED DISSOLUTION OF MARRIAGE CHECKLIST

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice. All forms listed below can be found at: www.hernandoclerk/forms under the Family Law: Dissolution of Marriage Simplified section or www.flcourts.gov under Self Help, Family Law Forms, unless otherwise noted.

CHECK BOXES:

- Coversheet for Family Court Cases *Form 12.928*

- Joint Petition for Simplified Dissolution of Marriage - *Form 12.901(a)*.** Please read all directions attached to the Petition, which includes a list of criteria to file a simplified dissolution and complete the petition in its entirety. Please pay particular attention to the following:
 - Petitioner or Respondent must have been a resident of Florida for 6 months prior to the date of filing.
 - Date of marriage and date of separation.
 - Division of Marital Assets and Liabilities (Under Paragraph #6 of the Petition, you must check a box indicating either a Marital Settlement Agreement is attached **OR** your Marital Settlement Agreement is **not** in writing. **Also**, under Paragraph #6 of the Petition, you must check a box indicating either Financial Affidavits are being filed **or** parties have executed a Notice of Joint Verified Waiver of Filing Financial Affidavits.)
 - Petition must be signed by both parties

- Marital Settlement Agreement for Simplified Dissolution of Marriage – *Form 12.902(f)(3)***
 - If, under Paragraph 6 of the Petition, you checked the box indicating that the Marital Settlement Agreement IS attached, you must complete the Marital Settlement Agreement form, which must be signed and notarized by BOTH parties.
 - OR**
 - If, under Paragraph 6 of the Petition, you checked the box indicating that your marital settlement agreement is NOT in writing, you do NOT need to complete and file this form. (You may mark N/A in the box next to this form on list, if no Marital Settlement Agreement is being filed).

- Notice of Related Cases *Form 12.900 (h)***

- Designation of Current Mailing and Email Address *Form 12.915* – **Each** party must file.**

- Notice of Social Security Number *Form 12.902 (j)* – **Each** party must file.**

- Hernando County – Twelve Rules of Courtroom Civility – **Each** party must file.**

- Family Law Financial Affidavit** – **Each** party must file (*unless both parties agree to waive filing financials and file a Notice of Joint Verified Waiver of Filing Financial Affidavits, signed by both parties, as referenced below*).
 - (as to each party, choose appropriate form based on annual income)
 - Short form 12.902 (b) annual income under \$50,000
 - Long form 12.902 (c) annual income over \$50,000 – **NOTE: If applicable, Long Form Affidavit may be located for printing at: www.hernandoclerk.com/forms .**

OR

- Notice of Joint Verified Waiver of Filing Financial Affidavits** – Form 12.902(k) – if both parties agree to waive filing financials, both parties may **jointly** complete a Notice of Joint Verified Waiver of Filing Financial Affidavits. (All criteria must be met).
 - NOTE:** Reminder, under Paragraph 6 of the Petition, be sure to check the box indicating either Financial Affidavits are filed or a Notice of Joint Waiver of Filing Financial Affidavits is filed.
- Affidavit of Residency Form**
- File copies of Driver’s License/Photo I.D. or Voter’s Registration Card** – Driver’s License/Photo ID/Voter Registration **MUST** be issued at least 6 months PRIOR to date of filing, in the alternative you may complete an Affidavit of Corroborating Witness, Form 12.902(j) if recently renewed/issued.
- Information Sheet**
- Vital Statistics Form**
- (If applicable) - Disclosure from Nonlawyer Form 12.900 (a)** - to be used when anyone who is **not** a lawyer in good standing with the Florida Bar helps you complete any Florida Family Law Form. (*Note: you may mark N/A in the box next to this form on this list, if this does not apply to you.*)
- Notice of Limitation of Services Provided form.**
- Schedule a Self-help Appointment** - Once all of the aforementioned forms have been filed, Pro Se parties (*parties without attorney*) should obtain from the Clerk (while at the counter or by calling (352) 540-6336) a telephonic, self-help appointment with the Self-help Coordinator to review your case to schedule a final hearing.
- Once all boxes are checked reflecting forms filed, please sign below and file Checklist with the Clerk.**

 Signature of party
 Date: _____

 Signature of Party
 Date: _____