

CHECKLIST

FOR THE SELF-REPRESENTED LITIGANT

PLEASE READ CAREFULLY BEFORE PROCEEDING...

You have now purchased this packet or received this checklist to proceed as a self-represented (“pro se”) litigant. **You must follow the procedure of each required form. Please read each form carefully. Forms may be downloaded from www.flcourts.org – (Self-Help Information/Family Law Forms).**

After you have completed and filed the original forms with the Clerk of Court (Family Law Division), you must contact the Self-Help Program at (863) 402-6618 or email ljbas@jud10.flcourts.org to request a review of your file. Be sure to have your case number available for reference.

***Address Changes:** If your address changes at any time during this proceeding, please complete **Form 12.915 (Designation of Current Address & Email Address)** and file with the Clerk of Court. The Court will not rely on forwarding address information with the U. S. Postal Service.

NOTE: The Self-Help Program is only allowed to answer general questions and will not be able to tell you “how to fill out your forms.” (Please see *Notice of Limitation of Services Provided*). If you have legal questions or concerns about how to proceed, you are encouraged to seek advice from an attorney.

FORM 12.901(a) PETITION FOR SIMPLIFIED DISSOLUTION OF MARRIAGE (2/18):

*Please read carefully. **BOTH PARTIES** are required to attend the hearing.*

- Cover Sheet for Family Court Cases
 - Notice of Limitation of Services Provided
 - Notice of Related Cases (required by this circuit)
 - Petition for Simplified Dissolution of Marriage (signed by both parties)
 - Affidavit of Corroborating Witness/Proof of Residency (required by this circuit)
 - Notice of Social Security Number (filed by both parties)
 - Marital Settlement Agreement for Simplified Dissolution of Marriage, if any
**Financial affidavits ARE NOT REQUIRED in this type action. In addition, an MSA does not act to transfer titles to property. Such transfers must be done by separate deed or supplemental final judgment.*
 - Bureau of Vital Statistics (BVS) Form
 - Proposed Final Judgment (with self-addressed stamped envelopes for each party)
- ✓ **New Standing Order (per Admin Order 5-51.0 – must be filed and served with petition)**

***If you do not meet this criteria, you must file a (regular) petition for dissolution of marriage.**

FORM 12.901(a)

Petition for Simplified Dissolution of Marriage (2/18)

www.flcourts.org

***Please read these instructions carefully.
Both parties are required to attend the hearing.**

***If you do not meet the criteria, a regular
Petition for Dissolution of Marriage must be filed.**