

**STATE OF FLORIDA**

**DISSOLUTION of MARRIAGE**

**DISSOLUTION PACKAGE**

**WITH CHILDREN / WITHOUT OR WITHOUT PROPERTY**

**Control Number FL-555-A**

This packet contains the following:

1. Information about Divorce
2. Form List
3. Form Explanations
4. Instructions and Steps
5. Checklist
6. Access to Law Summary

**You and your spouse must agree to all terms of the divorce to use this packet.**  
**All forms to be filed with the clerk must be printed on bond paper.**

## INFORMATION ABOUT DIVORCE

1. **WHO MAY USE THESE FORMS:** You may use the forms in this package only when all of the following facts are true:
  - (a) Incompatibility of temperament between the spouses has caused the irremediable breakdown of the marriage;
  - (b) There are minor children born to or adopted by you and your spouse;
  - (c) You and your spouse agree on all terms of the divorce.
  
2. **THE BASICS:** An action for divorce in Florida is filed in the Circuit Court. The action is entitled a Petition for Dissolution of Marriage. The party filing the action is the Petitioner, and the other party is the Respondent. **61.043**
  
3. **RESIDENCY REQUIREMENTS:** To obtain dissolution of marriage decree in the State of Florida, one of the parties to the marriage must reside 6 months in the state before the filing of the petition. **61.021**
  
4. **GROUND FOR DIVORCE:** No judgment of dissolution of marriage shall be granted unless one of the following facts appears, which shall be pleaded generally:
  - (a) The marriage is irretrievably broken.
  - (b) Mental incapacity of one of the parties. However, no dissolution shall be allowed unless the party alleged to be incapacitated has been adjudged incapacitated for a preceding period of at least 3 years.

This package is designed for parties seeking a judgment of dissolution of marriage based upon the ground of irretrievable breakdown of the marriage. **61.052**
  
5. **LEGAL SEPARATION:** The State of Florida does permit a person to apply to the court for alimony and child support without seeking dissolution of marriage.
  
6. **WAITING PERIODS:** No final judgment of dissolution of marriage may be entered until at least 20 days have elapsed from the date of filing the original petition for dissolution of marriage; but the court, on a showing that injustice would result from this delay, may enter a final judgment of dissolution of marriage at an earlier date. **61.19**

7. **DISSOLUTION QUESTIONNAIRE:** Upon filing for dissolution of marriage, the petitioner must complete and file with the clerk of the circuit court an unsigned anonymous informational questionnaire. For purposes of anonymity, completed questionnaires must be kept in a separate file for later distribution by the clerk to researchers from the Florida State University Center for Marriage and Family. The actual questionnaire shall be formulated by researchers from Florida State University who shall distribute them to the clerk of the circuit court in each county. **61.043**

8. **DISTRIBUTION OF PROPERTY:** In a divorce, the property such as land, house, buildings, and items of personal property owned by the couple is divided between the parties. Debts owed are also allocated to one party or the other, or both. You and your spouse may agree to divide the property any way you like, as long as a basic fairness is maintained, and you both agree. Ordinarily, the fairest division of property is an equal division. However, there may be some circumstances, such as marriage of very short duration, which would justify something other than an equal division of all items acquired during the marriage.

If you cannot agree on any item of the division of property, the dissolution of marriage transforms into a contested divorce. A contested divorce is outside the scope of this packet. In a contested case, the court shall set apart to each spouse that spouse's non-marital assets and liabilities, and in distributing the marital assets and liabilities between the parties, the court must begin with the premise that the distribution should be equal, unless there is a justification for an unequal distribution based on all relevant factors, including:

- (a) The contribution to the marriage by each spouse, including contributions to the care and education of the children and services as homemaker.
- (b) The economic circumstances of the parties.
- (c) The duration of the marriage.
- (d) Any interruption of personal careers or educational opportunities of either party.
- (e) The contribution of one spouse to the personal career or educational opportunity of the other spouse.
- (f) The desirability of retaining any asset, including an interest in a business, corporation, or professional practice, intact and free from any claim or interference by the other party.
- (g) The contribution of each spouse to the acquisition, enhancement, and production of income or the improvement of, or the incurring of liabilities to, both the marital assets and the non-marital assets of the parties.
- (h) The desirability of retaining the marital home as a residence for any dependent child of the marriage, or any other party, when it would be equitable to do so, it is in the best interest of the child or that party, and it is financially feasible for the parties to maintain the residence until the child is emancipated or until exclusive possession is otherwise terminated by a court of competent jurisdiction. In making this determination, the court

shall first determine if it would be in the best interest of the dependent child to remain in the marital home; and, if not, whether other equities would be served by giving any other party exclusive use and possession of the marital home.

- (i) The intentional dissipation, waste, depletion, or destruction of marital assets after the filing of the petition or within 2 years prior to the filing of the petition.
- (j) Any other factors necessary to do equity and justice between the parties.

In any contested dissolution action where a stipulation and agreement has not been entered and filed, any distribution of marital assets or marital liabilities shall be supported by factual findings in the judgment or order based on competent substantial evidence. The distribution of all marital assets and marital liabilities, whether equal or unequal, shall include specific written findings of fact as to the following:

- (a) Clear identification of nonmarital assets and ownership interests;
- (b) Identification of marital assets, including the individual valuation of significant assets, and designation of which spouse shall be entitled to each asset;
- (c) Identification of the marital liabilities and designation of which spouse shall be responsible for each liability;
- (d) Any other findings necessary to advise the parties or the reviewing court of the trial court's rationale for the distribution of marital assets and allocation of liabilities. **61.075**

9. **ALIMONY:** Because this is an agreed dissolution, you will decide issues of spousal "alimony"-- the periodic payment of money from one spouse to the other on a temporary or permanent basis. The forms in this no-fault dissolution package assume that no alimony will be paid and none will be sought-- but you may add provisions for alimony to the *Petition for Dissolution* if you desire. In a contested case, the court may grant alimony to either party, which alimony may be rehabilitative or permanent in nature. In any award of alimony, the court may order periodic payments or payments in lump sum or both. The court may consider the adultery of either spouse and the circumstances thereof in determining the amount of alimony, if any, to be awarded. In all dissolution actions, the court shall include findings of fact relative to the following factors supporting an award or denial of alimony.

In determining a proper award of alimony or maintenance, the court shall consider all relevant economic factors, including but not limited to:

- (a) The standard of living established during the marriage.
- (b) The duration of the marriage.
- (c) The age and the physical and emotional condition of each party.
- (d) The financial resources of each party, the nonmarital and the marital assets and liabilities distributed to each.

- (e) When applicable, the time necessary for either party to acquire sufficient education or training to enable such party to find appropriate employment.
- (f) The contribution of each party to the marriage, including, but not limited to, services rendered in homemaking, childcare, education, and career building of the other party.
- (g) All sources of income available to either party.

The court may consider any other factor necessary to do equity and justice between the parties. **61.08**

- 10. CHILD CUSTODY/VISITATION:** The court shall determine all matters relating to custody of each minor child of the parties in accordance with the best interests of the child. It is the public policy of the State of Florida to assure that each minor child has frequent and continuing contact with both parents after the parents separate or the marriage of the parties is dissolved and to encourage parents to share the rights and responsibilities, and joys, of childrearing. The court shall order that the parental responsibility for a minor child be shared by both parents unless the court finds that shared parental responsibility would be detrimental to the child.

For purposes of shared parental responsibility and primary residence, the best interests of the child shall include an evaluation of all factors affecting the welfare and interests of the child, including, but not limited to:

- (a) The parent who is more likely to allow the child frequent and continuing contact with the nonresidential parent.
- (b) The love, affection, and other emotional ties existing between the parents and the child.
- (c) The capacity and disposition of the parents to provide the child with food, clothing, medical care or other remedial care recognized and permitted under the laws of this state in lieu of medical care, and other material needs.
- (d) The length of time the child has lived in a stable, satisfactory environment and the desirability of maintaining continuity.
- (e) The permanence, as a family unit, of the existing or proposed custodial home.
- (f) The moral fitness of the parents.
- (g) The mental and physical health of the parents.
- (h) The home, school, and community record of the child.
- (i) The reasonable preference of the child, if the court deems the child to be of sufficient intelligence, understanding, and experience to express a preference.
- (j) The willingness and ability of each parent to facilitate and encourage a close and continuing parent-child relationship between the child and the other parent.

- (k) Evidence that any party has knowingly provided false information to the court regarding a domestic violence proceeding.
- (l) Evidence of domestic violence or child abuse.
- (m) Any other fact considered by the court to be relevant. **61.13**

- 11. CHILD SUPPORT:** In a proceeding for dissolution of marriage, the court may at any time order either or both parents who owe a duty of support to a child to pay support in accordance with the child support guidelines. Each order for support shall contain a provision for health care coverage for the minor child when the coverage is reasonably available. Coverage is reasonably available if either the obligor or obligee has access at a reasonable rate to a group health plan. The court may require the obligor either to provide health care coverage or to reimburse the obligee for the cost of health care coverage for the minor child when coverage is provided by the obligee.

All child support orders entered on or after January 1, 1985, shall direct that child support payments be made through the depository in the county where the court is located. However, if both parties' request and the court finds that it is in the best interest of the child, support payments need not be directed through the depository. Either party may subsequently apply to the depository to require direction of the payments through the depository. **61.13**

- 12. PARENT EDUCATION AND FAMILY STABILIZATION COURSE:** It has been found to be beneficial to parents who are separating or divorcing to have available an educational program that will provide general information regarding:

- (a) The issues and legal procedures for resolving custody and child support disputes.
- (b) The emotional experiences and problems of divorcing adults.
- (c) The family problems and the emotional concerns and needs of the children.
- (d) The availability of community services and resources.
- (e) Parents who are separating or divorcing are more likely to receive maximum benefit from a program if they attend such program at the earliest stages of their dispute, before extensive litigation occurs and adversarial positions are assumed or intensified.

All parties to a dissolution of marriage proceeding with minor children or a paternity action which involves issues of parental responsibility shall be required to complete the Parent Education and Family Stabilization Course and file proof of compliance with the court prior to the entry by the court of a final judgment.

The Parent Education and Family Stabilization Course may include, but need not be limited to, the following topics as they relate to court actions between parents involving custody, care, visitation, and support of a child or children:

- (a) Legal aspects of deciding child-related issues between parents.
- (b) Emotional aspects of separation and divorce on adults.
- (c) Emotional aspects of separation and divorce on children.
- (d) Family relationships and family dynamics.
- (e) Financial responsibilities to a child or children.
- (f) Issues regarding spousal or child abuse and neglect.
- (g) Skill-based relationship education that may be generalized to parenting, workplace, school, neighborhood, and civic relationships.

Information regarding spousal and child abuse and neglect shall be included in every parent education and family stabilization course. A list of local agencies that provide assistance with such issues shall also be provided.

The court may hold any parent who fails to attend a required parenting course in contempt, or that parent may be denied shared parental responsibility or visitation or otherwise sanctioned as the court deems appropriate. **61.21**

- 13. MEDIATION:** When there is a minor child of the marriage, or when the responding party denies by answer to the petition for dissolution that the marriage is irretrievably broken, or in any proceeding in which the issues of parental responsibility, primary residence, visitation, or support of a child are contested, the court may refer the parties to mediation. **61.052, 61.183**

If agreement is reached as to any matter or issue, the agreement shall be reduced to writing, signed by the parties, and submitted to the court unless the parties agree otherwise. The agreement shall be made part of the final judgment or order in the case. **Rule 12.740**

If a party fails to appear at a duly noticed mediation conference without good cause, the court upon motion shall impose sanctions, including an award of mediator and attorneys' fees and other costs, against the party failing to appear. **Rule 12.741**

**For more information, see the Florida Divorce Law Summary.**

## **FORMS LIST**

**The following forms are included in this package:**

1. Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)
2. Certificate of Service (FL-12914)
3. Uniform Child Custody Jurisdiction Act (UCCJA) Affidavit (FL-12902-D)
4. Notice of Social Security Number (FL-12902-J)
5. Affidavit of Corroborating Witness (FL-12902-I) (*If needed*)
6. Child Support Guidelines Worksheet (FL-12902-E)
7. Financial Affidavit (Short Form) (FL-12902-B)
8. Financial Affidavit (FL-12902-C)
9. Marital Settlement Agreement for Dissolution of Marriage with Dependant or Minor Children (FL-12902-F-1)
10. Parenting Plan and Instructions (FL-12995-A)
11. Certificate of Compliance with Mandatory Disclosure (FL-12932)
12. Summons: Personal Service on an Individual (FL-12910-A)
13. Process Service Memorandum (FL-12910-B)
14. Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)
15. Notice of Hearing (General) (FL-12923)
16. Final Judgment of Dissolution of Marriage with Dependant or Minor Children (FL-12990-B-1) (*If needed*)

**Note:** Depending on your County, additional forms may be required that are County-specific. These forms will be available from the Clerk.



## FORM EXPLANATIONS

All forms included in this are identified and described below.

1.                   **Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)** – This form is used to request that the Court grant a judgment of dissolution of marriage, along with any other relief requested.
  
2.                   **Certificate of Service (FL-12914)** – Both parties must send copies of all documents or papers they file with the clerk to the other party. Each time you file a document, you must certify that you provided the other party with a copy. If a form you are filing has a certificate, you do not need to file a separate *Certificate of Service (FL-12914)*. However, each time you file a document that does not have a certificate, you must file a *Certificate of Service (FL-12914)*, and send a copy of the document to the other party.
  
3.                   **Uniform Child Custody Jurisdiction Act (UCCJA) Affidavit (FL-12902-D)** – This form is used to provide the Court with information regarding minor children of the parties.
  
4.                   **Notice of Social Security Number (FL-12902-J)** – This form is used to provide the Court with the Social Security number of the parties to a dissolution action and any minor children of the parties. This form must be completed and filed by each party in all dissolution of marriage cases, regardless of whether the case involves a minor child(ren) and/or property.
  
5.                   **Affidavit of Corroborating Witness (FL-12902-I)** – This form may be used to prove residency in a dissolution of marriage proceeding. To get a divorce in Florida, either the husband or the wife must have lived in Florida for at least 6 months before filing the petition. Residency may be proved by a valid Florida driver's license, Florida identification card, or voter's registration card (issue date of document must be at least 6 months before the date the case is actually filed with the clerk of the circuit court), or the testimony or affidavit of someone other than you or your spouse. This form is used to prove residency by affidavit. The person signing this form must know that you have lived in the State of Florida for at least 6 months before the date you signed your petition for dissolution of marriage.

6. **Child Support Guidelines Worksheet (FL-12902-E)** – This form is used by the parties to calculate the correct amount of child support to be paid. Information supplied by the parties' completed *Financial Affidavit (FL-12902-D)* or *Financial Affidavit (FL-12902-E)* must be used to complete this worksheet.
7. **Financial Affidavit (Short Form) (FL-12902-B)** – This form should be used when you are involved in a family law case which requires a financial affidavit and your individual gross income is under \$50,000 per year.
8. **Financial Affidavit (FL-12902-C)** – This form should be used when you are involved in a family law case which requires a financial affidavit and your individual gross income is \$50,000 or more.
9. **Marital Settlement Agreement for Dissolution of Marriage with Dependant or Minor Children (FL-12902-F-1)** – This form is used to document all agreements reached by the parties to a dissolution action. The terms of this agreement will be incorporated into the terms of the Final Judgment of Dissolution of Marriage.
10. **Parenting Plan and Instructions (FL-12995-A)** – This form is required in cases that involve time-sharing of minor child(ren). It must be signed by both parties and witnessed by a notary public or deputy clerk. After completing this form, you should file the original with the clerk of the circuit court in the county where the petition was filed and keep a copy for your records.
11. **Certificate of Compliance with Mandatory Disclosure (FL-12932)**  
– Mandatory disclosure requires each party in dissolution of marriage cases to provide the other party with certain financial information and documents. These documents must be provided by mail or hand delivery to the other party within 45 days of service of the petition for dissolution of marriage or supplemental petition for modification on the respondent. This form is used to notify the court and the other party that you have complied with the mandatory disclosure rule.
12. **Summons: Personal Service on an Individual (FL-12910-A)** – This form should be used to obtain personal service on the other party when you begin your lawsuit. Service means giving a copy of the required papers to the other party using the procedure that the law requires. Service is required for all documents filed in your case. Personal service means that a summons (this form) and a copy of the forms you are filing with the court that must be personally served are delivered by a deputy sheriff or private process server either directly to the other party, or to someone over the age of fifteen with whom the other party lives. The person who delivers the summons and copies of the petition must file a proof of service with the clerk or provide a proof of service to you for filing with the court. It is your responsibility to make sure the proof of service has been returned to the clerk and placed in your case file.

13. **Process Service Memorandum (FL-12910-B)** – You should use this form to give the sheriff's department (or private process server) instructions for serving the other party in your case with the *Summons: Personal Service on an Individual (FL-12910-A)*, and other papers to be served. On this form, you can tell the sheriff's department the best times to find the person at work and/or at home. You can also include a map to the other person's home or work place to help the sheriff find the person and deliver the summons. Do not forget to attach to the summons a copy of your initial petition and any other papers you want personally served on the other party.
14. **Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)** – This form should be used by a Respondent who does not wish to contest the petition for dissolution of marriage or appear at a hearing. When the Respondent files this form, he or she is admitting all of the allegations in the petition and stating that he or she does not need to be notified of or appear at the final hearing, and that they would like a copy of the final judgment mailed to them. The Respondent has 20 days to answer after being served with the petition. A copy of this form, along with all of the other forms required with this answer and waiver, must be mailed or hand delivered to the other Petitioner.
15. **Notice of Hearing (General) (FL-12923)** – Anytime you have set a hearing before a judge, you must send notice of the hearing to the other party. This form is used to provide that notice to the other party. To set a hearing date and time, you will usually have to make a good-faith effort to coordinate a mutually convenient date and time for you, the other parties in the case, and the judge, except in certain emergency situations. Some circuits may have additional procedural requirements that you must follow when you notify the court and other parties of your scheduled hearing. Therefore, before you complete this form, you should contact the clerk's office, family law intake staff, or judicial assistant for information regarding the proper procedure to follow.
16. **Final Judgment of Dissolution of Marriage with Dependant or Minor Children (Uncontested) (FL-12990-B-1)** – This form is used by the Court to order the dissolution of marriage along with any other relief requested. In some areas, the Court will supply their own Judgment form. You should check with the Clerk of Court to see if you need to bring this form to the final hearing. If so, complete the heading only and leave the rest blank for the Judge to complete.

## INSTRUCTIONS AND STEPS

**Note:** All forms containing a space for the signature of a Notary Public must be signed by the appropriate party or parties in front of a Notary Public. Make several copies of the documents that you prepare. You and your spouse should have a copy of everything you file, stamped “filed” by the clerk.

**STEP 1:** The filing party (Petitioner) should complete the following:

- *Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)*
- *Certificate of Service (FL-12914)*
- *Uniform Child Custody Jurisdiction Act (UCCJA) Affidavit (FL-12902-D)*
- *Notice of Social Security Number (FL-12902-J)*
- *Affidavit of Corroborating Witness (FL-12902-I)* (If needed – Residence may also be proven by a photocopy of a Florida Driver’s License.)
- *Child Support Guidelines Worksheet (FL-12902-E)*

Depending upon annual gross income, one of the following:

- *Financial Affidavit (Short Form) (FL-12902-B)*
- *Financial Affidavit (FL-12902-C)*

**STEP 2:** Both parties should jointly complete the *Marital Settlement Agreement for Dissolution of Marriage with Dependant or Minor Children (FL-12902-F-1)* and *Parenting Plan and Instructions (FL-12995-A)*, making certain to agree to all of the terms contained therein.

**STEP 3:** The following documents should then be filed with the Clerk of Court in the county of filing:

- *Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)*
- *Certificate of Service (FL-12914)*
- *Uniform Child Custody Jurisdiction Act (UCCJA) Affidavit (FL-12902-D)*
- *Notice of Social Security Number (FL-12902-J)*
- *Affidavit of Corroborating Witness (FL-12902-I)* (If needed)
- *Child Support Guidelines Worksheet (FL-12902-E)*
- *Financial Affidavit (Short Form) (FL-12902-B)* or *Financial Affidavit (FL-12902-C)*
- *Marital Settlement Agreement for Dissolution of Marriage with Dependant or Minor Children (FL-12902-F-1)*

- *Parenting Plan and Instructions (FL-12995-A)*

You should also complete and file at this time the *Certificate of Compliance with Mandatory Disclosure (FL-12932)*.

A filing fee is paid at this time. Call ahead and determine the amount of the filing fee prior to appearing at the Clerk's office.

**STEP 4:** Once the above-listed documents have been filed, the Respondent must be served with copies of all filed documents filed. Complete the *Summons: Personal Service on an Individual (FL-12910-A)* and *Process Service Memorandum (FL-12910-B)*. You should then contact the Sheriff or private process server to arrange for service of the filed documents upon the Respondent. A fee is charged for this service.

You must also provide the Respondent at this time an *Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)*. Instruct the Respondent to complete the *Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)* within twenty (20) days of receipt and file with the Clerk of Court. A copy of the filed *Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)* must be provided to you.

**STEP 5:** Both parties must next complete the Parent Education and Family Stabilization Course and file proof of compliance with the Court.

**STEP 6:** After the required waiting period of 20 days have elapsed from the date of filing the original *Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)*, contact the Clerk of Court to set a date for the final hearing. You should notify your spouse of the date of the final hearing using the *Notice of Hearing (General) (FL-12923)*. After completing this form, you should file the original with the clerk of the circuit court in the county where your case was filed and keep a copy for your records. A copy of this form must be mailed or hand delivered to the other party in your case.

**STEP 7:** You should next attend the final hearing. Contact the Clerk of Court to determine whether it is necessary to bring a *Final Judgment of Dissolution of Marriage with Dependant or Minor Children (FL-12990-B-1)* with you to the final hearing or if the Court will supply its own. If it is necessary to bring the *Final Judgment of Dissolution of Marriage with Dependant or Minor Children (FL-12990-B-1)*, simply complete the heading, leaving the rest of the form blank for the Court to

complete. Be prepared to answer any questions posed by the Court regarding your case.

## CHECKLIST

- ☐ The filing party (Petitioner) should complete the following:
- *Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)*
  - *Certificate of Service (FL-12914)*
  - *Uniform Child Custody Jurisdiction Act (UCCJA) Affidavit (FL-12902-D)*
  - *Notice of Social Security Number (FL-12902-J)*
  - *Affidavit of Corroborating Witness (FL-12902-I) (If needed)*
  - *Child Support Guidelines Worksheet (FL-12902-E)*
- Depending upon annual gross income, one of the following:
- *Financial Affidavit (Short Form) (FL-12902-B)*
  - *Financial Affidavit (FL-12902-C)*
- ☐ Both parties jointly complete *Marital Settlement Agreement for Dissolution of Marriage with Dependant or Minor Children (FL-12902-F-1)* and *Parenting Plan and Instructions (FL-12995-A)*.
- ☐ The following documents filed with Clerk of Court in the county of filing:
- *Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)*
  - *Certificate of Service (FL-12914)*
  - *Uniform Child Custody Jurisdiction Act (UCCJA) Affidavit (FL-12902-D)*
  - *Notice of Social Security Number (FL-12902-J)*
  - *Affidavit of Corroborating Witness (FL-12902-I) (If needed)*
  - *Child Support Guidelines Worksheet (FL-12902-E)*
  - *Financial Affidavit (Short Form) (FL-12902-B) or Financial Affidavit (FL-12902-C)*
  - *Marital Settlement Agreement for Dissolution of Marriage with Dependant or Minor Children (FL-12902-F-1)*
  - *Parenting Plan and Instructions (FL-12995-A)*
  - *Certificate of Compliance with Mandatory Disclosure (FL-12932)*
- ☐ Filing fee paid.
- ☐ Respondent served with copies of all filed documents filed.

Respondent also provided *Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)* and instructed to complete within twenty (20) days of receipt and file with Clerk of Court. Copy of the filed *Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage (FL-12903-A)* provided to you.

- ☐ Both parties complete the *Parent Education and Family Stabilization Course* and file proof of compliance with the Court.
- ☐ After required waiting period of 20 days have elapsed from date of filing original *Petition for Dissolution of Marriage with Dependent or Minor Child(ren) (FL-12901-B-1)*, Clerk contacted for date of final hearing. Spouse notified of date of final hearing using *Notice of Hearing (General) (FL-12923)*. After completing *Notice of Hearing (General) (FL-12923)*, file original with Clerk and mail or hand delivered to other party.
- ☐ Final hearing attended. Clerk contacted to determine if necessary to bring *Final Judgment of Dissolution of Marriage with Dependant or Minor Children (FL-12990-B-1)* to final hearing or if Court will supply its own. If necessary to bring *Final Judgment of Dissolution of Marriage with Dependant or Minor Children (FL-12990-B-1)*, complete the heading, leaving the rest of form blank for Court to complete. Be prepared to answer any questions posed by the Court regarding your case.



### NOTE ABOUT COMPLETING THE FORMS

The forms in this packet may contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible. If they do not become visible, then they were not included in this form package.

To complete the forms click on the gray shaded areas and type. You may also change other words in the document if the document is not locked. The separation agreement is a good example of a document that is not locked and allows you to make modifications outside the gray shaded areas.

Some forms may be locked which means that the content of the forms cannot be changed while the form is locked. You can only fill in the information in the fields. If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock, click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields. After any required changes re-lock the document, then click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If you experience problems, please let us know.

### **LAW SUMMARY**

You may access the law summary for your State by using the link below:

<http://secure.uslegalforms.com/lawsummary/FL/FL-555-A.htm>

## **DISCLAIMER**

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