

# C H E C K L I S T

## 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.**

After you have completed and filed the original forms with the Clerk of Court (Family Law Division), please contact the Self-Help Program at **(863) 534-4015** for a review of your file. A court specialist will inform you, at the time of your call, if your case is ready to be scheduled for hearing. If certain documents are missing or do not meet criteria, the court specialist will advise you of which forms are still required. **COURT DATES ARE ISSUED BY MAIL AND WILL NOT BE GIVEN OVER THE PHONE.**

**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.

**\*Address Changes:** If your address changes anytime during this proceeding, please complete the **DESIGNATION OF CURRENT ADDRESS & EMAIL ADDRESS (Form 12.915)**. The Court will not rely on forwarding address information changed with the U.S. Postal Service.

---

### FORM 12.901(b)(2) PETITION FOR DISSOLUTION OF MARRIAGE WITH PROPERTY BUT NO DEPENDENT OR MINOR CHILD(REN) (02/18):

- Cover Sheet for Family Court Cases
  - Bureau of Vital Statistics Information Form
  - Notice of Limitation of Services Provided
  - Notice of Related Cases (required by this circuit)
  - Petition for Dissolution of Marriage with Property but No Dependent or Minor Child(ren)
  - Notice of Social Security Number (filed by both parties)
  - Affidavit of Corroborating Witness/Proof of Residency (required by this circuit)
  - Proof of Service: Summons (Personal Service), Constructive (Publication) OR Notarized Answer to Petition/Waiver & Acceptance of Service
  - Affidavit of Military Service
  - Settlement Agreement (if any, signed by both parties)
  - Family Law Financial Affidavits (filed by both parties)
- ✓ ***New Standing Order (per Admin Order 5-51.0 – must be filed and served with petition)***

# **FORM 12.901(b)(2)**

Petition for Dissolution of Marriage with  
Property but No Dependent or Minor Child(ren)  
(02/18)

[www.flcourts.gov](http://www.flcourts.gov)  
[www.jud10.flcourts.org](http://www.jud10.flcourts.org)