

**IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL  
CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA**

CASE NO. \_\_\_\_\_ DR \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,  
vs.




\_\_\_\_\_,  
Respondent.  
\_\_\_\_\_ /


**CASE CHECKLIST  
PETITION FOR DISSOLUTION OF MARRIAGE WITH  
DEPENDENT OR MINOR CHILD(REN)  
UNDER CHAPTER 61**











The Checklist lists the minimum requirements and may not be all-inclusive for every case. If you have any questions or concerns about your case, you should consult an attorney. The Checklist and instructions provided herein should not be substituted for legal advice from an attorney.






Some forms can be found online at: <https://www.flcourts.gov/>

All completed forms must be returned to the Seminole Clerk of the Court located at 101 Eslinger Way Sanford, FL 32771 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtaccess.com](http://www.myflcourtaccess.com)).  
After completing and filing this checklist, please notify the Self Represented Litigant Coordinator that your file is ready for review by submitting a Request for Hearing online at: <https://fl18.org/req4hrg>

Pleading	Form Number	Date of Filing
Petition for Dissolution of Marriage with Dependent or Minor Child(ren)	<a href="#">12.901(b)(1)</a> 	
Cover Sheet for Family Court Cases	<a href="#">12.928</a> 	
Notice of Confidential Information Within Court Filing	<a href="#">Confidential Form</a>	
Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit	<a href="#">12.902(d)</a> 	
Proof of Residency (Valid Florida Driver's License, Florida Identification Card, US Passport, or other valid picture identification with proof of residential address for 6-consecutive months prior to the filing date)	Copy	

<p style="text-align: center;"><b>--- OR ---</b></p> <p>Affidavit of Corroborating Witness (Witness must attach a copy of his/her driver's license. Also, the witness' driver license must have an issue date at least 6-months prior to the filing date)</p>	<p style="text-align: center;"><a href="#">12.902(i)</a></p> 	
<p><b>(Petitioner)</b> Notice of Social Security Number and Child(ren)</p>	<p style="text-align: center;"><a href="#">12.902(j)</a></p> 	
<p><b>(Respondent)</b> Notice of Social Security Number and Child(ren)</p>	<p style="text-align: center;"><a href="#">12.902(j)</a></p> 	
<p>Summons: Personal Service on an Individual-</p> <p>Affidavit of Personal Service</p> <p style="text-align: center;"><b>--OR--</b></p> <p>Acceptance and Waiver of Service</p>	<p style="text-align: center;"><a href="#">12.910(a)</a></p>  <p style="text-align: center;">or</p> <p style="text-align: center;"><a href="#">12.910(b)</a></p>  <p style="text-align: center;"><a href="#">Waiver Form</a></p>	
<p><b>(Petitioner)</b> Family Law Financial Affidavit: Short Form (Gross income under \$50,000 per year)</p> <p style="text-align: center;"><b>--OR--</b></p> <p>Long Form (Gross income over \$50,000 per year)</p>	<p style="text-align: center;"><a href="#">12.902(b)</a></p>  <p style="text-align: center;">Or</p> <p style="text-align: center;"><a href="#">12.902(c)</a></p> 	
<p><b>(Respondent)</b> Family Law Financial Affidavit: Short Form (Gross income under \$50,000 per year)</p> <p style="text-align: center;"><b>--OR--</b></p> <p>Long Form (Gross income over \$50,000 per year)</p>	<p style="text-align: center;"><a href="#">12.902(b)</a></p>  <p style="text-align: center;">Or</p> <p style="text-align: center;"><a href="#">12.902(c)</a></p> 	
<p>Parenting Course Certificate of Completion (from both parents) <a href="#">Parent Education and</a></p>	<p style="text-align: center;">Copy</p>	

<p><a href="http://myflfamilies.com">Family Stabilization   Florida DCF (myflfamilies.com)</a></p>		
<p><b>(Respondent)</b>          Answer, Waiver, and Request for Copy of Final Judgment of Dissolution of Marriage <i>(This form should be used when you have been served with a petition for dissolution of marriage and you do not wish to contest it or appear at a hearing. If you file this form, you are admitting all the allegations in the petition, saying that you do not need to be notified of or appear at the final hearing, and that you would like a copy of the final judgment mailed to you.)</i></p> <p style="text-align: center;"><b>--OR--</b></p> <p>Answer to Petition for Dissolution of Marriage</p> <p style="text-align: center;"><b>--OR--</b></p> <p>Answer to Petition and Counterpetition for Dissolution of Marriage with Dependent or Minor Child(ren)</p> <p style="text-align: center;"><b>--OR--</b></p> <p>Answer to Counterpetition</p>	<p style="text-align: center;"><a href="#">12.903(a)</a>  </p> <p style="text-align: center;"><b>Or</b></p> <p style="text-align: center;"><a href="#">12.903(b)</a>  </p> <p style="text-align: center;"><b>Or</b></p> <p style="text-align: center;"><a href="#">12.903(c)(1)</a>  </p> <p style="text-align: center;"><b>Or</b></p> <p style="text-align: center;"><a href="#">12.903(d)</a>  </p>	
<p>Motion for Default (a) Default (b)  <b>(If the other party has failed to file or serve any documents within 20 days after the date of service of your petition, you may ask the clerk of the circuit court to enter a default against him or her.)</b></p>	<p style="text-align: center;"><a href="#">12.922(a)(b)</a>  </p>	
<p>Child Support Guidelines Worksheet</p>	<p style="text-align: center;"><a href="#">12.902(e)</a>  </p>	
<p>Motion to Deviate from Child Support Guidelines Worksheet <b>(Only if parties are requesting to deviate from support guidelines.)</b></p>	<p style="text-align: center;"><a href="#">12.943</a>  </p>	
<p>Marital Settlement Agreement for Dissolution of Marriage with Dependent or Minor Child(ren)</p>	<p style="text-align: center;"><a href="#">12.902(f)(1)</a>  </p>	
<p>Parenting Plan</p> <p style="text-align: center;"><b>--OR--</b></p> <p>Supervised/Safety Focused Parenting Plan (If the safety of the children with the other parent is at issue or poses a detriment to the child(ren))</p> <p style="text-align: center;"><b>--OR--</b></p>	<p style="text-align: center;"><a href="#">12.995(a)</a>  </p> <p style="text-align: center;"><a href="#">12.995(b)</a>  </p>	

Relocation/Long Distance Parenting Plan (If there is a plan to relocate or the other parent's residence is more than 50 miles from the child(ren)'s principal place of residence)	<a href="#">12.995(c)</a> 	
Verified Supplemental Request for Name Change <b>(If party is seeking a name change)</b>	<a href="#">Name Change</a>	
Designation of Current Address and Email Address	<a href="#">12.915</a> 	
<i>These items are only necessary when opposing party cannot be found.</i>		
Affidavit of Diligent Search	<a href="#">12.913(b)</a> 	
Memorandum for Certificate of Military Service --AND-- Affidavit of Military Service	<a href="#">12.912(a)</a>  <b>AND</b> <a href="#">12.912(b)</a> 	
Proof of Publication	(Copy of Ad)	
Notice of Action	<a href="#">12.913(a)(2)</a> 