

**THIRTEENTH JUDICIAL CIRCUIT  
FAMILY LAW DIVISION**

SIMPLIFIED DISSOLUTION OF MARRIAGE

<b>SELF-HELP INSTRUCTIONS FOR PACKET # 1</b>
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NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A MEMBER IN  
GOOD STANDING OF THE FLORIDA BAR

Legal matters can be very complex. If you have questions or concerns about these forms, commentary, instructions, and appendices, the use of these forms, or your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you may call the Lawyer Referral Service at 221-7780. If you do not have the money to hire an attorney, you may call Bay Area Legal Services at 232-1343. You may also obtain legal information at the Legal Information Center at the Hillsborough County Courthouse, call 864-2280 for the hours of operation.

All instructions and forms distributed by the Thirteenth Judicial Circuit are provided merely as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist pro se litigants with their cases. The Thirteenth Judicial Circuit does not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedures exactly or accept each and every form as drafted. Any person using these instructions and/or forms does so at his or her own risk, and the Thirteenth Judicial Circuit shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

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**THE FOLLOWING FLORIDA SUPREME COURT FAMILY LAW FORMS  
ARE CONTAINED IN THIS PACKET:**

<b><u>FORM #</u></b>	<b><u>FORM NAME</u></b>
Appendix C	General Information for Pro Se Litigants - Family Law Glossary of Common Terms and Definitions
	12 Rules of Courtroom Civility - <b>signed by both parties</b>
12.900	Nonlawyer Disclosure 
	Civil Cover Sheet

(Continued on next page)

<b><u>FORM #</u></b>	<b><u>FORM NAME</u></b>
12.901(a)	Petition for Simplified Dissolution of Marriage - <b>signed by both parties</b>
(2) 12.902(b)	Financial Affidavit - Short Form - (if income is <b>less</b> than \$50,000) <b>file one for each party</b>
<b>OR</b>	
(2) 12.902(c)	Financial Affidavit - Long Form - (if income is <b>more</b> than \$50,000)
12.902(f)(3)	Marital Settlement Agreement- <b>must to be signed by both parties</b>
12.902(i)	Affidavit of Corroborating Witness - <b>file only if 6 month residency cannot be proven by the petitioner</b> - (the issue date of Driver's License or Voter I.D. must be more than 6 months old) - copy of Driver's License must be attached
(2) 12.902(j)	Notice of Social Security Number - <b>one for each party</b>
	Final Disposition
12.990(a)	Final Judgment

**FILING FEE IS \$352.50 PLUS A FINAL JUDGMENT  
FEE OF \$10.50 FOR A TOTAL OF  
\$363.00**

**CAUTION**

1. Forms are to be completed in block letters or typed. You **MUST** use black ink. **NO EXCEPTIONS!!**
2. Names must be the same on all forms completed by the parties. (No full names on one document and initials on another).
3. **Both parties must sign the petition and be present at the hearing.**
4. **There must be no children born of the marriage.**

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5. Corroborating Witness Affidavit (Form 12.902(i)) **cannot be signed before the date the action is filed.**
6. This booklet may not contain all the forms you may need to file your case. Additional forms are available in the Clerk’s office at each Courthouse location (see locations below) or the Law Library at 501 East Kennedy Blvd. You may also obtain the forms on our website at: [www.fljud13.org](http://www.fljud13.org) **OR** the Florida Supreme Court website at: [www.flcourts.org](http://www.flcourts.org).
7. The Case Management Unit **cannot** suggest specific information to be included in the blanks on your forms or fill out forms for you.

**STEP BY STEP INSTRUCTIONS**

1. The **petitioner** should fill out the following forms in black ink and have them notarized:  
(a notary is available for a fee in the Clerk’s office)

Civil Cover Sheet	12.902(f)(3) <b>(signed by both parties)</b>
12 Rules of Courtroom Civility <b>(signed by both parties)</b>	12.902(i) (see form instructions)
12.901(a) - <b>(signed by both parties)</b>	12.902(j)
12.902(b) <b>OR</b> 12.902(c)	

2. The **petitioner** should make 2 copies of all documents, one copy for the petitioner’s records and one copy for the respondent’s records. (Copies are available for a fee in the Court Business Center in the main courthouse).

**A COPY OF THE PETITIONER’S DRIVER’S LICENSE SHOULD ALSO BE FILED.**

3. The **respondent** should fill out the following forms and have them notarized. The respondent should make 2 copies of each form, one for the respondent’s records and one for the petitioner’s records.

12.902(b) <b>OR</b> 12.902(c)	12.902(j)
12.902(f)(3)	

4. The petitioner should file originals in the Clerk’s office and pay the filing fee. **Each form should have all pages stapled together before filing.**

5. **THE PETITIONER WILL BE CONTACTED BY MAIL REGARDING A COURT DATE OR ON THE STATUS OF THE CASE.**

**BOTH PARTIES MUST BE PRESENT AT THE HEARING.**

**DRESS APPROPRIATELY FOR COURT. NO SHORTS, TANK TOPS, OR SANDALS. BRING YOUR DRIVER’S LICENSE WITH YOU TO THE HEARING.**

**YOU MAY FILE AND PURCHASE FORMS AT THE FOLLOWING LOCATIONS:**

**HILLSBOROUGH COUNTY COURTHOUSE - MAIN LOCATION**

Clerk of the Circuit Court  
800 E. Twiggs Street, 1<sup>st</sup> Floor  
Tampa, Florida 33602

**BRANDON LOCATION - SATELLITE OFFICE**

Clerk of the Circuit Court  
10065-A East Adamo Drive  
Brandon, Florida 33619

**PLANT CITY - HILLSBOROUGH COUNTY OFFICE BUILDING**

Clerk of the Circuit Court  
302 N. Michigan  
Plant City, Florida 33566