

# **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.**

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 at anytime during this proceeding, please complete a **Notice of Current Address** form and file with the Clerk of Court (Family Law Division). The Court will not rely on forwarding address information with the postal service.

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### **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.*
- ✓ *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](http://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.**

*(Revised 01/2020)*