



Family Law Forms

Package 8(c) - Simplified Dissolution of Marriage

What this package contains:

- Petition to request simplified dissolution of Marriage.
- Financial forms, Social Security Number attachment, Marital Settlement Agreement.
- Final judgment.

How this package may be used:

- To request a simplified dissolution of marriage where there are no minor children.

How this package may NOT be used:

- To request a dissolution of marriage if there are children or issues regarding ongoing financial support.

This can be a complicated area of the law, if you have any questions concerning the use of these forms or your legal rights, you are encouraged to seek legal advice from an attorney.

LAST UPDATE
7-2006

Forms for Use With
Simplified Dissolution Of Marriage – 8(c)

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| FFLF-L | Civil Cover Sheet |
| FFLF 12.901(a) | Petition for Simplified Dissolution of Marriage |
| FFLF 12.902(j) | Notice of Social Security Number |
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*** use the form appropriate to your income**

Marital Settlement Agreement:

FFLF 12.902(f)(3) **Marital Settlement Agreement for Simplified Dissolution of Marriage**

Miscellaneous forms:

FFLF 12.902(i) **Affidavit of Corroborating Witness**
FFLF 12.990(a) **Final Judgment of Simplified Dissolution of Marriage**

FFLF = Florida Supreme Court Approved Family Law Form/Florida Family Law Rules of Procedure Form

FFLF-L = Sixth Judicial Circuit Local Form

Updated 7-2006

FAMILY LAW FORMS, COMMENTARY, AND INSTRUCTIONS

GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS

You should read this General Information thoroughly before taking any other steps to file your case or represent yourself in court. Most of this information is **not** repeated in the attached forms. This information should provide you with an overview of the court system, its participants, and its processes. It should be useful whether you want to represent yourself in a pending matter or have a better understanding of the way family court works. **This is not intended as a substitute for legal advice from an attorney. Each case has its own particular set of circumstances, and an attorney may advise you of what is best for you in your individual situation.**

These instructions are not the only place that you can get information about how a family case works. You may want to look at other books for more help. The Florida Statutes, Florida Family Law Rules of Procedure, Florida Rules of Civil Procedure, and other legal information or books may be found at the public library or in a law library at your county courthouse or a law school in your area. If you are filing a petition for **Name Change** and/or **Adoption**, these instructions may not apply.

If the word(s) is printed in **bold**, this means that the word is being emphasized. Throughout these instructions, you will also find words printed in **bold** and **underlined**. This means that the definitions of these words may be found in the glossary of common family law terms at the end of this general information section.

Commentary

1995 Adoption. To help the many people in family law court cases who do not have attorneys to represent them (pro se litigants), the Florida Supreme Court added these simplified forms and directions to the Florida Family Law Rules of Procedure. The directions refer to the Florida Family Law Rules of Procedure or the Florida Rules of Civil Procedure. Many of the forms were adapted from the forms accompanying the Florida Rules of Civil Procedure. Practitioners should refer to the committee notes for those forms for rule history.

The forms were adopted by the Court pursuant to *Family Law Rules of Procedure*, 667 So. 2d 202 (Fla. 1995); *In re Petition for Approval of Forms Pursuant to Rule 10-1.1(b) of the Rules Regulating the Florida Bar—Stepparent Adoption Forms*, 613 So. 2d 900 (Fla. 1992); *Rules Regulating the Florida Bar—Approval of Forms*, 581 So. 2d 902 (Fla. 1991).

Although the forms are part of these rules, they are not all inclusive and additional forms, as necessary, should be taken from the Florida Rules of Civil Procedure as provided in Florida Family Law Rules of Procedure. Also, the following notice has been included to strongly encourage individuals to seek the advice, when needed, of an attorney who is a member in good standing of the Florida Bar.

1997 Amendment. In 1997, the Florida Family Law Forms were completely revised to simplify and correct the forms. Additionally, the appendices were eliminated, the instructions contained in the appendices were incorporated into the forms, and the introduction following the Notice to Parties was created. Minor changes were also made to the Notice to Parties set forth below.

NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A MEMBER IN GOOD STANDING OF THE FLORIDA BAR

If you have questions or concerns about these forms, instructions, commentary, the use of the forms, or your legal rights, it is strongly recommended that you talk to an attorney. If you do not know an attorney, you should call the lawyer referral service listed in the yellow pages of the telephone book under “Attorney.” If you do not have the money to hire an attorney, you should call the legal aid office in your area.

Because the law does change, the forms and information about them may have become outdated. You should be aware that changes may have taken place in the law or court rules that would affect the accuracy of the forms or instructions.

In no event will the Florida Supreme Court, The Florida Bar, or anyone contributing to the production of these forms or instructions be liable for any direct, indirect, or consequential damages resulting from their use.

FAMILY LAW PROCEDURES

Communication with the court... Ex parte communication is communication with the judge with only one party present. Judges are not allowed to engage in ex parte communication except in very limited circumstances, so, absent specific authorization to the contrary, you should not try to speak with or write to the judge in your case unless the other **party** is present or has been properly notified. **If you have something you need to tell the judge, you must ask for a hearing and give notice to the other party or file a written statement in the court file and send a copy of the written statement to the other party.**

Filing a case... A case begins with the filing of a **petition**. A petition is a written request to the court for some type of legal action. The person who originally asks for legal action is called the **petitioner** and remains the petitioner throughout the case.

A petition is given to the **clerk of the circuit court**, whose office is usually located in the county courthouse or a branch of the county courthouse. A case number is assigned and an official court file is opened. Delivering the petition to the clerk's office is called **filing** a case. A **filing fee** is usually required.

Once a case has been filed, a copy must be given to (served on) the respondent. The person against whom the original legal action is being requested is called the **respondent**, because he or she is expected to respond to the petition. The respondent remains the respondent throughout the case.

Service... When one party files a **petition**, **motion**, or other **pleading**, the other party must be "served" with a copy of the document. This means that the other party is given proper notice of the pending action(s) and any scheduled hearings. **Personal service** of the petition and summons on the respondent by a deputy sheriff or private process server is required in all **original petitions** and **supplemental petitions**, unless **constructive service** is permitted by law. Personal service may also be required in other actions by some judges. After initial service of the original or supplemental petition and summons by a deputy sheriff or private process server, service of most motions and other documents or papers filed in the case generally may be made by regular U.S. mail or hand delivery. However, service by **certified mail** is required at other times so you have proof that the other party actually received the papers. The instructions with each form will advise you of the type of **service** required for that form. **If the other party is represented by an attorney, you should serve the attorney and send a copy to the other party, except for original or supplemental petitions, which must be personally served on the respondent.**

Other than the initial original or supplemental petitions, anytime you file additional pleadings or motions in your case, you must provide a copy to the other party and include a **certificate of service**. Likewise, the other party must provide you with copies of everything that he or she files. Service of additional documents is usually completed by U.S. mail. For more information, see the instructions for **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914.

Forms for service of process are included in the Florida Family Law Forms, along with more detailed instructions and information regarding service. The instructions to those forms should be read carefully to ensure that you have the other party properly served. **If proper service is not obtained, the court cannot hear your case.**

Note: If you absolutely do not know where the other party to your case lives or if the other party resides in another state, you may be able to use **constructive service**. However, if constructive service is used, other than granting a divorce, the court may only grant limited relief. For more information on constructive service, see **Notice of Action for Dissolution of Marriage**, Florida Supreme Court Approved Family Law Form 12.913(a), and **Affidavit of Diligent Search and Inquiry**, Florida Family Law Rules of Procedure Form 12.913(b). Additionally, if the other party is in the military service of the United States, additional steps for service may be required. See, for example, **Memorandum for Certificate of Military Service**, Florida Supreme Court Approved Family Law Form 12.912(a). In sum, the law regarding constructive service and service on an individual in the military service is very complex and you may wish to consult an attorney regarding these issues.

Default... After being served with a petition or **counterpetition**, the other party has 20 days to file a response. If a response to a petition is not filed, the petitioner may file a **Motion for Default**, Florida Supreme Court Approved Family Law Form 12.922(a), with the clerk. This means that you may proceed with your case and set a **final hearing**, and a **judge** will make a decision, even if the other party will not cooperate. For more information, see rule 12.080(c), Florida Family Law Rules of Procedure.

Answer and counterpetition... After being served, the respondent has 20 days to file an answer admitting or denying each of the allegations contained in the petition. In addition to an answer, the respondent may also file a counterpetition. In a counterpetition, the respondent may request the same or some other relief or action not requested by the petitioner. If the respondent files a counterpetition, the petitioner should then file an **Answer to Counterpetition**, Florida Supreme Court Approved Family Law Form 12.903(d), and either admit or deny the allegations in the respondent's counterpetition.

Mandatory disclosure... Rule 12.285, Florida Family Law Rules of Procedure, requires each party in a **dissolution of marriage** to exchange certain information and documents, and file a **Family Law Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). Failure to make this required disclosure within the time required by the Florida Family Law Rules of Procedure may allow the court to dismiss the case or to refuse to consider the pleadings of the party failing to comply. This requirement also must be met in other family law cases, **except** adoptions, simplified dissolutions of marriage, enforcement proceedings, contempt proceedings, and proceedings for injunctions for domestic or repeat violence. The **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932, lists the documents that must be given to the other party. For more information see rule 12.285, Florida Family Law Rules of Procedure, and the instructions to the **Certificate of Compliance with Mandatory Disclosure**, Florida Family Law Rules of Procedure Form 12.932.

Setting a hearing or trial... Generally, the court will have hearings on motions, final hearings on **uncontested** or **default** cases, and trials on contested cases. Before setting your case for **final hearing** or trial, certain requirements such as completing mandatory disclosure and filing certain papers and having them served on the other party must be met. These requirements vary depending on the type of case and the procedures in your particular jurisdiction. For further information, you should refer to the instructions for the type of form you are filing.

Next, you must obtain a hearing or trial date so that the court may consider your request. You should ask the clerk of court, or **family law intake staff** about the local procedure for setting a hearing or trial, which you should attend. These family law forms contain **orders** and **final judgments**, which the judge may use. You should ask the clerk of court or family law intake staff if you need to bring one of these forms with you to the hearing or trial. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial.

Below are explanations of symbols or parts of different family law forms...

{specify}, {date}, {name(s)}, {street}, {city}, {state}, {phone}

Throughout these forms, you will find hints such as those above. These tell you what to put in the blank(s).

one only **all that apply**

These show how many choices you should check. Sometimes you may check only one, while other times you may check several choices. () This also shows an area where you must make a choice. Check the () in front of the choice that applies to you or your case.

IN THE CIRCUIT COURT OF THE _____ (1) _____ JUDICIAL CIRCUIT,
IN AND FOR _____ (2) _____ COUNTY, FLORIDA

Case No.: _____ (3) _____

Division: _____ (4) _____

____ (5) _____,
Petitioner,

and

_____(6)_____,
Respondent.

Line 1 The clerk of court can tell you the number of your judicial circuit. Type or print it here.

Line 2 Type or print your county name on line (2).

Line 3 If you are filing an initial petition or pleading, the Clerk of the Court will assign a case number after the case is filed. You should type or print this case number on all papers you file in this case.

Line 4 The clerk of the court can tell you the name of the division in which your case is being filed, and you should type or print it here. Divisions vary from court to court. For example, your case may be filed in the civil division, the family division, or the juvenile division.

Line 5 Type or print the legal name of the person who originally filed the case on line 5. This person is the petitioner because he/she is the one who filed the original petition.

Line 6 Type or print the other party's legal name on line 6. The other party is the respondent because he/she is responding to the petition.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____(1)_____

_____(2)_____

Signature of Petitioner

Printed Name: _____(3)_____

Address: _____(4)_____

City, State, Zip: _____(5)_____

Telephone Number: _____(6)_____

Fax Number: _____(7)_____

Some forms require that your signature be witnessed. You must sign the form in the presence of a **notary public** or deputy clerk (employee of the clerk of the court's office). When signing the form, you must have a valid photo identification unless the notary knows you personally. You should completely fill in all lines (1 3-7) except 2 with the requested information, if applicable. **Line 2, the signature line, must be signed in the presence of the notary public or deputy clerk.**

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

Type of identification produced _____

DO NOT SIGN OR FILL IN THIS PART OF ANY FORM. This section of the form is to be completed by the notary public who is witnessing your signature.

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [↪ fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} _____(1)_____

a nonlawyer, located at {street} _____ (2) _____, {city} _____ (3) _____
{state} _____ (4) _____, {phone} _____ (5) _____, helped {name} _____ (6) _____,
who is the petitioner, fill out this form.

This section should be completed by anyone who helps you fill out these forms but is **not** an attorney who is a member in good standing of The Florida Bar, which means that he or she is not licensed to practice law in Florida.

- Line 1** The **nonlawyer** who helps you should type or print his or her name on line 1.
Lines 2–5 The nonlawyer’s address and telephone number should be typed or printed on lines 2–5.
Line 6 Your name should be typed or printed on line 6.

In addition, a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), should be completed if a nonlawyer assists you. The disclosure is available as a family law form and should be completed before the nonlawyer helps you. This is to be sure that you understand the role and limitations of a nonlawyer. You and the nonlawyer should keep a copy of this disclosure for your records.

FAMILY LAW GLOSSARY OF COMMON TERMS AND DEFINITIONS

Note: The following definitions are intended to be helpful, BUT they are not intended to constitute legal advice or address every possible meaning of the term(s) contained in this glossary.

Affidavit - a written statement in which the facts stated are sworn or affirmed to be true.

Answer - written response by a respondent that states whether he or she admits (agrees with) or denies (disagrees with) the allegations in the petition. Any allegations not specifically denied are considered to be admitted.

Appeal - asking a district court of appeal to review the decision in your case. There are strict procedural and time requirements for filing an appeal.

Asset - everything owned by you or your spouse, including property, cars, furniture, bank accounts, jewelry, life insurance policies, businesses, or retirement plans. An asset may be marital or nonmarital, but that distinction is for the court to determine if you and your spouse do not agree.

Attorney - a person with special education and training in the field of law who is a member in good standing of The Florida Bar and licensed to practice law in Florida. An attorney is the only person who is allowed to give you legal advice. An attorney may file your case and represent you in court, or just advise you of your rights before you file your own case. In addition to advising you of your rights, an attorney may tell you what to expect and help prepare you for court. In family law matters, you are not entitled to a court-appointed lawyer, like a public defender in a criminal case. However, legal assistance is often available for those who are unable to hire a private attorney. You may consult the yellow pages of the telephone directory for a listing of legal aid or lawyer referral services in your area, or ask your local clerk of court or family law intake staff what services are available in your area. You may also obtain information from the Florida Supreme Court’s Internet site located at <http://www.flcourts.org/courts/supct>.

Bond - money paid to the clerk of court by one party in a case, to be held and paid to an enjoined party in the event that the first party causes loss or damage of property as a result of wrongfully enjoining the other party.

Central Governmental Depository - the office of the clerk of court that is responsible for collecting and disbursing court-ordered alimony and child support payments. The depository also keeps payment records and files judgments if support is not paid.

Certificate of Service - a document that must be filed whenever a form you are using does not contain a statement for you to fill in showing to whom you are sending copies of the form. Florida Supreme Court Approved Family Law Form 12.914 is the certificate of service form and contains additional instructions.

Certified Copy - a copy of an order or final judgment, certified by the clerk of the circuit court to be an authentic copy.

Certified Mail - mail which requires the receiving party to sign as proof that they received it.

Child Support - money paid from one parent to the other for the benefit of their dependent or minor child(ren).

Clerk of the Circuit Court - elected official in whose office papers are filed, a case number is assigned, and case files are maintained. The clerk's office usually is located in the county courthouse.

Constructive Service - notification of the other party by newspaper publication or posting of notice at designated places when the other party cannot be located for personal service. You may also be able to use constructive service when the other party lives in another state. Constructive service is also called "service by publication." However, when constructive service is used, the relief the Court may grant is limited. For more information on service, see the instructions for Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a).

Contested Issues - any or all issues upon which the parties are unable to agree and which must be resolved by the judge at a hearing or trial.

Contingent Asset - an asset that you **may** receive or get later, such as income, tax refund, accrued vacation or sick leave, a bonus, or an inheritance.

Contingent Liability - a liability that you **may** owe later, such as payments for lawsuits, unpaid taxes, or debts that you have agreed or guaranteed to pay if someone else does not.

Counterpetition - a written request to the court for legal action, which is filed by a respondent after being served with a petition.

Default - a failure of a party to respond to the pleading of another party. This failure to respond may allow the court to decide the case without input from the party who did not appear or respond.

Delinquent - late.

Dependent Child(ren) - child(ren) who depend on their parent(s) for support either because they are under the age of 18, they have a mental or physical disability that prevents them from supporting themselves, or they are in high school while between the ages of 18 and 19 and are performing in good faith with reasonable expectation of graduation before the age of 19.

Deputy Clerk - an employee of the office of the clerk of court, which is usually located in the county courthouse or a branch of the county courthouse.

Dissolution of Marriage - divorce; a court action to end a marriage.

Enjoined - prohibited by the court from doing a specific act.

Ex Parte - communication with the judge by only one party. In order for a judge to speak with either party, the other party must have been properly notified and have an opportunity to be heard. If you have something you wish to tell the judge, you should ask for a hearing or file information in the clerk of court's office, with certification that a copy was sent to the other party.

Family Law Intake Staff - a court's employee(s) who is (are) available to assist you in filing a family law case. Family law intake staff are not attorneys and cannot give legal advice. They may only assist you with filling out the form(s). Your local clerk's office can tell you if your county has such assistance available.

Filing – delivering a petition, response, motion, or other pleading in a court case to the clerk of court’s office.

Filing Fee - an amount of money, set by law, that the petitioner must pay when filing a case. If you cannot afford to pay the fee, you must file an **Application for Determination of Civil Indigent Status**, to ask the clerk to file your case without payment of the fee. This form can be obtained from the clerk’s office.

Final Hearing - trial in your case.

Financial Affidavit - a sworn statement that contains information regarding your income, expenses, assets, and liabilities.

Final Judgment - a written document signed by a judge and recorded in the clerk of the circuit court’s office that contains the judge’s decision in your case.

Guardian ad Litem - a neutral person who may be appointed by the court to evaluate or investigate your child’s situation, and file a report with the court about what is in the best interests of your child(ren). Guardians do not “work for” either party. The guardian may interview the parties, visit their homes, visit the child(ren)’s school(s) and speak with teachers, or use other resources to make their recommendation.

Hearing - a legal proceeding before a judge or designated officer (general magistrate or hearing officer) on a motion.

Judge - an elected official who is responsible for deciding matters on which you and the other parties in your case are unable to agree. A judge is a neutral person who is responsible for ensuring that your case is resolved in a manner which is fair, equitable, and legal. **A judge is prohibited by law from giving you or the other party any legal advice, recommendations, or other assistance, and may not talk to either party unless both parties are present, represented, or at a properly scheduled hearing.**

Judicial Assistant - the judge’s personal staff assistant.

Liabilities - everything owed by you or your spouse, including mortgages, credit cards, or car loans. A liability may be marital or nonmarital, but that distinction is for the court to determine if you and your spouse do not agree.

Lump Sum Alimony - money ordered to be paid by one spouse to another in a limited number of payments, often a single payment.

Mandatory Disclosure - items that must be disclosed by both parties except those exempted from disclosure by Florida Family Law Rule 12.285.

Marital Asset - generally, anything that you and/or your spouse acquired or received (by gift or purchase) during the marriage. For example, something you owned before your marriage **may** be nonmarital. An asset may only be determined to be marital by agreement of the parties or determination of the judge.

Marital Liability - generally, any debt that you and/or your spouse incurred during the marriage. A debt may only be determined to be nonmarital by agreement of the parties or determination of the judge.

Mediator - a person who is trained and certified to assist parties in reaching an agreement before going to court. Mediators do not take either party’s side and are not allowed to give legal advice. They are only responsible for helping the parties reach an agreement and putting that agreement into writing. In some areas, mediation of certain family law cases may be required before going to court.

Modification - a change made by the court in an order or final judgment.

Motion - a request made to the court, other than a petition.

No Contact - a court order directing a party not speak to, call, send mail to, visit, or go near his or her spouse, ex-spouse, child(ren), or other family member.

Nonlawyer - a person who is not a member in good standing of The Florida Bar.

Nonmarital Asset - generally, anything owned separately by you or your spouse. An asset may only be determined to be nonmarital by either agreement of the parties or determination of the judge.

Nonmarital Liability - generally, any debt that you or your spouse incurred before your marriage or since your separation. A debt may only be determined to be nonmarital by either agreement of the parties or determination of the judge.

Nonparty - a person who is not the petitioner or respondent in a court case.

Notary Public - a person authorized to witness signatures on court related forms.

Obligee - a person to whom money, such as child support or alimony, is owed.

Obligor - a person who is ordered by the court to pay money, such as child support or alimony.

Order - a written decision signed by a judge and filed in the clerk of the circuit court's office, that contains the judge's decision on part of your case, usually on a motion.

Original Petition - see **Petition**.

Parenting Course - a class that teaches parents how to help their child(ren) cope with divorce and other family issues.

Party - a person involved in a court case, either as a petitioner or respondent.

Paternity Action - A lawsuit used to determine whether a designated individual is the father of a specific child or children.

Payor - an employer or other person who provides income to an obligor.

Permanent Alimony - spousal support ordered to be paid at a specified, periodic rate until modified by a court order, the death of either party, or the remarriage of the Obligee, whichever occurs first.

Personal Service - when a summons and a copy of a petition (or other pleading) that has been filed with the court are delivered by a deputy sheriff or private process server to the other party. Personal service is required for all petitions and supplemental petitions.

Petition - a written request to the court for legal action, which begins a court case.

Petitioner - the person who files a petition that begins a court case.

Pleading - a formal written statement of exactly what a party wants the court to do in a lawsuit or court action.

Primary Residence - the home in which the child(ren) spends most of his/her (their) time.

Pro Se Litigant - a person who appears in court without the assistance of a lawyer.

Pro Se Coordinator - see **Family Law Intake Staff**.

Reasonable Visitation - visitation between the nonresidential parent and child(ren) that provides frequent and unhampered contact with the child(ren). Such visitation is designed to encourage a close and continuing relationship with due regard for educational commitments of child(ren), any health or social factors of the child(ren), business and personal commitments of both parents, and home arrangements of both parents.

Rehabilitative Alimony - spousal support ordered to be paid for a limited period of time to allow one of the parties an opportunity to complete a plan of education or training, according to a rehabilitative plan accepted by the court, so that he or she may better support himself or herself.

Respondent - the person who is served with a petition requesting some legal action against him or her.

Rotating Custody - physical custody of child(ren) after divorce, which is alternated between the mother and father at specified periods of time, as determined by the court. Rotating custody allows each parent equal time with the child(ren).

Scientific Paternity Testing - a medical test to determine who is the father of a child.

Secondary Residential Responsibility (Visitation) - the time that the parent with whom the child(ren) does (do) not have primary residence spends with the child(ren).

Service - the delivery of legal documents to a party. This must be accomplished as directed by Florida Family Law Rules 12.070 and 12.080.

Shared Parental Responsibility - an arrangement under which both parents have full parental rights and responsibilities for their child(ren), and the parents make major decisions affecting the welfare of the child(ren) jointly. Shared Parental Responsibility is presumptive in Florida.

Sole Parental Responsibility - a parenting arrangement under which the responsibility for the minor child(ren) is given to one parent by the court, with or without rights of visitation to the other parent.

Specified Visitation - a parenting arrangement under which a specific schedule is established for the visitation and exchange of the child(ren).

Spouse - a husband or wife.

Supervised Visitation - a parenting arrangement under which visitation between a parent and his or her child(ren) is supervised by either a friend, family member, or a supervised visitation center.

Supplemental Petition - a petition that may be filed by either party after the judge has made a decision in a case and a final judgment or order has been entered. For example, a supplemental petition may be used to request that the court modify the previously entered final judgment or order.

Trial - the final hearing in a contested case.

Uncontested - any and all issues on which the parties are able to agree and which are part of a marital settlement agreement.

Administrative Office of the Courts
The Sixth Judicial Circuit of Florida
(727)582-7200

MEDIATION INFORMATION

Mediation means a process whereby a neutral third person called a mediator acts to encourage and facilitate the resolution of a dispute between two or more parties. It is an informal and non-adversarial process with the objective of helping you and the other party reach a mutually acceptable and voluntary agreement. The decision making authority rests with the parties.

“Family Mediation” which means mediation of family matters, including married or unmarried persons, before and after judgments involving dissolution of marriage; property division; shared or sole parental responsibility; or child support, custody, and visitation. Referrals to mediation on temporary matters such as child support /alimony and custody/visitation may also be made.

If an agreement is reached, it is placed in writing, signed by you and the other party, and filed with the court; unless otherwise agreed upon by the parties.

If you do not reach an agreement, the mediator reports the lack of agreement to the court without comment or recommendation. With the consent of the parties, the mediator’s report may also identify any pending motions or outstanding legal issues, discovery process, or other action by any party which, if resolved or completed, would facilitate the possibility of a settlement.

If you want the court to order mediation in your case, you must file a motion stating what issues in your case need to be referred to mediation. The original motion must be filed with the clerk of court and a copy sent to the other party. Once your motion has been properly filed, you must call to obtain a hearing date so the judge or general master can consider your motion.

Mediators are paid for their services. The court can determine the portion of the cost each party pays for mediation upon request. If you cannot afford the mediation costs, you can file a motion asking the court to waive the cost or change the percentage of the costs that you are ordered to pay. When filing a motion to waive or reassign the costs in a mediation, it is normally necessary to file a current financial affidavit with your request.

For further information, see Florida Family Law Rules of Procedure 12.740-12.741.

Administrative Office of the Courts
The Sixth Judicial Circuit of Florida
(727)582-7200

How can I keep my address confidential in a court case if I am in fear of domestic violence?

Question: I am in fear of domestic violence from my spouse or another party in my court case. What do I have to do if I want to keep my address confidential?

Answer: In a domestic or repeat violence injunction case, the clerk of court has procedures in place to keep your address confidential. If a party in the injunction case properly files their pleadings at the domestic violence desk, the clerk will send you the copies of their pleadings so that you are properly notified of the filing and the hearing.

In most types of proceedings, the confidential address procedure through the clerk is not available because parties are required to copy other parties with pleadings filed in the case. In addition to sending copies of all pleadings, the moving party must prepare a notice of hearing and send it to all parties in the case.

If you do not want the other party(s) to have your home address you can consider the following:

1. Obtain a post office box. The post office cannot reveal the true address of a post office box owner, who is a private person and not a business, without a court order.
2. Ask your employer if you may use your work address to receive mail on your court case and as your service address for personal service.
3. If you are a victim of domestic violence or the guardian of an adult, minor child or impaired person who is a victim of domestic violence, you may inquire about the Address Confidentiality Program (ACP) with the Florida Attorney General's Office. You will be interviewed for acceptance into the program. Please call the Florida Attorney General at 1-800-226-6667 (local # 850-414-3300, TDD/TTY users may use the Florida Relay service at 1-800-955-8771) for information on setting up the interview.

How the program works: If you are accepted into the ACP program you will be given a substitute address to use for your mailing and legal process service address. The Attorney General will be the only one who has your real address. All first class mail sent, or legal process served, to the substitute ACP address will be forwarded to you by the Attorney General's Office. Your acceptance into the program is for a set period of time, is revocable, and must be renewed upon expiration. If you are accepted into the ACP program you will be given an identification card. It is your responsibility to determine who will get your actual address and who will get your ACP address. Government agencies are required to accept your ACP address but if you have previously given your actual address, they may not have to replace it with your substitute address.

The courts may order you to reveal your true address during a court case. Be aware that many government agencies share information and if you have given your true address to one, it may be shared with other agencies. Federal agencies and private businesses are not required to accept your ACP address but many will do so. Certain agencies, such as law enforcement, have the right to access your true address for certain reasons. A false or incorrect application under this program constitutes a second degree misdemeanor.

Administrative Office of the Courts Φ The Sixth Judicial Circuit of Florida Φ 727-582-7200

| South Pinellas County(St. Petersburg) | | |
|---|--|--|
| Name | Address | Telephone Number(s) or other information |
| Courts Information and Resource Center | Family law procedural assistance & information on approved forms. | 727-582-7200 (walk-in assistance is not available) Office hours 8 a.m. to Noon, 1 p.m. to 5 p.m. Monday - Friday. |
| Lawyer Referral Service | | 727-821-5450 (30 min. consultation with a lawyer for a small fee) |
| Legal Aid St. Petersburg | Bay Area Legal Services-West 2600-9 th Street North, Ste. 401 St. Petersburg, FL 33704 | Bay Area Legal Services-West: 727-490-4040 Gulfcoast Legal Services: 727-821-0726 Community Law Program: 727-582-7402 |
| St. Petersburg Courthouse | 545-1 st Avenue North St. Petersburg, FL 33701 | Clerk of Court: 727-582-7771 Child Support Automated Information Line: 727-464-4845 |
| Alternative Dispute Resolution Programs | Court ordered civil mediation and arbitration services. | Mediation/Arbitration: 727-464-4943, Family Mediation: 727-464-4947 |
| North Pinellas County(Clearwater) | | |
| Clearwater Courthouse | 315 Court Street Clearwater, FL 33756 | Clerk of Court: 727-464-3267 Child Support Automated Information Line: 727-464-4845 Clearwater Courthouse Legal Assistance Program: 727-464-3267 |
| Courts Information and Resource Center | Family law procedural assistance & information on approved forms. | 727-582-7200 (walk-in assistance is not available) Office hours 8 a.m. to Noon, 1 p.m. to 5 p.m. Monday - Friday. |
| Lawyer Referral Service | | 727-461-4880 (30 minute consultation for a small fee) |
| Legal Aid Clearwater | Gulfcoast Legal Services 314 S. Missouri Avenue, #109 Clearwater, FL 33756 | 727-443-0657 |
| Pinellas County Information | 315 Court Street Clearwater, FL 33756 | 727-464-3000 |
| Alternative Dispute Resolution Programs | Court ordered mediation and arbitration services. | Mediation/Arbitration: 727-464-4943, Family Mediation: 727-464-4947 |
| Pasco County (New Port Richey & Dade City) | | |
| Clerk of Court-Civil (New Port Richey) | 7530 Little Road New Port Richey, FL 34654 | 727-847-8176 727-847-2411 |
| Clerk of Court-Civil (Dade City) | 38053 Live Oak Avenue Dade City, FL 33523-3805 | 352-521-4517 |
| Legal Aid-Pasco | Bay Area Legal Services Offices in New Port Richey and Dade City | New Port Richey: 727-847-5494 Dade City: 352-567-9044 |
| Pasco County General Information | 38053 Live Oak Avenue Dade City, FL 33523-3805 | 352-521-4274 |
| Miscellaneous | | |
| Florida Dept. of Revenue | Many offices statewide | Child Support Enforcement: 800-622-5437 |
| 211 | Information and referral for a variety of state, local and private services in the areas of health care, psychological services, domestic violence, support groups, tutoring and more. | Dial 211 (24 hours per day, 7 days per week) Multilingual Internet page: http://www.211tampabay.com |
| Internet Pages | Florida Supreme Court http://www.flcourts.org , Pinellas County Clerk of Court http://clerk.co.pinellas.fl.us/ Sixth Judicial Circuit Court http://www.jud6.org , Sixth Judicial Circuit Family Division http://www.jud6.org/GeneralInfo/AboutTheCircuit/AOC/Courtprograms/familyLaw/familylaw.htm | |
| State of Florida FLSDU | SDU P.O. Box 8500 Tallahassee, FL 32314-8500 | For income deducted support payments 1-877-769-0251 Toll free (you will need your case number and social security number) |

**CIRCUIT/COUNTY COURT, PINELLAS COUNTY, FLORIDA
CIVIL DIVISION**

CIVIL COVER SHEET

The civil cover sheet and the information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use of the clerk of Court for the purpose of reporting judicial workload data pursuant to Florida Statute 25.075.

I. CASE STYLE

(Name of Court) _____

Plaintiff _____

Ref. _____

Defendant _____

UCN: _____

Judge: _____

II. TYPE OF CASE (Place an X in one box only. If the case fits more than one type of case, select the most definitive.)

| Domestic Relations | Torts | Other Civil |
|--|---|---|
| <input type="checkbox"/> Simplified Dissolution <input type="checkbox"/> Uncontested Dissolution <input type="checkbox"/> Contested Dissolution <input type="checkbox"/> Support IV-D <input type="checkbox"/> Support – Non IV-D <input type="checkbox"/> URESA - IV-D <input type="checkbox"/> URESA – Non IV-D <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Other Domestic Relations | <input type="checkbox"/> Professional Malpractice <input type="checkbox"/> Products liability <input type="checkbox"/> Auto negligence <input type="checkbox"/> Other negligence | <input type="checkbox"/> Contracts <input type="checkbox"/> Condominium <input type="checkbox"/> Real property / Mortgage foreclosure <input type="checkbox"/> Eminent Domain <input type="checkbox"/> Other |
| | Specific Case Type | |
| | <input type="checkbox"/> (per Administrative order 86-44) | |

III. Is Jury Trial Demanded in Complaint?

Yes No

DATE: _____

SIGNATURE OF ATTORNEY FOR
PARTY INITIATING ACTION:

ATTORNEY'S SPN NUMBER: _____

Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the **petitioner** in a family case to file with the court a **notice of related cases**, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instruction Sheet For Filing A Notice Of Related Cases, Pinellas County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. **You must do this and show the date that you did it.**

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax: _____.

What should I do next?

Each party, whether the petitioner or the respondent has a **continuing duty** to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA, IN AND FOR PINELLAS COUNTY
FAMILY LAW DIVISION**

UCN: 52-200__DR0_____XX____FD

Ref. No.: _____ Division: _____

_____,
Petitioner,

and

_____,
Respondent.

NOTICE OF RELATED CASES

I, *{full legal name}* _____, certify the following:

I am aware of the following case(s) which are or may be related to the current case above:

(Attach additional sheets as necessary.)

Related Case

Case No.: _____

Case Name: _____
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS
{ } Other Petition: _____

How are the cases related? { } Same Parties { } One Party the Same: _____ { } Same Children
{ } Same Issues

Related Case

Case No.: _____

Case Name: _____
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS
{ } Other Petition: _____

How are the cases related? { } Same Parties { } One Party the Same: _____ { } Same Children
{ } Same Issues

Related Case

Case No.: _____

Case Name: _____
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS
{ } Other Petition: _____

How are the cases related? { } Same Parties { } One Party the Same: _____ { } Same Children
{ } Same Issues

[*√any that apply.*]

- I believe assignment of the cases to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions.
- I believe assignment of the cases to one judge or another method of coordination will not conserve judicial resources nor promote an efficient determination of the actions because _____
- I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)

I UNDERSTAND THAT THE CIRCUIT COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW TO COORDINATE FILED CASES.

I UNDERSTAND THAT I HAVE A CONTINUING DUTY TO INFORM THE COURT OF ANY CASES IN THIS OR ANY OTHER STATE THAT COULD AFFECT THE CURRENT CASE.

THIS FORM SHALL BE USED FOR CASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY THE CLERK OF CIRCUIT COURT IF IT IS DETERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN THIS FORM.

I certify that a copy of this document was [one only]: mailed faxed and mailed
 hand-delivered to the person(s) listed below on {date} _____

Other party or his/her attorney:
 Name: _____
 Address: _____
 City, State, Zip: _____
 Fax Number: _____

Other party or his/her attorney:
 Name: _____
 Address: _____
 City, State, Zip: _____
 Fax Number: _____

Dated: _____

Signature of Party: _____

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

When should this form be used?

Rule of Judicial Administration 2.085(d) requires the **petitioner** in a family case to file with the court a **notice of related cases**, if the petitioner is aware that related cases exist or if the petitioner should be able to reasonably determine that related cases exist.

A related case is a case that is **separate** from the new case to be filed by the petitioner that:

- A) involves any of the same parties, children, or issues, and it is pending at the time the party files a family case; or
- B) affects the court's authority to proceed; or
- C) has an order in the related case that may conflict with an order on the same issues in the new case; or
- D) may cause an order in the new case to be entered that may conflict with an order in the earlier case.

Family cases include:

- dissolution of marriage (divorce),
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The party filing a case, should review the above list, and if that party has or had another court case that fits under one of the categories listed above, that case should be listed on the Notice of Related Cases.

Instruction Sheet For Filing A Notice Of Related Cases, Pasco County

The Notice of Related Cases should be typed or printed in black ink. After completing the form, you should **file** the original with the **clerk of the circuit court** in the county where your case is filed and keep a copy for your records. A copy of the form must be mailed or hand delivered to any other party in your case. **You must do this and show the date that you did it.**

Rule of Judicial Administration 2.085(d) requires the petitioner to serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be done by sending or faxing this form to:

In West Pasco: _____, Unified
Family Court, Administrative Office of the Courts,
West Pasco Judicial Center, 7530 Little Road, New
Port Richey, FL, 34654
Fax: _____.

In East Pasco: _____, Unified
Family Court, Administrative Office of the Courts,
West Pasco Judicial Center, 38053 Live Oak Avenue,
Dade City, FL, 33525
Fax: _____.

What should I do next?

Each party, whether the petitioner or the respondent has a **continuing duty** to inform the court of any cases in this or any other state that could affect the current case.

Where can I look for more information?

Read the "General Information for Self-Represented Litigants" found at the beginning of the Family Law Forms in the Florida Rules of Court, Family Law Rules. You may also refer to Rule of Judicial Administration 2.085(d).

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA, IN AND FOR PASCO COUNTY
FAMILY LAW DIVISION**

UCN: 51-200 _____

Pasco Case No.: _____ Division: _____

_____,
Petitioner,

and

_____,
Respondent.

NOTICE OF RELATED CASES

I, *{full legal name}* _____, certify the following:

I am aware of the following case(s) which are or may be related to the current case above:

(Attach additional sheets as necessary.)

Related Case

Case No.: _____

Case Name: _____
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS
{ } Other Petition: _____

How are the cases related? { } Same Parties { } One Party the Same: _____ { } Same Children
{ } Same Issues

Related Case

Case No.: _____

Case Name: _____
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS
{ } Other Petition: _____

How are the cases related? { } Same Parties { } One Party the Same: _____ { } Same Children
{ } Same Issues

Related Case

Case No.: _____

Case Name: _____
(e.g., Smith v. Jones; In Re: the matter of R. S.; State v. Smith; etc.)

Case Type: { } Dissolution of Marriage { } Paternity { } Child Support { } UIFSA { } Juvenile Dependency
{ } Juvenile Delinquency { } Domestic Violence Injunction { } CINS/FINS
{ } Other Petition: _____

How are the cases related? { } Same Parties { } One Party the Same: _____ { } Same Children
{ } Same Issues

[✓any that apply.]

I believe assignment of the cases to one judge or another method of coordination will conserve judicial resources and promote an efficient determination of the actions.

I believe assignment of the cases to one judge or another method of coordination will not conserve judicial resources nor promote an efficient determination of the actions because _____.

I request coordination of the following above-listed cases: (Note: Out-of-county cases cannot be coordinated.)

I UNDERSTAND THAT THE CIRCUIT COURT RESERVES THE RIGHT TO DECIDE WHEN AND HOW TO COORDINATE FILED CASES.

I UNDERSTAND THAT I HAVE A CONTINUING DUTY TO INFORM THE COURT OF ANY CASE IN THIS OR ANY OTHER STATE THAT COULD AFFECT THE CURRENT CASE.

THIS FORM SHALL BE USED FOR CASE MANAGEMENT PURPOSES ONLY AND MAY BE SEALED BY THE CLERK OF CIRCUIT COURT IF IT IS DETERMINED CONFIDENTIAL INFORMATION IS INCLUDED IN THIS FORM.

I certify that a copy of this document was [✓ one only]: mailed faxed and mailed
 hand-delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____

Other party or his/her attorney:
Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____

Dated: _____

Signature of Party: _____

Attorney Instruction Sheet For Filing A Notice Of Related Cases,
Pinellas County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases,
Pinellas County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

Debra Leiman, Unified Family Court Staff Director,
Administrative Office of the Courts, Criminal Justice
Center, 14250 49th Street North, Clearwater, FL 33762
Fax: _____.

Attorney Instruction Sheet For Filing A Notice Of Related Cases,
Pasco County

Per Rule of Judicial Administration 2.085(d), the petitioner in a family case shall file with the court a notice of related cases, if related cases are known or reasonably ascertainable.

A case is related when:

- A) it involves any of the same parties, children, or issues and it is pending at the time the party files a family case; or
- B) it affects the court's authority to proceed; or
- C) an order in the related case that may conflict with an order on the same issues in the new case; or
- D) an order in the new case may conflict with an order in the earlier litigation.

Family cases include:

- dissolution of marriage,
- annulment,
- support unconnected with dissolution of marriage,
- paternity,
- child support,
- UIFSA,
- custodial care of and access to children,
- adoption,
- name change,
- declaratory judgment actions related to premarital, marital, or post-marital agreements,
- civil domestic violence, repeat violence, dating violence, and sexual violence injunctions,
- juvenile dependency,
- termination of parental rights,
- juvenile delinquency,
- emancipation of a minor,
- CINS/FINS,
- truancy, and
- modification and enforcement of orders entered in these cases.

The Notice of Related Cases shall be filed with the initial pleading by the filing attorney or self-represented petitioner.

Each party has a continuing duty to inform the court of any proceedings in this or any other state that could affect the current proceeding.

Attorney Instruction Sheet For Filing A Notice Of Related Cases,
Pasco County

This Notice of Related Cases shall be filed with the Clerk of the Circuit Court and copies of this notice shall be served on all parties in the related cases.

Rule of Judicial Administration 2.085(d) requires the petitioner to also serve the Notice of Related Cases on the chief judge or family administrative judge. In this Circuit, this shall be accomplished by sending or faxing this form to:

In West Pasco: _____, Unified
Family Court, Administrative Office of the Courts,
West Pasco Judicial Center, 7530 Little Road, New
Port Richey, FL, 34654
Fax: _____.

In East Pasco: _____, Unified
Family Court, Administrative Office of the Courts,
West Pasco Judicial Center, 38053 Live Oak Avenue,
Dade City, FL, 33525
Fax: _____.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.900(a),
DISCLOSURE FROM NONLAWYER

When should this form be used?

This form must be used when anyone who is **not** a lawyer in good standing with The Florida Bar helps you complete any Florida Family Law Form. Attorneys who are licensed to practice in other states but not Florida, or who have been disbarred or suspended from the practice of law in Florida, are nonlawyers for the purposes of the Florida Family Law Forms and instructions.

The nonlawyer must complete this form and both of you are to sign it before the nonlawyer assists you in completing any Family Law Form.

In addition, on any other form with which a nonlawyer helps you, the nonlawyer shall complete the nonlawyer section located at the bottom of the form unless otherwise specified in the instructions to the form. This is to protect you and be sure that you are informed in advance of the nonlawyer's limitations.

What should I do next?

A copy of this disclosure, signed by both the nonlawyer and the person, must be given to the person and the nonlawyer must keep a copy in the person's file. The nonlawyer must keep copies for at least six years of all forms given to the person being assisted.

Special notes...

This disclosure form does NOT act as or constitute a waiver, disclaimer, or limitation of liability.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Petitioner,

and

_____,
Respondent.

DISCLOSURE FROM NONLAWYER

{Name} _____, told me that he/she is a nonlawyer and may not give legal advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. {Name} _____, informed me that he/she is not a paralegal and cannot call himself/herself a paralegal.

{Name} _____, told me that he/she may only type the factual information provided by me in writing into the blanks on the form. {Name} _____, may not help me fill in the form and may not complete the form for me. If using a form approved by the Supreme Court of Florida, {name} _____, may ask me factual questions to fill in the blanks on the form and may also tell me how to file the form.

[**one** only]

I can read English.

I cannot read English, but this disclosure was read to me [fill in **both** blanks] by

{name} _____ in {language} _____, which I understand.

Dated: _____

Signature of Party

Signature of **NONLAWYER**

Printed Name: _____

Name of Business: _____

Address: _____

Telephone Number: _____

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.901(a),
PETITION FOR SIMPLIFIED DISSOLUTION OF MARRIAGE

When should this form be used?

This form should be used when a husband and wife are filing for a simplified **dissolution of marriage**. You and/or your **spouse** must have lived in Florida for at least 6 months before filing for a dissolution in Florida. You may file a simplified dissolution of marriage in Florida if **all** of the following are true:

- You and your spouse agree that the marriage cannot be saved.
- You and your spouse have no minor or dependent child(ren) together and the wife is not now pregnant.
- You and your spouse have worked out how the two of you will divide the things that you both own (your **assets**) and who will pay what part of the money you both owe (your **liabilities**), and you are both satisfied with this division.
- You are not seeking support (**alimony**) from your spouse, and vice versa.
- Neither you nor your spouse wish to have any financial information other than that provided in the financial affidavits.
- You are willing to give up your right to **trial** and **appeal**.
- You and your spouse are both willing to go into the clerk's office to sign the petition (not necessarily together).
- You and your spouse are both willing to go to the **final hearing** (at the same time).

If you do not meet the criteria above, you must file a regular **petition** for dissolution of marriage. This petition should be typed or printed in black ink. Each of you must sign the petition in the presence of a deputy clerk (in the clerk's office), although you do not have to go into the clerk's office at the same time. You will need to provide picture identification (valid driver's license or official identification card) for the clerk to witness your signatures.

What should I do next?

1. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where you live and keep a copy for your records. In addition to this petition, you must file the forms listed below.

- **Financial Affidavit**, Florida Family Law Rules of Procedure Form 12.902(b) or (c). (Each of you must complete a separate financial affidavit.)
- **Notice of Social Security Number**, Florida Supreme Court Approved Family Law Form 12.902(j). (Each of you must complete a separate notice.)
- **Marital Settlement Agreement**, Florida Family Law Rules of Procedure Form 12.902(f)(3). (You will complete one agreement together.)

2. You must prove to the court that the husband **and/or** wife has (have) lived in Florida for more than 6 months before filing the petition for dissolution of marriage. Residence can be proved by:

- a valid Florida driver's license, Florida identification card, or voter registration card issued to one of you at least 6 months prior to filing for dissolution of marriage; or
- the testimony of another person who knows that either you or your spouse has resided in Florida for more than 6 months and is available to testify in court; or
- an **affidavit**. To prove residence by affidavit, use an **Affidavit of Corroborating Witness**, Florida Supreme Court Approved Family Law Form 12.902(i). This form must be signed by a person who knows that either you or your spouse has lived in Florida for more than 6 months

before the date that you filed the petition for dissolution of marriage. This affidavit may be signed in the presence of the clerk of the court or in the presence of a **notary public**, who must affix his or her seal at the proper place on the affidavit.

3. You must pay the appropriate **filing fees** to the clerk of the circuit court. If you and your spouse cannot afford to pay the filing fees, you may fill out an **Application for Determination of Civil Indigent Status**, and file it with your petition for dissolution of marriage. You may obtain this form from the clerk and he or she will determine whether you are eligible to have filing fees waived.
4. Either you or the clerk of court will need to complete a civil cover sheet found in Form 1.997 of the Florida Rules of Civil Procedure. The clerk's office can provide this form.
5. You must obtain a date and time for a court appearance from the clerk of court. On that date, **you and your spouse must appear together before a judge**. You should complete a **Final Judgment of Simplified Dissolution of Marriage**, Florida Family Law Rules of Procedure Form 12.990(a), and bring it with you to the hearing. At that time, if all of the papers are in order, the judge may grant a final judgment dissolving your marriage under simplified dissolution of marriage procedures by signing the final judgment which you have provided.
6. **If you fail to complete this procedure, the court may dismiss the case to clear its records.**

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in "**bold underline**" in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and Rule 12.105, Florida Family Law Rules of Procedure.

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Husband,
and
_____,
Wife.

PETITION FOR SIMPLIFIED DISSOLUTION OF MARRIAGE

We, *{full legal name}* _____, Husband,
and *{full legal name}* _____, Wife,
being sworn, certify that the following information is true:
[fill in **all** blanks]

1. We are both asking the Court for a dissolution of our marriage.
2. Husband lives in *{name}* _____ County, *{state}* _____, and has lived there since *{date}* _____. Wife lives in *{name}* _____ County, *{state}* _____, and has lived there since *{date}* _____.
3. We were married to each other on *{date}* _____ in the city of *{city}* _____ in state of *{state}* _____, or country of *{country}* _____.
4. Our marriage is irretrievably broken.
5. Together, we have no minor (under 18) or dependent children **and** the wife is not pregnant.
6. We have made a marital settlement agreement dividing our assets (what we own) and our liabilities (what we owe). We are satisfied with this agreement. Our marital settlement agreement, Florida Family Law Rules of Procedure Form 12.902(f)(3), is attached. This agreement was signed freely and voluntarily by each of us and we intend to be bound by it.
7. We have each completed and signed financial affidavits, Florida Family Law Rules of Procedure Forms 12.902(b) or (c), which are attached to this petition.
8. Completed Notice of Social Security Number forms, Florida Supreme Court Approved Family Law Form 12.902(j), are filed with this petition.
9. [**one** only] () yes () no Wife wants to be known by her former name, which was *{full legal name}* _____.
10. We each certify that we have not been threatened or pressured into signing this petition. We each understand that the result of signing this petition may be a final judgment ending our marriage and allowing no further relief.
11. We each understand that **we both must come to the hearing** to testify about the things we are asking for in this petition.

- 12. We understand that we each may have legal rights as a result of our marriage and that by signing this petition we may be giving up those rights.
- 13. We ask the Court to end our marriage and approve our marital settlement agreement.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

 Signature of HUSBAND
 Printed Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone Number: _____
 Fax Number: _____

STATE OF FLORIDA
 COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

 NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
 ____ Produced identification
 ____ Type of identification produced

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

 Signature of WIFE
 Printed Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone Number: _____
 Fax Number: _____

STATE OF FLORIDA
 COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

 NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW:** [fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____.

[**one** only] () Husband () Wife **or** () both, fill out this form.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM
12.902(j),
NOTICE OF SOCIAL SECURITY NUMBER

When should this form be used?

This form must be completed and filed by each party in all **paternity, child support, and dissolution of marriage** cases, regardless of whether the case involves a minor child(ren) and/or property.

This form should be typed or printed in black ink. 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.


What should I do next?


A copy of this form must be mailed or hand delivered to the other party in your case, if it is not **served** on him or her with your initial papers.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see sections 61.052 and 61.13, Florida Statutes.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner’s Request for Confidential Filing of Address**,  Florida Supreme Court Approved Family Law Form 12.980(i).

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Petitioner,

and

_____,
Respondent.

NOTICE OF SOCIAL SECURITY NUMBER

I, *{full legal name}* _____,
certify that my social security number is _____, as required in section
61.052(7), sections 61.13(9) or (10), section 742.031(3), sections 742.032(1)–(3), and/or sections
742.10(1)–(2), Florida Statutes. My date of birth is _____.

[one only]

- ___ 1. This notice is being filed in a dissolution of marriage case in which the parties have **no** minor children in common.
- ___ 2. This notice is being filed in a paternity or child support case, or in a dissolution of marriage in which the parties have minor children in common. The minor child(ren)'s name(s), date(s) of birth, and social security number(s) is/are:

| Name | Birth date | Social Security Number |
|-------|------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

{Attach additional pages if necessary.}

Disclosure of social security numbers shall be limited to the purpose of administration of the Title IV-D program for child support enforcement.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this notice and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the [**one** only] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM
12.902(j),
NOTICE OF SOCIAL SECURITY NUMBER

When should this form be used?

This form must be completed and filed by each party in all **paternity, child support, and dissolution of marriage** cases, regardless of whether the case involves a minor child(ren) and/or property.

This form should be typed or printed in black ink. 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.


What should I do next?


A copy of this form must be mailed or hand delivered to the other party in your case, if it is not **served** on him or her with your initial papers.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see sections 61.052 and 61.13, Florida Statutes.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner’s Request for Confidential Filing of Address**,  Florida Supreme Court Approved Family Law Form 12.980(i).

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Petitioner,

and

_____,
Respondent.

NOTICE OF SOCIAL SECURITY NUMBER

I, *{full legal name}* _____,
certify that my social security number is _____, as required in section
61.052(7), sections 61.13(9) or (10), section 742.031(3), sections 742.032(1)–(3), and/or sections
742.10(1)–(2), Florida Statutes. My date of birth is _____.

[one only]

- ___ 1. This notice is being filed in a dissolution of marriage case in which the parties have **no** minor children in common.
- ___ 2. This notice is being filed in a paternity or child support case, or in a dissolution of marriage in which the parties have minor children in common. The minor child(ren)'s name(s), date(s) of birth, and social security number(s) is/are:

| Name | Birth date | Social Security Number |
|-------|------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

{Attach additional pages if necessary.}

Disclosure of social security numbers shall be limited to the purpose of administration of the Title IV-D program for child support enforcement.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this notice and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the [**one** only] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(b),
FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)

When should this form be used?

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**.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public**. 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.


What should I do next?

A copy of this form must be mailed or hand delivered to the other **party** in your case, if it is not served on him or her with your initial papers. This must be accomplished within 45 days of service of the petition.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see rule 12.285, Florida Family Law Rules of Procedure.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner’s Request for Confidential Filing of Address**,  Florida Supreme Court Approved Family Law Form 12.980(i).

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|-----------------------|---|-----------------------|
| Hourly amount | × | Hours worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Daily - If you are paid by the day, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|----------------------|---|-----------------------|
| Daily amount | × | Days worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|--------------------|---|-----------------------|
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |


Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

| | | | | |
|------------------|---|--------------------|---|-----------------------|
| Bi-weekly amount | × | 26 | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Bi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

| | | | | |
|-------------------|---|---|---|-----------------------|
| Bi-monthly amount | × | 2 | = | Monthly Amount |
|-------------------|---|---|---|-----------------------|

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also

must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Division: _____

Petitioner,
and

Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)
(Under \$50,000 Individual Gross Annual Income)

I, {full legal name} _____, being sworn, certify that the following information is true:

My Occupation: _____ Employed by: _____

Business Address: _____

Pay rate: \$ _____ () every week () every other week () twice a month () monthly () other: ____

Check here if unemployed and explain on a separate sheet your efforts to find employment.

SECTION I. PRESENT MONTHLY GROSS INCOME:

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

- | | |
|--|---------------|
| 1. Monthly gross salary or wages | 1. \$ _____ |
| 2. Monthly bonuses, commissions, allowances, overtime, tips, and similar payments | 2. _____ |
| 3. Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) (<input type="checkbox"/> Attach sheet itemizing such income and expenses.) | 3. _____ |
| 4. Monthly disability benefits/SSI | 4. _____ |
| 5. Monthly Workers' Compensation | 5. _____ |
| 6. Monthly Unemployment Compensation | 6. _____ |
| 7. Monthly pension, retirement, or annuity payments | 7. _____ |
| 8. Monthly Social Security benefits | 8. _____ |
| 9. Monthly alimony actually received | |
| 9a. From this case: \$ _____ | |
| 9b. From other case(s): _____ | Add 9a and 9b |
| 10. Monthly interest and dividends | 9. _____ |
| 11. Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (<input type="checkbox"/> Attach sheet itemizing such income and expense items.) | 10. _____ |
| 12. Monthly income from royalties, trusts, or estates | 11. _____ |
| 13. Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses | 12. _____ |
| 14. Monthly gains derived from dealing in property (not including nonrecurring gains) | 13. _____ |
| 15. Any other income of a recurring nature (list source) _____ | 14. _____ |
| 16. _____ | 15. _____ |
| | 16. _____ |

17. PRESENT MONTHLY GROSS INCOME (Add lines 1-16) TOTAL: 17. \$ _____

PRESENT MONTHLY DEDUCTIONS:

- 18. Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)
 - a. Filing Status _____
 - b. Number of dependents claimed _____ 18. \$ _____
- 19. Monthly FICA or self-employment taxes 19. _____
- 20. Monthly Medicare payments 20. _____
- 21. Monthly mandatory union dues 21. _____
- 22. Monthly mandatory retirement payments 22. _____
- 23. Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship 23. _____
- 24. Monthly court-ordered child support actually paid for children from another relationship 24. _____
- 25. Monthly court-ordered alimony actually paid
 - 25a. from this case: \$ _____
 - 25b. from other case(s): _____ Add 25a and 25b 25. _____

26. TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES (Add lines 18 through 25) **TOTAL: 26. \$** _____

PRESENT NET MONTHLY INCOME (Subtract line 26 from line 17) **27. \$** _____

SECTION II. AVERAGE MONTHLY EXPENSES

A. HOUSEHOLD:

- Mortgage or rent \$ _____
- Property taxes \$ _____
- Utilities \$ _____
- Telephone \$ _____
- Food \$ _____
- Meals outside home \$ _____
- Maintenance/Repairs \$ _____
- Other: _____ \$ _____

B. AUTOMOBILE

- Gasoline \$ _____
- Repairs \$ _____
- Insurance \$ _____

C. CHILD(REN)'S EXPENSES

- Day care \$ _____
- Lunch money \$ _____
- Clothing \$ _____
- Grooming \$ _____
- Gifts for holidays \$ _____
- Medical/dental (uninsured) \$ _____
- Other: _____ \$ _____

D. INSURANCE

- Medical/dental \$ _____
- Child(ren)'s medical/dental \$ _____
- Life \$ _____
- Other: _____ \$ _____

E. OTHER EXPENSES NOT LISTED ABOVE

- Clothing \$ _____
- Medical/Dental (uninsured) \$ _____
- Grooming \$ _____
- Entertainment \$ _____
- Gifts \$ _____
- Religious organizations \$ _____
- Miscellaneous \$ _____
- Other: _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

F. PAYMENTS TO CREDITORS

| CREDITOR: | MONTHLY PAYMENT |
|-----------|-----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

28. TOTAL MONTHLY EXPENSES (add ALL monthly amounts in A through F above) **28. \$** _____

SUMMARY

29. TOTAL PRESENT MONTHLY NET INCOME

(from line 27 of SECTION I. INCOME)

29. \$ _____

30. TOTAL MONTHLY EXPENSES (from line 28 above)

30. \$ _____

31. SURPLUS (If line 29 is more than line 30, subtract line 30 from line 29.

This is the amount of your surplus. Enter that amount here.)

31. \$ _____

32. (DEFICIT) (If line 30 is more than line 29, subtract line 29 from line 30.

This is the amount of your deficit. Enter that amount here.)

32. (\$ _____ **)**

SECTION III. ASSETS AND LIABILITIES

Use the nonmarital column only if this is a petition for dissolution of marriage and you believe an item is “nonmarital,” meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item(s) or debt belongs. (Typically, you will only use this column if property/debt was owned/owed by one spouse before the marriage. See the “General Information for Self-Represented Litigants” found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of “marital” and “nonmarital” assets and liabilities.)

A. ASSETS:

| DESCRIPTION OF ITEM(S). List a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). DO NOT LIST ACCOUNT NUMBERS. ✓ the box next to any asset(s) which you are requesting the judge award to you. | Current Fair Market Value | Nonmarital (✓ correct column) | |
|---|---------------------------|-------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> Cash (on hand) | \$ | | |
| <input type="checkbox"/> Cash (in banks or credit unions) | | | |
| <input type="checkbox"/> Stocks, Bonds, Notes | | | |
| <input type="checkbox"/> Real estate: (Home) | | | |
| <input type="checkbox"/> (Other) | | | |
| <input type="checkbox"/> Automobiles | | | |
| <input type="checkbox"/> Other personal property | | | |
| <input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) | | | |
| <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> ✓ here if additional pages are attached. | | | |
| Total Assets (add column B) | \$ _____ | | |

B. LIABILITIES:

| DESCRIPTION OF ITEM(S). List a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any debt(s) for which you believe you should be responsible. | Current Amount Owed | Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|---------------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> Mortgages on real estate: First mortgage on home | \$ | | |
| <input type="checkbox"/> Second mortgage on home | | | |
| <input type="checkbox"/> Other mortgages | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Auto loans | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Charge/credit card accounts | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> <input checked="" type="checkbox"/> here if additional pages are attached. | | | |
| Total Debts (add column B) | \$ _____ | | |

C. CONTINGENT ASSETS AND LIABILITIES:

INSTRUCTIONS: If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

| Contingent Assets <input checked="" type="checkbox"/> the box next to any contingent asset(s) which you are requesting the judge award to you. | Possible Value | Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|----------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| Total Contingent Assets | \$ _____ | | |

| Contingent Liabilities <input checked="" type="checkbox"/> the box next to any contingent debt(s) for which you believe you should be responsible. | Possible Amount Owed | Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|----------------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| Total Contingent Liabilities | \$ _____ | | |

SECTION IV. CHILD SUPPORT GUIDELINES WORKSHEET

(Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.)
[one only]

_____ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.

_____ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this document was [**one only**] () mailed () faxed and mailed () hand delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:

Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS

BELOW: [fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the [**one only**] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(b),
FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)

When should this form be used?

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**.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public**. 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.


What should I do next?

A copy of this form must be mailed or hand delivered to the other **party** in your case, if it is not served on him or her with your initial papers. This must be accomplished within 45 days of service of the petition.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see rule 12.285, Florida Family Law Rules of Procedure.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner’s Request for Confidential Filing of Address**,  Florida Supreme Court Approved Family Law Form 12.980(i).

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|-----------------------|---|-----------------------|
| Hourly amount | × | Hours worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Daily - If you are paid by the day, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|----------------------|---|-----------------------|
| Daily amount | × | Days worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|--------------------|---|-----------------------|
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |


Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

| | | | | |
|------------------|---|--------------------|---|-----------------------|
| Bi-weekly amount | × | 26 | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Bi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

| | | | | |
|-------------------|---|---|---|-----------------------|
| Bi-monthly amount | × | 2 | = | Monthly Amount |
|-------------------|---|---|---|-----------------------|

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also

must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Division: _____

Petitioner,
and

Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT (SHORT FORM)
(Under \$50,000 Individual Gross Annual Income)

I, {full legal name} _____, being sworn, certify that the following information is true:

My Occupation: _____ Employed by: _____

Business Address: _____

Pay rate: \$ _____ () every week () every other week () twice a month () monthly () other: ____

Check here if unemployed and explain on a separate sheet your efforts to find employment.

SECTION I. PRESENT MONTHLY GROSS INCOME:

All amounts must be MONTHLY. See the instructions with this form to figure out money amounts for anything that is NOT paid monthly. Attach more paper, if needed. Items included under "other" should be listed separately with separate dollar amounts.

- | | |
|--|---------------|
| 1. Monthly gross salary or wages | 1. \$ _____ |
| 2. Monthly bonuses, commissions, allowances, overtime, tips, and similar payments | 2. _____ |
| 3. Monthly business income from sources such as self-employment, partnerships, close corporations, and/or independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) (<input type="checkbox"/> Attach sheet itemizing such income and expenses.) | 3. _____ |
| 4. Monthly disability benefits/SSI | 4. _____ |
| 5. Monthly Workers' Compensation | 5. _____ |
| 6. Monthly Unemployment Compensation | 6. _____ |
| 7. Monthly pension, retirement, or annuity payments | 7. _____ |
| 8. Monthly Social Security benefits | 8. _____ |
| 9. Monthly alimony actually received | |
| 9a. From this case: \$ _____ | |
| 9b. From other case(s): _____ | Add 9a and 9b |
| 10. Monthly interest and dividends | 9. _____ |
| 11. Monthly rental income (gross receipts minus ordinary and necessary expenses required to produce income) (<input type="checkbox"/> Attach sheet itemizing such income and expense items.) | 10. _____ |
| 12. Monthly income from royalties, trusts, or estates | 11. _____ |
| 13. Monthly reimbursed expenses and in-kind payments to the extent that they reduce personal living expenses | 12. _____ |
| 14. Monthly gains derived from dealing in property (not including nonrecurring gains) | 13. _____ |
| 15. Any other income of a recurring nature (list source) _____ | 14. _____ |
| 16. _____ | 15. _____ |
| | 16. _____ |

17. PRESENT MONTHLY GROSS INCOME (Add lines 1-16) TOTAL: 17. \$ _____

PRESENT MONTHLY DEDUCTIONS:

- 18. Monthly federal, state, and local income tax (corrected for filing status and allowable dependents and income tax liabilities)
 - a. Filing Status _____
 - b. Number of dependents claimed _____ 18. \$ _____
- 19. Monthly FICA or self-employment taxes 19. _____
- 20. Monthly Medicare payments 20. _____
- 21. Monthly mandatory union dues 21. _____
- 22. Monthly mandatory retirement payments 22. _____
- 23. Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship 23. _____
- 24. Monthly court-ordered child support actually paid for children from another relationship 24. _____
- 25. Monthly court-ordered alimony actually paid
 - 25a. from this case: \$ _____
 - 25b. from other case(s): _____ Add 25a and 25b 25. _____

26. TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES (Add lines 18 through 25) **TOTAL: 26. \$** _____

PRESENT NET MONTHLY INCOME (Subtract line 26 from line 17) **27. \$** _____

SECTION II. AVERAGE MONTHLY EXPENSES

A. HOUSEHOLD:

- Mortgage or rent \$ _____
- Property taxes \$ _____
- Utilities \$ _____
- Telephone \$ _____
- Food \$ _____
- Meals outside home \$ _____
- Maintenance/Repairs \$ _____
- Other: _____ \$ _____

B. AUTOMOBILE

- Gasoline \$ _____
- Repairs \$ _____
- Insurance \$ _____

C. CHILD(REN)'S EXPENSES

- Day care \$ _____
- Lunch money \$ _____
- Clothing \$ _____
- Grooming \$ _____
- Gifts for holidays \$ _____
- Medical/dental (uninsured) \$ _____
- Other: _____ \$ _____

D. INSURANCE

- Medical/dental \$ _____
- Child(ren)'s medical/dental \$ _____
- Life \$ _____
- Other: _____ \$ _____

E. OTHER EXPENSES NOT LISTED ABOVE

- Clothing \$ _____
- Medical/Dental (uninsured) \$ _____
- Grooming \$ _____
- Entertainment \$ _____
- Gifts \$ _____
- Religious organizations \$ _____
- Miscellaneous \$ _____
- Other: _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

F. PAYMENTS TO CREDITORS

| CREDITOR: | MONTHLY PAYMENT |
|-----------|--------------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

28. TOTAL MONTHLY EXPENSES (add ALL monthly amounts in A through F above) **28. \$** _____

SUMMARY

29. TOTAL PRESENT MONTHLY NET INCOME

(from line 27 of SECTION I. INCOME)

29. \$ _____

30. TOTAL MONTHLY EXPENSES (from line 28 above)

30. \$ _____

31. SURPLUS (If line 29 is more than line 30, subtract line 30 from line 29.

This is the amount of your surplus. Enter that amount here.)

31. \$ _____

32. (DEFICIT) (If line 30 is more than line 29, subtract line 29 from line 30.

This is the amount of your deficit. Enter that amount here.)

32. (\$ _____ **)**

SECTION III. ASSETS AND LIABILITIES

Use the nonmarital column only if this is a petition for dissolution of marriage and you believe an item is “nonmarital,” meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item(s) or debt belongs. (Typically, you will only use this column if property/debt was owned/owed by one spouse before the marriage. See the “General Information for Self-Represented Litigants” found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of “marital” and “nonmarital” assets and liabilities.)

A. ASSETS:

| DESCRIPTION OF ITEM(S). List a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). DO NOT LIST ACCOUNT NUMBERS. ✓ the box next to any asset(s) which you are requesting the judge award to you. | Current Fair Market Value | Nonmarital (✓ correct column) | |
|---|---------------------------|-------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> Cash (on hand) | \$ | | |
| <input type="checkbox"/> Cash (in banks or credit unions) | | | |
| <input type="checkbox"/> Stocks, Bonds, Notes | | | |
| <input type="checkbox"/> Real estate: (Home) | | | |
| <input type="checkbox"/> (Other) | | | |
| <input type="checkbox"/> Automobiles | | | |
| <input type="checkbox"/> Other personal property | | | |
| <input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) | | | |
| <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> ✓ here if additional pages are attached. | | | |
| Total Assets (add column B) | \$ _____ | | |

B. LIABILITIES:

| DESCRIPTION OF ITEM(S). List a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any debt(s) for which you believe you should be responsible. | Current Amount Owed | Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|---------------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> Mortgages on real estate: First mortgage on home | \$ | | |
| <input type="checkbox"/> Second mortgage on home | | | |
| <input type="checkbox"/> Other mortgages | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Auto loans | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Charge/credit card accounts | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> <input checked="" type="checkbox"/> here if additional pages are attached. | | | |
| Total Debts (add column B) | \$ _____ | | |

C. CONTINGENT ASSETS AND LIABILITIES:

INSTRUCTIONS: If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

| Contingent Assets <input checked="" type="checkbox"/> the box next to any contingent asset(s) which you are requesting the judge award to you. | Possible Value | Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|-----------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| Total Contingent Assets | \$ _____ | | |

| Contingent Liabilities <input checked="" type="checkbox"/> the box next to any contingent debt(s) for which you believe you should be responsible. | Possible Amount Owed | Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|----------------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| Total Contingent Liabilities | \$ _____ | | |

SECTION IV. CHILD SUPPORT GUIDELINES WORKSHEET

(Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, MUST be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.)
[one only]

- _____ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.
- _____ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this document was [**one only**] () mailed () faxed and mailed () hand delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:

Name: _____
Address: _____
City, State, Zip: _____
Fax Number: _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS

BELOW: [fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {name} _____,
who is the [**one only**] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULE OF PROCEDURE FORM 12.902(c),
FAMILY LAW FINANCIAL AFFIDAVIT

When should this form be used?

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 per year.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public**. You should then **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.


What should I do next?

A copy of this form must be mailed or hand delivered to the other **party** in your case, if it is not served on him or her with your initial papers. This must be accomplished within 45 days of service of the petition.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see rule 12.285, Florida Family Law Rules of Procedure.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner’s Request for Confidential Filing of Address**,  Florida Supreme Court Approved Family Law Form 12.980(i).

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|-----------------------|---|-----------------------|
| Hourly amount | × | Hours worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Daily - If you are paid by the day, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|----------------------|---|-----------------------|
| Daily amount | × | Days worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|--------------------|---|-----------------------|
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |


Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

| | | | | |
|------------------|---|--------------------|---|-----------------------|
| Bi-weekly amount | × | 26 | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Bi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

| | | | | |
|-------------------|---|---|---|-----------------------|
| Bi-monthly amount | × | 2 | = | Monthly Amount |
|-------------------|---|---|---|-----------------------|

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, 

of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT
(\$50,000 or more Individual Gross Annual Income)

I, *{full legal name}* _____, being
sworn, certify that the following information is true:

SECTION I. INCOME

1. Date of Birth: _____

2. My occupation is: _____

3. I am currently

[all that apply]

____ a. Unemployed

Describe your efforts to find employment, how soon you expect to be employed, and the pay you expect to receive: _____

____ b. Employed by: _____

Address: _____

City, State, Zip code: _____

Telephone Number: _____

Pay rate: \$ _____ () every week () every other week () twice a month

() monthly () other: _____

If you are expecting to become unemployed or change jobs soon, describe the change you expect and why and how it will affect your income: _____

Check here if you currently have more than one job. List the information above for the second job(s) on a separate sheet and attach it to this affidavit.

____ c. Retired. Date of retirement: _____

Employer from whom retired: _____

- | | | |
|--|-----------------|---------------------|
| 21. Monthly mandatory union dues | 21. | _____ |
| 22. Monthly mandatory retirement payments | 22. | _____ |
| 23. Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship | 23. | _____ |
| 24. Monthly court-ordered child support actually paid for children from another relationship | 24. | _____ |
| 25. Monthly court-ordered alimony actually paid | | |
| 25a. from this case: \$ _____ | | |
| 25b. from other case(s): _____ | | |
| | Add 25a and 25b | 25. _____ |
| 26. TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES (Add lines 18 through 25) | TOTAL: | 26. \$ _____ |

27. PRESENT NET MONTHLY INCOME (Subtract line 26 from line 17) **27. \$ _____**

| |
|---|
| SECTION II. AVERAGE MONTHLY EXPENSES |
|---|

Proposed/Estimated Expenses. If this is a dissolution of marriage case **and** your expenses as listed below do not reflect what you actually pay currently, you should write “estimate” next to each amount that is estimated.

HOUSEHOLD:

- | | | |
|--|-----|----------|
| 1. Monthly mortgage or rent payments | 1. | \$ _____ |
| 2. Monthly property taxes (if not included in mortgage) | 2. | _____ |
| 3. Monthly insurance on residence (if not included in mortgage) | 3. | _____ |
| 4. Monthly condominium maintenance fees and homeowner’s association fees | 4. | _____ |
| 5. Monthly electricity | 5. | _____ |
| 6. Monthly water, garbage, and sewer | 6. | _____ |
| 7. Monthly telephone | 7. | _____ |
| 8. Monthly fuel oil or natural gas | 8. | _____ |
| 9. Monthly repairs and maintenance | 9. | _____ |
| 10. Monthly lawn care | 10. | _____ |
| 11. Monthly pool maintenance | 11. | _____ |
| 12. Monthly pest control | 12. | _____ |
| 13. Monthly misc. household | 13. | _____ |
| 14. Monthly food and home supplies | 14. | _____ |
| 15. Monthly meals outside home | 15. | _____ |
| 16. Monthly cable t.v. | 16. | _____ |
| 17. Monthly alarm service contract | 17. | _____ |
| 18. Monthly service contracts on appliances | 18. | _____ |
| 19. Monthly maid service | 19. | _____ |
| Other: | | |
| 20. _____ | 20. | _____ |
| 21. _____ | 21. | _____ |
| 22. _____ | 22. | _____ |
| 23. _____ | 23. | _____ |
| 24. _____ | 24. | _____ |

25. **SUBTOTAL** (add lines 1 through 24) 25. \$ _____

AUTOMOBILE:

- 26. Monthly gasoline and oil 26. \$ _____
- 27. Monthly repairs 27. _____
- 28. Monthly auto tags and emission testing 28. _____
- 29. Monthly insurance 29. _____
- 30. Monthly payments (lease or financing) 30. _____
- 31. Monthly rental/replacements 31. _____
- 32. Monthly alternative transportation (bus, rail, car pool, etc.) 32. _____
- 33. Monthly tolls and parking 33. _____
- 34. Other: _____ 34. _____

35. **SUBTOTAL** (add lines 26 through 34) 35. \$ _____

MONTHLY EXPENSES FOR CHILDREN COMMON TO BOTH PARTIES:

- 36. Monthly nursery, babysitting, or day care 36. \$ _____
- 37. Monthly school tuition 37. _____
- 38. Monthly school supplies, books, and fees 38. _____
- 39. Monthly after school activities 39. _____
- 40. Monthly lunch money 40. _____
- 41. Monthly private lessons or tutoring 41. _____
- 42. Monthly allowances 42. _____
- 43. Monthly clothing and uniforms 43. _____
- 44. Monthly entertainment (movies, parties, etc.) 44. _____
- 45. Monthly health insurance 45. _____
- 46. Monthly medical, dental, prescriptions (nonreimbursed only) 46. _____
- 47. Monthly psychiatric/psychological/counselor 47. _____
- 48. Monthly orthodontic 48. _____
- 49. Monthly vitamins 49. _____
- 50. Monthly beauty parlor/barber shop 50. _____
- 51. Monthly nonprescription medication 51. _____
- 52. Monthly cosmetics, toiletries, and sundries 52. _____
- 53. Monthly gifts from child(ren) to others (other children, relatives, teachers, etc.) 53. _____
- 54. Monthly camp or summer activities 54. _____
- 55. Monthly clubs (Boy/Girl Scouts, etc.) 55. _____
- 56. Monthly access expenses (for nonresidential parent) 56. _____
- 57. Monthly miscellaneous 57. _____

58. **SUBTOTAL** (add lines 36 through 57) 58. \$ _____

MONTHLY EXPENSES FOR CHILD(REN) FROM ANOTHER RELATIONSHIP: (other than court-ordered child support)

- 59. _____ 59. \$ _____
- 60. _____ 60. _____
- 61. _____ 61. _____
- 62. _____ 62. _____

63. SUBTOTAL (add lines 59 through 62) 63. \$ _____

MONTHLY INSURANCE:

64. Health insurance, excluding portion paid for any minor child(ren) of this relationship 64. \$ _____

65. Life insurance 65. _____

66. Dental insurance 66. _____

Other:

67. _____ 67. _____

68. _____ 68. _____

69. SUBTOTAL (add lines 64 through 68) 69. \$ _____

OTHER MONTHLY EXPENSES NOT LISTED ABOVE:

70. Monthly dry cleaning and laundry 70. \$ _____

71. Monthly clothing 71. _____

72. Monthly medical, dental, and prescription (unreimbursed only) 72. _____

73. Monthly psychiatric, psychological, or counselor (unreimbursed only) 73. _____

74. Monthly non-prescription medications, cosmetics, toiletries, and sundries 74. _____

75. Monthly grooming 75. _____

76. Monthly gifts 76. _____

77. Monthly pet expenses 77. _____

78. Monthly club dues and membership 78. _____

79. Monthly sports and hobbies 79. _____

80. Monthly entertainment 80. _____

81. Monthly periodicals/books/tapes/CD's 81. _____

82. Monthly vacations 82. _____

83. Monthly religious organizations 83. _____

84. Monthly bank charges/credit card fees 84. _____

85. Monthly education expenses 85. _____

Other: (include any usual and customary expenses not otherwise mentioned in the items listed above)

86. _____ 86. _____

87. _____ 87. _____

88. _____ 88. _____

89. _____ 89. _____

90. SUBTOTAL (add lines 70 through 89) 90. \$ _____

MONTHLY PAYMENTS TO CREDITORS: (only when payments are currently made by you on outstanding balances)

NAME OF CREDITOR(s):

91. _____ 91. \$ _____

92. _____ 92. _____

93. _____ 93. _____

94. _____ 94. _____

95. _____ 95. _____

96. _____ 96. _____

97. _____ 97. _____

98. _____ 98. _____

99. _____ 99. _____
 100. _____ 100. _____
 101. _____ 101. _____
 102. _____ 102. _____
 103. _____ 103. _____

104. SUBTOTAL (add lines 91 through 103) 104. \$ _____

105. TOTAL MONTHLY EXPENSES:
 (add lines 25, 35, 58, 63, 69, 90, and 104 of Section II, Expenses) **105. \$ _____**

SUMMARY

106. TOTAL PRESENT MONTHLY NET INCOME
 (from line 27 of SECTION I. INCOME) **106. \$ _____**

107. TOTAL MONTHLY EXPENSES (from line 105 above) 107. \$ _____

108. SURPLUS (If line 106 is more than line 107, subtract line 107 from line 106. This is the amount of your surplus. Enter that amount here.) 108. \$ _____

109. (DEFICIT) (If line 107 is more than line 106, subtract line 106 from line 107. This is the amount of your deficit. Enter that amount here.) 109. (\$ _____)

SECTION III. ASSETS AND LIABILITIES

A. ASSETS (This is where you list what you OWN.)

INSTRUCTIONS:

STEP 1: In column A, list a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

STEP 2: If this is a petition for dissolution of marriage, check the box in Column A next to any item that you are requesting the judge award to you.

STEP 3: In column B, write what you believe to be the current fair market value of all items listed.

STEP 4: Use column C only if this is a petition for dissolution of marriage and you believe an item is “nonmarital,” meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item belongs. (Typically, you will only use Column C if property was owned by one spouse before the marriage. See the “General Information for Self-Represented Litigants” found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of “marital” and “nonmarital” assets and liabilities.)

| A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any asset(s) which you are requesting the judge award to you. | B Current Fair Market Value | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|--|-----------------------------------|--|------|
| | | husband | wife |
| <input type="checkbox"/> Cash (on hand) | \$ | | |
| <input type="checkbox"/> Cash (in banks or credit unions) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Stocks/Bonds | | | |
| <input type="checkbox"/> | | | |

| A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any asset(s) which you are requesting the judge award to you. | B Current Fair Market Value | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|--|--|------|
| | | husband | wife |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Notes (money owed to you in writing) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Money owed to you (not evidenced by a note) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Real estate: (Home) | | | |
| <input type="checkbox"/> (Other) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Business interests | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Automobiles | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Boats | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other vehicles | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Furniture & furnishings in home | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Furniture & furnishings elsewhere | | | |

| A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any asset(s) which you are requesting the judge award to you. | B Current Fair Market Value | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|--|--|------|
| | | husband | wife |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Collectibles | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Jewelry | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Life insurance (cash surrender value) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Sporting and entertainment (T.V., stereo, etc.) equipment | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other assets | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Assets (add column B) | \$ _____ | | |

B. LIABILITIES/DEBTS (This is where you list what you OWE.)

INSTRUCTIONS:

STEP 1: In column A, list a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

STEP 2: If this is a petition for dissolution of marriage, check the box in Column A next to any debt(s) for which you believe you should be responsible.

STEP 3: In column B, write what you believe to be the current amount owed for all items listed.

STEP 4: Use column C only if this is a petition for dissolution of marriage and you believe an item is “nonmarital,” meaning the debt belongs to only one of you and should not be divided. You should indicate to whom you believe the debt belongs. (Typically, you will only use Column C if the debt was owed by one spouse before the marriage. See the “General Information for Self-Represented Litigants” found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of “marital” and “nonmarital” assets and liabilities.)

| A LIABILITIES: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any debt(s) for which you believe you should be responsible. | B Current Amount Owed | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|--|--|------|
| | | husband | wife |
| <input type="checkbox"/> Mortgages on real estate: First mortgage on home | \$ | | |
| <input type="checkbox"/> Second mortgage on home | | | |
| <input type="checkbox"/> Other mortgages | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Charge/credit card accounts | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Auto loan | | | |
| <input type="checkbox"/> Auto loan | | | |
| <input type="checkbox"/> Bank/Credit Union loans | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Money you owe (not evidenced by a note) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Judgments | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Debts (add column B) | \$ _____ | | |

C. NET WORTH (excluding contingent assets and liabilities)

Total Assets (enter total of Column B in Asset Table; Section A) \$ _____

Total Liabilities (enter total of Column B in Liabilities Table; Section B) \$ _____

TOTAL NET WORTH (Total Assets minus Total Liabilities)
(excluding contingent assets and liabilities) \$ _____

D. CONTINGENT ASSETS AND LIABILITIES

INSTRUCTIONS:

If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

| A Contingent Assets √ the box next to any contingent asset(s) which you are requesting the judge award to you. | B Possible Value | C Nonmarital (√ correct column) | |
|--|---------------------|---------------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Contingent Assets | \$ _____ | | |

| A Contingent Liabilities √ the box next to any contingent debt(s) for which you believe you should be responsible. | B Possible Amount Owed | C Nonmarital (√ correct column) | |
|--|------------------------------|---------------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Contingent Liabilities | \$ _____ | | |

E. CHILD SUPPORT GUIDELINES WORKSHEET. Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, **MUST** be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.

[√ one only]

___ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.

___ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this financial affidavit was: () mailed, () faxed and mailed, or () hand delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

Fax Number: _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the [**one** only] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULE OF PROCEDURE FORM 12.902(c),
FAMILY LAW FINANCIAL AFFIDAVIT

When should this form be used?

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 per year.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public**. You should then **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.


What should I do next?

A copy of this form must be mailed or hand delivered to the other **party** in your case, if it is not served on him or her with your initial papers. This must be accomplished within 45 days of service of the petition.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. The words that are in “**bold underline**” in these instructions are defined there. For further information, see rule 12.285, Florida Family Law Rules of Procedure.

Special notes...

If this is a domestic violence case and you want to keep your address confidential for safety reasons, do not enter the address, telephone, and fax information at the bottom of this form. Instead, file **Petitioner’s Request for Confidential Filing of Address**,  Florida Supreme Court Approved Family Law Form 12.980(i).

The affidavit must be completed using **monthly** income and expense amounts. If you are paid or your bills are due on a schedule which is not monthly, you must convert those amounts. Hints are provided below for making these conversions.

Hourly - If you are paid by the hour, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|-----------------------|---|-----------------------|
| Hourly amount | × | Hours worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Daily - If you are paid by the day, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|----------------------|---|-----------------------|
| Daily amount | × | Days worked per week | = | Weekly amount |
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Weekly - If you are paid by the week, you may convert your income to monthly as follows:

| | | | | |
|---------------|---|--------------------|---|-----------------------|
| Weekly amount | × | 52 Weeks per year | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |


Bi-weekly - If you are paid every two weeks, you may convert your income to monthly as follows:

| | | | | |
|------------------|---|--------------------|---|-----------------------|
| Bi-weekly amount | × | 26 | = | Yearly amount |
| Yearly amount | ÷ | 12 Months per year | = | Monthly Amount |

Bi-monthly - If you are paid twice per month, you may convert your income to monthly as follows:

| | | | | |
|-------------------|---|---|---|-----------------------|
| Bi-monthly amount | × | 2 | = | Monthly Amount |
|-------------------|---|---|---|-----------------------|

Expenses may be converted in the same manner.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules

of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

Petitioner,

and

Respondent.

FAMILY LAW FINANCIAL AFFIDAVIT
(\$50,000 or more Individual Gross Annual Income)

I, *{full legal name}* _____, being
sworn, certify that the following information is true:

SECTION I. INCOME

1. Date of Birth: _____

2. My occupation is: _____

3. I am currently

[all that apply]

____ a. Unemployed

Describe your efforts to find employment, how soon you expect to be employed, and the pay you expect to receive: _____

____ b. Employed by: _____

Address: _____

City, State, Zip code: _____

Telephone Number: _____

Pay rate: \$ _____ () every week () every other week () twice a month

() monthly () other: _____

If you are expecting to become unemployed or change jobs soon, describe the change you expect and why and how it will affect your income: _____

Check here if you currently have more than one job. List the information above for the second job(s) on a separate sheet and attach it to this affidavit.

____ c. Retired. Date of retirement: _____

Employer from whom retired: _____

- | | | |
|--|-----------------|---------------------|
| 21. Monthly mandatory union dues | 21. | _____ |
| 22. Monthly mandatory retirement payments | 22. | _____ |
| 23. Monthly health insurance payments (including dental insurance), excluding portion paid for any minor children of this relationship | 23. | _____ |
| 24. Monthly court-ordered child support actually paid for children from another relationship | 24. | _____ |
| 25. Monthly court-ordered alimony actually paid | | |
| 25a. from this case: \$ _____ | | |
| 25b. from other case(s): _____ | | |
| | Add 25a and 25b | 25. _____ |
| 26. TOTAL DEDUCTIONS ALLOWABLE UNDER SECTION 61.30, FLORIDA STATUTES (Add lines 18 through 25) | TOTAL: | 26. \$ _____ |

27. PRESENT NET MONTHLY INCOME (Subtract line 26 from line 17) **27. \$ _____**

| |
|---|
| SECTION II. AVERAGE MONTHLY EXPENSES |
|---|

Proposed/Estimated Expenses. If this is a dissolution of marriage case **and** your expenses as listed below do not reflect what you actually pay currently, you should write “estimate” next to each amount that is estimated.

HOUSEHOLD:

- | | | |
|--|-----|----------|
| 1. Monthly mortgage or rent payments | 1. | \$ _____ |
| 2. Monthly property taxes (if not included in mortgage) | 2. | _____ |
| 3. Monthly insurance on residence (if not included in mortgage) | 3. | _____ |
| 4. Monthly condominium maintenance fees and homeowner’s association fees | 4. | _____ |
| 5. Monthly electricity | 5. | _____ |
| 6. Monthly water, garbage, and sewer | 6. | _____ |
| 7. Monthly telephone | 7. | _____ |
| 8. Monthly fuel oil or natural gas | 8. | _____ |
| 9. Monthly repairs and maintenance | 9. | _____ |
| 10. Monthly lawn care | 10. | _____ |
| 11. Monthly pool maintenance | 11. | _____ |
| 12. Monthly pest control | 12. | _____ |
| 13. Monthly misc. household | 13. | _____ |
| 14. Monthly food and home supplies | 14. | _____ |
| 15. Monthly meals outside home | 15. | _____ |
| 16. Monthly cable t.v. | 16. | _____ |
| 17. Monthly alarm service contract | 17. | _____ |
| 18. Monthly service contracts on appliances | 18. | _____ |
| 19. Monthly maid service | 19. | _____ |
| Other: | | |
| 20. _____ | 20. | _____ |
| 21. _____ | 21. | _____ |
| 22. _____ | 22. | _____ |
| 23. _____ | 23. | _____ |
| 24. _____ | 24. | _____ |

25. **SUBTOTAL** (add lines 1 through 24) 25. \$ _____

AUTOMOBILE:

- 26. Monthly gasoline and oil 26. \$ _____
- 27. Monthly repairs 27. _____
- 28. Monthly auto tags and emission testing 28. _____
- 29. Monthly insurance 29. _____
- 30. Monthly payments (lease or financing) 30. _____
- 31. Monthly rental/replacements 31. _____
- 32. Monthly alternative transportation (bus, rail, car pool, etc.) 32. _____
- 33. Monthly tolls and parking 33. _____
- 34. Other: _____ 34. _____

35. **SUBTOTAL** (add lines 26 through 34) 35. \$ _____

MONTHLY EXPENSES FOR CHILDREN COMMON TO BOTH PARTIES:

- 36. Monthly nursery, babysitting, or day care 36. \$ _____
- 37. Monthly school tuition 37. _____
- 38. Monthly school supplies, books, and fees 38. _____
- 39. Monthly after school activities 39. _____
- 40. Monthly lunch money 40. _____
- 41. Monthly private lessons or tutoring 41. _____
- 42. Monthly allowances 42. _____
- 43. Monthly clothing and uniforms 43. _____
- 44. Monthly entertainment (movies, parties, etc.) 44. _____
- 45. Monthly health insurance 45. _____
- 46. Monthly medical, dental, prescriptions (nonreimbursed only) 46. _____
- 47. Monthly psychiatric/psychological/counselor 47. _____
- 48. Monthly orthodontic 48. _____
- 49. Monthly vitamins 49. _____
- 50. Monthly beauty parlor/barber shop 50. _____
- 51. Monthly nonprescription medication 51. _____
- 52. Monthly cosmetics, toiletries, and sundries 52. _____
- 53. Monthly gifts from child(ren) to others (other children, relatives, teachers, etc.) 53. _____
- 54. Monthly camp or summer activities 54. _____
- 55. Monthly clubs (Boy/Girl Scouts, etc.) 55. _____
- 56. Monthly access expenses (for nonresidential parent) 56. _____
- 57. Monthly miscellaneous 57. _____

58. **SUBTOTAL** (add lines 36 through 57) 58. \$ _____

MONTHLY EXPENSES FOR CHILD(REN) FROM ANOTHER RELATIONSHIP: (other than court-ordered child support)

- 59. _____ 59. \$ _____
- 60. _____ 60. _____
- 61. _____ 61. _____
- 62. _____ 62. _____

63. SUBTOTAL (add lines 59 through 62) 63. \$ _____

MONTHLY INSURANCE:

64. Health insurance, excluding portion paid for any minor child(ren) of this relationship 64. \$ _____

65. Life insurance 65. _____

66. Dental insurance 66. _____

Other:

67. _____ 67. _____

68. _____ 68. _____

69. SUBTOTAL (add lines 64 through 68) 69. \$ _____

OTHER MONTHLY EXPENSES NOT LISTED ABOVE:

70. Monthly dry cleaning and laundry 70. \$ _____

71. Monthly clothing 71. _____

72. Monthly medical, dental, and prescription (unreimbursed only) 72. _____

73. Monthly psychiatric, psychological, or counselor (unreimbursed only) 73. _____

74. Monthly non-prescription medications, cosmetics, toiletries, and sundries 74. _____

75. Monthly grooming 75. _____

76. Monthly gifts 76. _____

77. Monthly pet expenses 77. _____

78. Monthly club dues and membership 78. _____

79. Monthly sports and hobbies 79. _____

80. Monthly entertainment 80. _____

81. Monthly periodicals/books/tapes/CD's 81. _____

82. Monthly vacations 82. _____

83. Monthly religious organizations 83. _____

84. Monthly bank charges/credit card fees 84. _____

85. Monthly education expenses 85. _____

Other: (include any usual and customary expenses not otherwise mentioned in the items listed above) 86. _____

87. _____ 87. _____

88. _____ 88. _____

89. _____ 89. _____

90. SUBTOTAL (add lines 70 through 89) 90. \$ _____

MONTHLY PAYMENTS TO CREDITORS: (only when payments are currently made by you on outstanding balances)

NAME OF CREDITOR(s):

91. _____ 91. \$ _____

92. _____ 92. _____

93. _____ 93. _____

94. _____ 94. _____

95. _____ 95. _____

96. _____ 96. _____

97. _____ 97. _____

98. _____ 98. _____

99. _____ 99. _____
 100. _____ 100. _____
 101. _____ 101. _____
 102. _____ 102. _____
 103. _____ 103. _____

104. SUBTOTAL (add lines 91 through 103) 104. \$ _____

105. TOTAL MONTHLY EXPENSES:
 (add lines 25, 35, 58, 63, 69, 90, and 104 of Section II, Expenses) **105. \$ _____**

SUMMARY

106. TOTAL PRESENT MONTHLY NET INCOME
 (from line 27 of SECTION I. INCOME) **106. \$ _____**

107. TOTAL MONTHLY EXPENSES (from line 105 above) 107. \$ _____

108. SURPLUS (If line 106 is more than line 107, subtract line 107 from line 106. This is the amount of your surplus. Enter that amount here.) 108. \$ _____

109. (DEFICIT) (If line 107 is more than line 106, subtract line 106 from line 107. This is the amount of your deficit. Enter that amount here.) 109. (\$ _____)

SECTION III. ASSETS AND LIABILITIES

A. ASSETS (This is where you list what you OWN.)

INSTRUCTIONS:

STEP 1: In column A, list a description of each separate item owned by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

STEP 2: If this is a petition for dissolution of marriage, check the box in Column A next to any item that you are requesting the judge award to you.

STEP 3: In column B, write what you believe to be the current fair market value of all items listed.

STEP 4: Use column C only if this is a petition for dissolution of marriage and you believe an item is “nonmarital,” meaning it belongs to only one of you and should not be divided. You should indicate to whom you believe the item belongs. (Typically, you will only use Column C if property was owned by one spouse before the marriage. See the “General Information for Self-Represented Litigants” found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of “marital” and “nonmarital” assets and liabilities.)

| A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. ✓ the box next to any asset(s) which you are requesting the judge award to you. | B Current Fair Market Value | C Nonmarital (✓ correct column) | |
|--|-----------------------------------|---------------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> Cash (on hand) | \$ | | |
| <input type="checkbox"/> Cash (in banks or credit unions) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Stocks/Bonds | | | |
| <input type="checkbox"/> | | | |

| A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any asset(s) which you are requesting the judge award to you. | B Current Fair Market Value | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|--|--|------|
| | | husband | wife |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Notes (money owed to you in writing) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Money owed to you (not evidenced by a note) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Real estate: (Home) | | | |
| <input type="checkbox"/> (Other) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Business interests | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Automobiles | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Boats | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other vehicles | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Furniture & furnishings in home | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Furniture & furnishings elsewhere | | | |

| A ASSETS: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any asset(s) which you are requesting the judge award to you. | B Current Fair Market Value | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|--|--|------|
| | | husband | wife |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Collectibles | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Jewelry | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Life insurance (cash surrender value) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Sporting and entertainment (T.V., stereo, etc.) equipment | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other assets | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Assets (add column B) | \$ _____ | | |

B. LIABILITIES/DEBTS (This is where you list what you OWE.)

INSTRUCTIONS:

STEP 1: In column A, list a description of each separate debt owed by you (and/or your spouse, if this is a petition for dissolution of marriage). Blank spaces are provided if you need to list more than one of an item.

STEP 2: If this is a petition for dissolution of marriage, check the box in Column A next to any debt(s) for which you believe you should be responsible.

STEP 3: In column B, write what you believe to be the current amount owed for all items listed.

STEP 4: Use column C only if this is a petition for dissolution of marriage and you believe an item is “nonmarital,” meaning the debt belongs to only one of you and should not be divided. You should indicate to whom you believe the debt belongs. (Typically, you will only use Column C if the debt was owed by one spouse before the marriage. See the “General Information for Self-Represented Litigants” found at the beginning of these forms and section 61.075(1), Florida Statutes, for definitions of “marital” and “nonmarital” assets and liabilities.)

| A LIABILITIES: DESCRIPTION OF ITEM(S) DO NOT LIST ACCOUNT NUMBERS. <input checked="" type="checkbox"/> the box next to any debt(s) for which you believe you should be responsible. | B Current Amount Owed | C Nonmarital (<input checked="" type="checkbox"/> correct column) | |
|---|--|--|------|
| | | husband | wife |
| <input type="checkbox"/> Mortgages on real estate: First mortgage on home | \$ | | |
| <input type="checkbox"/> Second mortgage on home | | | |
| <input type="checkbox"/> Other mortgages | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Charge/credit card accounts | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Auto loan | | | |
| <input type="checkbox"/> Auto loan | | | |
| <input type="checkbox"/> Bank/Credit Union loans | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Money you owe (not evidenced by a note) | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Judgments | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> Other | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Debts (add column B) | \$ _____ | | |

C. NET WORTH (excluding contingent assets and liabilities)

Total Assets (enter total of Column B in Asset Table; Section A) \$ _____

Total Liabilities (enter total of Column B in Liabilities Table; Section B) \$ _____

| | |
|--|-----------------|
| TOTAL NET WORTH (Total Assets minus Total Liabilities) (excluding contingent assets and liabilities) | \$ _____ |
|--|-----------------|

D. CONTINGENT ASSETS AND LIABILITIES

INSTRUCTIONS:

If you have any **POSSIBLE assets** (income potential, accrued vacation or sick leave, bonus, inheritance, etc.) or **POSSIBLE liabilities** (possible lawsuits, future unpaid taxes, contingent tax liabilities, debts assumed by another), you must list them here.

| A Contingent Assets √ the box next to any contingent asset(s) which you are requesting the judge award to you. | B Possible Value | C Nonmarital (√ correct column) | |
|--|---------------------|---------------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Contingent Assets | \$ _____ | | |

| A Contingent Liabilities √ the box next to any contingent debt(s) for which you believe you should be responsible. | B Possible Amount Owed | C Nonmarital (√ correct column) | |
|--|------------------------------|---------------------------------------|------|
| | | husband | wife |
| <input type="checkbox"/> | \$ | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |
| Total Contingent Liabilities | \$ _____ | | |

E. CHILD SUPPORT GUIDELINES WORKSHEET. Florida Family Law Rules of Procedure Form 12.902(e), Child Support Guidelines Worksheet, **MUST** be filed with the court at or prior to a hearing to establish or modify child support. This requirement cannot be waived by the parties.

[√ one only]

___ **A Child Support Guidelines Worksheet IS or WILL BE filed in this case.** This case involves the establishment or modification of child support.

___ **A Child Support Guidelines Worksheet IS NOT being filed in this case.** The establishment or modification of child support is not an issue in this case.

I certify that a copy of this financial affidavit was: () mailed, () faxed and mailed, or () hand delivered to the person(s) listed below on {date} _____.

Other party or his/her attorney:

Name: _____

Address: _____

City, State, Zip: _____

Fax Number: _____

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Party
Printed Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Fax Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or deputy clerk.]

____ Personally known
____ Produced identification
____ Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the [**one** only] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE FORM 12.902(f)(3),
MARITAL SETTLEMENT AGREEMENT FOR SIMPLIFIED DISSOLUTION OF MARRIAGE

When should this form be used?

This form should be used when a **Petition for Simplified Dissolution of Marriage**,  Florida Family Law Rules of Procedure Form 12.901(a), has been **filed** and the **parties** have reached an agreement on all of the issues at hand.


This form should be typed or printed in black ink. **Both** parties must sign the agreement and have their signatures 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. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial (final hearing)**.

Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. For further information, see chapter 61, Florida Statutes, and the instructions for the petition which was filed in this case.

Special notes...

This form does not act to transfer title to the property. Such transfer must be done by deed or supplemental final judgment.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
 IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
 Petitioner,

and

_____,
 Respondent.

**MARITAL SETTLEMENT AGREEMENT FOR SIMPLIFIED
 DISSOLUTION OF MARRIAGE**

We, {Husband's full legal name} _____,
 and {Wife's full legal name} _____,
 being sworn, certify that the following statements are true:

1. We were married to each other on {date} _____.
2. Because of irreconcilable differences in our marriage (no chance of staying together), we have made this agreement to settle once and for all what we owe to each other and what we can expect to receive from each other. Each of us states that nothing has been held back, that we have honestly included everything we could think of in listing our assets (everything we own and that is owed to us) and our debts (everything we owe), and that we believe the other has been open and honest in writing this agreement.
3. We have both filed a Financial Affidavit, Florida Family Law Rules of Procedure Form 12.902(b) or (c). Because we have voluntarily made full and fair disclosure to each other of all our assets and debts, we waive any further disclosure under rule 12.285, Florida Family Law Rules of Procedure.
4. Each of us agrees to execute and exchange any papers that might be needed to complete this agreement, including deeds, title certificates, etc.

SECTION I. MARITAL ASSETS AND LIABILITIES

A. Division of Assets. We divide our assets (everything we own and that is owed to us) as follows: Any personal item(s) not listed below is the property of the party currently in possession of the item(s).

1. Wife shall receive as her own and Husband shall have no further rights or responsibilities regarding these assets:

| ASSETS: DESCRIPTION OF ITEM(S) WIFE SHALL RECEIVE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's, or both.) | Current Fair Market Value |
|--|---------------------------|
| <input type="checkbox"/> Cash (on hand) | \$ |
| <input type="checkbox"/> Cash (in banks/credit unions) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Stocks/Bonds | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Notes (money owed to you in writing) | |

| ASSETS: DESCRIPTION OF ITEM(S) WIFE SHALL RECEIVE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's, or both.) | Current Fair Market Value |
|---|----------------------------------|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Money owed to you (not evidenced by a note) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Real estate: (Home) | |
| <input type="checkbox"/> (Other) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Business interests | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Automobiles | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Boats | |
| <input type="checkbox"/> Other vehicles | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Furniture & furnishings in home | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Furniture & furnishings elsewhere | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Collectibles | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Jewelry | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Life insurance (cash surrender value) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Sporting and entertainment (T.V., stereo, etc.) equipment | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Other assets | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

| ASSETS: DESCRIPTION OF ITEM(S) WIFE SHALL RECEIVE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's, or both.) | Current Fair Market Value |
|--|---------------------------|
| <input type="checkbox"/> | |
| Total Assets to Wife | \$ |

2. Husband shall receive as his own and Wife shall have no further rights or responsibilities regarding these assets:

| ASSETS: DESCRIPTION OF ITEM(S) HUSBAND SHALL RECEIVE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described below is wife's, husband's, or both.) | Current Fair Market Value |
|---|---------------------------|
| <input type="checkbox"/> Cash (on hand) | \$ |
| <input type="checkbox"/> Cash (in banks/credit unions) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Stocks/Bonds | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Notes (money owed to you in writing) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Money owed to you (not evidenced by a note) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Real estate: (Home) | |
| <input type="checkbox"/> (Other) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Business interests | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Automobiles | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Boats | |
| <input type="checkbox"/> Other vehicles | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Retirement plans (Profit Sharing, Pension, IRA, 401(k)s, etc.) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Furniture & furnishings in home | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Furniture & furnishings elsewhere | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Collectibles | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Jewelry | |

| ASSETS: DESCRIPTION OF ITEM(S) HUSBAND SHALL RECEIVE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any title/deed/account described) | Current Fair Market Value |
|---|----------------------------------|
| <input type="checkbox"/> | |
| <input type="checkbox"/> Life insurance (cash surrender value) | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Sporting and entertainment (T.V., stereo, etc.) equipment | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Other assets | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| Total Assets to Husband | \$ _____ |

B. Division of Liabilities/Debts. We divide our liabilities (everything we owe) as follows:

1. Wife shall pay as her own the following and will not at any time ask Husband to pay these debts/bills:

| LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY WIFE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any mortgage, note, or account described below is wife's, husband's, or both.) | Monthly Payment | Current Amount Owed |
|--|------------------------|----------------------------|
| <input type="checkbox"/> Mortgages on real estate: (Home) | \$ | \$ |
| <input type="checkbox"/> (Other) | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Charge/credit card accounts | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Auto loan | | |
| <input type="checkbox"/> Auto loan | | |
| <input type="checkbox"/> Bank/credit union loans | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Money you owe (not evidenced by a note) | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Judgments | | |

| LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY WIFE (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any mortgage, note, or account described below is wife's, husband's, or both.) | Monthly Payment | Current Amount Owed |
|--|------------------------|----------------------------|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Other | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| Total Debts to Be Paid by Wife | \$ _____ | \$ _____ |

2. Husband shall pay as his own the following and will not at any time ask Wife to pay these debts/bills:

| LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY HUSBAND (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any mortgage, note or account described below is wife's, husband's, or both.) | Monthly Payment | Current Amount Owed |
|--|------------------------|----------------------------|
| <input type="checkbox"/> Mortgages on real estate: (Home) | \$ | \$ |
| <input type="checkbox"/> (Other) | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Charge/credit card accounts | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Auto loan | | |
| <input type="checkbox"/> Auto loan | | |
| <input type="checkbox"/> Bank/credit union loans | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Money you owe (not evidenced by a note) | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Judgments | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Other | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

| LIABILITIES: DESCRIPTION OF DEBT(S) TO BE PAID BY HUSBAND (To avoid confusion at a later date, describe each item as clearly as possible. You do not need to list account numbers. Where applicable, include whether the name on any mortgage, note or account described below is wife's, husband's, or both.) | Monthly Payment | Current Amount Owed |
|--|------------------------|----------------------------|
| Total Debts to Be Paid by Husband | \$ _____ | \$ _____ |

C. Contingent Assets and Liabilities (listed in Section III of our Financial Affidavits) will be divided as follows: _____

SECTION II. SPOUSAL SUPPORT (ALIMONY). Each of us forever gives up any right to spousal support (alimony) that we may have.

SECTION III. OTHER

I certify that I have been open and honest in entering into this settlement agreement. I am satisfied with this agreement and intend to be bound by it.

Dated: _____

Signature of Husband

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

STATE OF FLORIDA
 COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

 NOTARY PUBLIC or DEPUTY CLERK

 [Print, type, or stamp commissioned name of notary or deputy clerk.]

 Personally known

 Produced identification

 Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE

BLANKS BELOW: [✎ fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {Husband's name} _____,
who is the [✓ one only] ___ petitioner **or** ___ respondent, fill out this form.

I certify that I have been open and honest in entering into this settlement agreement. I am satisfied with this agreement and intend to be bound by it.

Dated: _____

Signature of Wife

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

___ Personally known

___ Produced identification

Type of identification produced _____

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW: [✎ fill in **all** blanks]

I, {full legal name and trade name of nonlawyer} _____,
a nonlawyer, located at {street} _____, {city} _____,
{state} _____, {phone} _____, helped {Wife's name} _____,
who is the [✓ one only] ___ petitioner **or** ___ respondent, fill out this form.

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM
12.902(i),

AFFIDAVIT OF CORROBORATING WITNESS

When should this form be used?

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.

This form should be typed or printed in black ink, and signed in the presence of 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.


What should I do next?

A copy of this form must be mailed or hand delivered to the other party in your case, if it is not **served** on him or her with your initial papers.

Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. The words that are in "**bold underline**" in these instructions are defined there. For further information, see section 61.021, Florida Statutes or section 61.052(2), Florida Statutes.

Special notes...

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____

Division: _____

_____,
Petitioner,

and

_____,
Respondent.

AFFIDAVIT OF CORROBORATING WITNESS

I, {full legal name} _____, being sworn, certify that the following statements are true: I am a resident of the State of Florida. I have known {name} _____ since {approximate date} _____, (more than 6 months before the date of filing the petition in this action) and know of my own personal knowledge that this person has resided in the State of Florida for at least 6 months before the date of this affidavit. I have attached a copy of my Florida driver's license or Florida identification card to this affidavit.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____

Signature of Corroborating Witness

Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ by _____.

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

Type of identification produced _____

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE
BLANKS BELOW:** [fill in **all** blanks]

I, *{full legal name and trade name of nonlawyer}* _____,
a nonlawyer, located at *{street}* _____, *{city}* _____,
{state} _____, *{phone}* _____, helped *{name}* _____,
who is the [**one** only] ___ petitioner **or** ___ respondent, fill out this form.

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
IN AND FOR _____ COUNTY, FLORIDA

Case No.: _____
Division: _____

_____,
Petitioner,

and

_____,
Respondent.

FINAL JUDGMENT OF SIMPLIFIED DISSOLUTION OF MARRIAGE

This cause came before this Court for a hearing on the parties' Petition for Simplified Dissolution of Marriage. The Court, having reviewed the file and heard the testimony, makes these findings of fact and reaches these conclusions of law:

1. The Court has jurisdiction over the subject matter and the parties.
2. At least one party has been a resident of the State of Florida for more than 6 months immediately before filing the Petition for Simplified Dissolution of Marriage.
3. The parties have no minor or dependent children in common, and the wife is not pregnant.
4. The marriage between the parties is irretrievably broken. Therefore, the marriage between the parties is dissolved, and the parties are restored to the status of being single.
5. Marital Settlement Agreement.
[one only]
____ a. The parties have voluntarily entered into a Marital Settlement Agreement, and each has filed the required Financial Affidavit. Therefore, the Marital Settlement Agreement is filed as "Exhibit A" in this case and is ratified and made a part of this final judgment. The parties are ordered to obey all of its provisions.
____ b. There is no marital property or marital debts to divide, as the parties previously have divided all of their personal property. Therefore, each is awarded the personal property he or she presently has in his or her possession. Each party shall be responsible for any debts in his or her own name.
6. () yes () no The wife's former name of *{full legal name}* _____ is restored.
7. The Court reserves jurisdiction to enforce the marital settlement agreement.

ORDERED on _____.

CIRCUIT JUDGE

COPIES TO:
Petitioner (or his or her attorney)