



Clerk of the Circuit Court

Jackson County, FL

Packet \$38.00

Filing Fee: \$408.00

Other fees due at the time of filing include: Copies to be served: \$1.00/page approx. \$58.00
Issuance of Summons: \$10.00

Other fees not due at the time of filing: Fee to Sheriff or Process Server: varies starting at \$40.00

DISSOLUTION OF MARRIAGE (WITH MINOR CHILDREN)

THIS PACKET CONTAINS THE FOLLOWING FORMS:

- [CIVIL COVER SHEET \(required\)](#)
- [PERSONAL INFORMATION SHEET \(requested by clerk\)](#)
- [PETITION FOR DISSOLUTION OF MARRIAGE WITH MINOR CHILDREN \(required\)](#)
- [SUMMONS \(required if other party is to be served\)](#)
- [FAMILY LAW PRETRIAL ORDER \(required\)](#)
- [PARENTING PLAN \(REQUIRED\)](#)
- [MARITAL SETTLEMENT AGREEMENT \(REQUIRED IF COURT IS INVOLVED\)](#)
- [UNIFORM CHILD CUSTODY JURISDICTION ENFORCEMENT ACT AFFIDAVIT \(required\)](#)
- [NOTICE OF SOCIAL SECURITY NUMBER \(required\)](#)
- FAMILY LAW FINANCIAL AFFIDAVIT (REQUIRED-CHOOSE ONE)
 - [FAMILY LAW FINANCIAL AFFIDAVIT \(INCOME UNDER \\$50,000\)](#)
 - [FAMILY LAW FINANCIAL AFFIDAVIT \(INCOME \\$50,000 OR MORE\)](#)
- [CERTIFICATE OF MANDATORY DISCLOSURE \(REQUIRED\)](#)
- [CHILD SUPPORT GUIDELINES WORKSHEET \(REQUIRED IF ASKING FOR SUPPORT\)](#)
- EMAIL SERVICE ADDRESS (REQUIRED-CHOOSE ONE)
 - [DESIGNATION OF EMAIL ADDRESS \(REQUIRED\)](#)
 - [REQUEST TO BE EXCUSED FROM E-MAIL SERVICE](#)
- [DISCLOSURE FROM A NON-LAWYER \(required if someone helped with forms\)](#)
- [NOTICE OF LIMITED SERVICES PROVIDED \(required\)](#)
- [NOTICE OF RELATED CASES \(required\)](#)
- [PARENTING CLASS INFORMATION](#) (A certificate of completion must be provided by both parents before a final hearing can be scheduled)
- ANSWER (3 OPTIONS) (for respondent-choose one)
 - [ANSWER, WAIVER, AND REQUEST FOR FINAL JUDGMENT](#)
 - [ANSWER TO PETITION FOR DISSOLUTION OF MARRIAGE](#)
 - [ANSWER TO PETITION AND COUNTERPETITION FOR DISSOLUTION OF MARRIAGE WITH DEPENDENT OR MINOR CHILD\(REN\)-cost \\$295 to file](#)
- Additional forms may be required; your case manager will advise you of any required forms that may not be in this packet.

YOU MUST HAVE A VALID FLORIDA DRIVER'S LICENSE WITH AN ISSUANCE DATE AT LEAST 6 MONTHS PRIOR TO FILING.

*****DO NOT SIGN THESE FORMS UNLESS YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC.***** We can notarize your signature in the Circuit Civil/Family Law Department.

When all forms have been completed, please return them to the Circuit Civil/Family Law Department of the Jackson County Clerk of Court, along with your filing fee of \$408.00 and other fees. Your case will be forwarded to the Family Court Specialist for review once the other party has been served and proof is filed in your file. You may check back with a Deputy Clerk in 2 to 3 weeks after service for the status of your case.

It is your responsibility to call the Circuit Civil/Family Law Department (850) 482-9552 to find out the status of your case. When the file is procedurally correct, a final hearing will be scheduled.